

No. Q/SSIFS-FT/580/14/2023
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service
New Delhi

30 October 2023

1st Global South Young Diplomats Forum (GSYDF)

Notice for Inviting Quotations for Hiring of Transport Services

The Sushma Swaraj Institute of Foreign Services of the Ministry of External Affairs in Delhi is organising the training of around Thirty (30) Foreign Diplomats from 20 November – 01 December 2023 in New Delhi.

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

Travel from Delhi to Agra and back on 25 November 2023 (No Night Halt)

Type of Vehicle	Total Cost in INR 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 25 November 2023 (Saturday) and return to Delhi on the same day.

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 500ml bottle per 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 1100 hrs on Friday, 10 November 2023 by dropping it in the Tender Box at Sushma Swaraj Institute of Foreign Service, Baba Gang Nath Marg (Near Ber Sarai Market), New Delhi – 110067 duly superscribed with “Quotations for Hiring of Transport Services for the 1st Global South Young Diplomats Forum” from 20 November – 01 December 2023 in New Delhi.

6. The quotation should have name and signature of the authorised representative and stamp of the Transport Company.

7. Representatives of the Transport Company/Transport Service Providers may attend the proceedings of the opening of the quotations at Sushma Swaraj Institute of Foreign Services at 1100 hrs on 10 November 2023.



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