

No. Q/SSIFS-FT/580/23/2020
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service
New Delhi

03 September 2021

1st Special Course for Diplomats from the Indian Ocean Region

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 the training of Foreign Diplomats from 19 September – 02 October 2021.

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

Travel within NCR from 19 September – 02 October 2021

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				
40 seater				
45 seater				

Travel from Delhi to Agra and back from 25-26 September 2021

Type of vehicle	Total Cost (in Rs.) without GST	Applicable GST Rate (%)
Volvo without toilet		

3. Travel within NCR will involve weekday commuting (except closed holidays) between the resident Hotel of diplomats and SSIFS (within 20 kms of each other). Sometimes, diplomats will also travel during the day to various sites in Delhi as part of their official engagements. At times during evenings and over any free weekend, tourist spots in Delhi will also be visited.

4. Travel to Agra will include visit to Taj Mahal, staying the night at the Hotel and travelling to Fatehpur Sikri the following day enroute to Delhi besides stopping at important tourist spots along the way.

5. 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; **bottled water (one 500 ml bottle/person) is provided in the bus during Delhi Darshan and Agra visit (expenditure on extra water would be borne by SSIFS on the basis of**

actual consumption); and the bus is cleaned on a daily basis, both from inside and outside.

6. The quotations must be submitted in the name of Ms. Nilakshi Saha Sinha, JS (SSIFS), before **1100 hrs on September 10, 2021 (Friday)** 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 for 1st Special Course for Diplomats from Indian Ocean Region; September 19 – 02 October 2021"**

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

8. Representative of the transport service providers may attend the proceeding of the opening of the quotations at Sushma Swaraj Institute of Foreign Service **on 10 September 2021 (Friday) at 1100 hrs.**

Sugandha Sultania

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Ministry of External Affairs

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