



No.Q/SSIFS-Admn/853/01/2023

09.10.2023

Notice Inviting Quotations

Subject: Hiring of instructor for Gym classes on as and when required basis.

Quotations are invited from Gym professional instructors/firms/companies to provide coaching/training on **“as and when required basis”** 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	Time	Duration	Fee (Rs.)	GST if any (Rs.)	Total amount (Rs.)
1.	Gym	Evening/Morning	90 Minutes			

2. Last date of submission of quotation is by 18.10.2023 by 1100hrs.

3. Interested 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 instructor for Gym classes on as and when required basis”.

4. The Interested 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 instructors.

5. The services of instructors/firms/companies would be required immediately after issuing of offer letter by SSIFS. The selected 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.

6. For instructors finally confirmed, the selected instructor 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.

7. The engagement of the instructor/Agency would likely be for a minimum of six months with prospective of future extension.

8. Clarifications, if any, may be sought from the under-signed during working time.
The bids will be opened on 18.10.2023 at 1200hrs. The bidders may be present during opening of bids.

9. 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. For any increase/decrease in duration of the session, payment will be made on pro-rata basis. The selected instructor/firm/company shall give their bank details for ECS transfer along with PAN/GST number and triplicate copy of their invoice.



(Shashi Munjal)

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