

No.Q/SSIFS-OT/580/13/2020
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service

New Delhi, December 8, 2020

Notice for Inviting Quotations for Hiring of Transport Services

The Sushma Swaraj Institute of Foreign Service (SSIFS) of the Ministry of External Affairs in New Delhi is organizing various training programme during December, 2020 & January, 2021.

2. In this context, quotations are invited for hiring of transport services in the following formats:

AC Coach	Rs/day (8 hrs/80km) without GST	Rs/km for extra kms without GST	Rs/hr for extra hours without GST	Applicable GST Rate (%)
35-seater				

3. The requirement of buses will be for about 5-10 days during the training period and the travel will involve visits to various sites in Delhi and NCR region as part of their official engagements.

4. The transport service provider will ensure that both the driver and conductor are dressed in clean uniform with shoes; the bus is not driven rashly; and the bus is cleaned and sanitized properly as per Government of India guidelines on a daily basis, both from inside and outside. Provision of hand sanitisers should also be kept in the bus.

5. The quotations must be submitted in the name of Shri Pradeep Kumar L., Section Officer (SSIFS), before 1100 hrs on December 15, 2020 by dropping it in the Tender Box at Sushma Swaraj Institute of Foreign Service, Baba Gangnath Marg (Near Ber Sarai Market), New Delhi-110067, duly superscribed with "Quotation for Hiring of Transport Services"

6. The quotation should have name and signature of the authorised representative & stamp of the transport company.

7. Representative of the transport service providers may attend the proceeding of the opening of the quotations at Sushma Swaraj Institute of Foreign Service on December 15, 2020 at 1130 hrs.


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