

No. Q/SSIFS-FT/580/14/2020
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service
New Delhi

08 December 2021

**3rd Annual Disarmament and International Security Affairs Fellowship
Programme**

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 09-29 January 2022.

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

Travel within NCR from 10-28 January 2022

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				

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. 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 (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.

5. The quotations must be submitted in the name of Ms. Nilakshi Saha Sinha, JS (SSIFS), before **1600 hrs on 31 December 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 3rd Annual Disarmament and International Security Affairs Fellowship Programme"**

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 31 December 2021 (Friday) at 1600 hrs.



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Ministry of External Affairs

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