

Q/SSIFS-FT/580/05/2022
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service
New Delhi

31 August 2023

**1st Special Course for diplomats from Timor-Leste and 2nd Special
Course for Diplomats from Dominican Republic**

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 **20 – 29 September 2023**.

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

Travel from Delhi to Agra and back on 23 September 2023 (no night halt)

Type of Vehicle	Total cost (in Rs.) without GST	Applicable GST Rate (%)
Volvo without Toilet		

3. Travel to Agra will include visit to Taj Mahal besides stopping at important tourist spots along the way. The bus will leave for Agra in the morning of **23 September 2023 (Saturday)** and return on the same day by night.

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 Agra visit (expenditure on extra water would be borne by SSIFS on the basis of actual consumption and certification from accompanying SSIFS Officials)**; and the bus is cleaned on a daily basis, both from inside and outside.

5. The quotations must be submitted in the name of Joint Secretary (SSIFS) before **1200 hrs on 11 September 2023** 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 Timor-Leste and 2nd Special Course for Diplomats from Dominican Republic from 20 – 29 September 2023."**

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 11 September 2023 at 1200 hrs.



Sugandha Sultania
Section Officer (SSIFS-FT/NRG)
Sushma Swaraj Institute of Foreign Service
Ministry of External Affairs
Ph: 26181246
e-mail – soft.ssifs@mea.gov.in