

Q/SSIFS-FT/580/14/2020  
Ministry of External Affairs  
Sushma Swaraj Institute of Foreign Service  
New Delhi

17 February 2022

**3<sup>rd</sup> Annual Disarmament & International Security Affairs Fellowship Programme**

**Notice for Inviting Quotations for Hiring of Transport Services**

The Sushma Swaraj Institute of Foreign Service of the Ministry of External Affairs in New Delhi is organizing the training of Foreign Diplomats from 14 March – 1 April 2022.

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

**Travel within NCR from 14 March – 1 April 2022.**

AC Coach*	Rs/day (10 hrs/80 km) without GST	Rs/hr for extra hours without GST	Rs/km for extra kilometres 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 15 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. The expenditure on toll tickets and parking on actual basis would be borne by SSIFS as per the bills provided.

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 Institutional Visits and/or Local Delhi Sites 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 **1600 hrs on 24 February 2022**, 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 3<sup>rd</sup> Annual Disarmament & International Security Affairs Fellowship Programme from 14 March – 1 April 2022.”**

**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 at 1630 hrs on 24 February 2022.**



Shashi Munjal

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Ministry of External Affairs

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