



विदेश सेवा संस्थान
विदेश मंत्रालय, नई दिल्ली
FOREIGN SERVICE INSTITUTE
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

Notice Inviting Quotations

Q/FSI-Admn./853/01/2019

26.03.2021

Subject: Hiring of coaches/instructors for Zumba classes on weekends.

Quotations are invited from Zumba professional coaches/instructors/firms/companies to provide coaching/training on weekends at Sushma Swaraj Institute of Foreign Service, Baba Gang Nath Marg (Near Ber Sarai Market), (Opposite Kendriya Vidyalaya), New Delhi – 110067, as per the format below:

Sl. No.	Classes	Duration	Fee (Rs.)	GST if any (Rs.)	Total amount (Rs.)
1.	Zumba	60 Minutes			

- Last date of submission of quotation is by 06.04.2021 by 1100hrs.
- Interested coaches/instructors/firms/companies may drop their quotations in sealed cover in Tender Box kept at the reception of Sushma Swaraj Institute of Foreign Service, Ministry of External Affairs, Baba Gang Nath Marg (Near Ber Sarai Market), Opposite Kendriya Vidyalaya, New Delhi-110067. The sealed envelope should be superscribed as "Quotation for hiring of coaches/instructors for Zumba classes on weekends".
- The Interested coaches/instructors/firms/companies must enclose the bio data, professional qualifications from accredited institutions and experience certificates of two years of the proposed trainer/coach along with the quotation. In case of same quote received from two individuals, the decision will be taken on the basis of qualification and experience of the proposed coaches/instructors.
- The services of coaches/instructors/firms/companies would be required immediately after issuing of offer letter by SSIFS. The selected coach/instructor/firm/company will have to enter into an Agreement with SSIFS. The exact time of classes will be finalized at the time of the signing of Agreement.
- For instructors finally confirmed, the selected instructors will be on probation for one week during which feedback on his/her performance would be obtained and evaluated. In the event of unsatisfactory performance, the services would be terminated. Due pro-rata payment as per agreement would be made as per the services already rendered.
- Clarifications, if any, may be sought from the under-signed during working time. **The bids will be opened on 06.04.2021 at 1200hrs.** The bidders may be present during opening of bids.
- No advance payment will be made. Payment will be made on a monthly basis after completion of one month's service and by ECS only. The selected coach/instructor/firm/company shall give their bank details for ECS transfer along with PAN/GST number and triplicate copy of their invoice.

(Shashi Munjal)

Section Officer (SSIFS-Admin/Estt.)

Tel: 26181362

E-mail - soadminfsi@mea.gov.in

बाबा गंग नाथ मार्ग, पुराना जे. एन. यू. कैम्पस, बेर सराय, नई दिल्ली - 110 067

Baba Gang Nath Marg, Old JNU Campus, Ber Sarai, New Delhi - 110 067

Tel.: 26181248, 26181342 Fax : 26181358 Website: <http://meafsi.gov.in>