



विदेश सेवा संस्थान  
विदेश मंत्रालय, नई दिल्ली  
FOREIGN SERVICE INSTITUTE  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

**Notice Inviting Quotations**

Q/FSI-Admn/853/01/2019

31.10.2019

**Subject: Hiring of coaches/instructors for Lawn Tennis classes on daily basis**

Quotations are invited from Lawn Tennis professional coaches/instructors/firms/companies to provide coaching/training on a daily basis at Foreign Service Institute, 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.	Lawn Tennis	Evening	90 Minutes			

2. Last date of submission of quotation is by 20/11/2019 by 1100hrs.
3. Interested coaches/instructors/firms/companies may drop their quotations in sealed cover in Tender Box kept at the reception of Foreign Service Institute, 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 coaches/instructors for Lawn Tennis classes on daily basis".
4. The Interested coaches/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 coaches/instructors.
5. The services of coaches/instructors/firms/companies would be required immediately after issuing of offer letter by FSI. The selected coach/instructor/firm/company will have to enter into an Agreement with FSI. The exact time of classes will be finalized at the time of the signing of Agreement.
6. For instructors finally confirmed, the selected instructors 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 with one week compensation.
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 20/11/2019 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. The selected coach/instructor/firm/company shall give their bank details for ECS transfer along with PAN/GST number and triplicate copy of their invoice.

  
(Shashi Munjal)

Section Officer (FSI-Admin/Estt.)

Tel : 26181362

E-mail - [soadminfsi@mea.gov.in](mailto:soadminfsi@mea.gov.in)

बाबा गंग नाथ मार्ग, पुराना जे. एन. यू. कैम्पस, बेर सराय, नई दिल्ली - 110 067

Baba Gang Nath Marg, Old JNU Campus, Ber Sarai, New Delhi – 110 067

Tel.: 26181248, 26181342 Fax : 26181358 Website: <http://meafsi.gov.in>



**Notice Inviting Quotations**

Q/FSI-Admn/853/01/2019

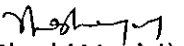
31.10.2019

**Subject: Hiring of coaches/instructors for Gym classes on daily basis**

Quotations are invited from Gym professional coaches/instructors/firms/companies to provide coaching/training on a daily basis at Foreign Service Institute, 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	90 Minutes			

2. Last date of submission of quotation is by 20/11/2019 by 1100hrs.
3. Interested coaches/instructors/firms/companies may drop their quotations in sealed cover in Tender Box kept at the reception of Foreign Service Institute, 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 coaches/instructors for Gym classes on daily basis".
4. The Interested coaches/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 coaches/instructors.
5. The services of coaches/instructors/firms/companies would be required immediately after issuing of offer letter by FSI. The selected coach/instructor/firm/company will have to enter into an Agreement with FSI. The exact time of classes will be finalized at the time of the signing of Agreement.
6. For instructors finally confirmed, the selected instructors 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 with one week compensation.
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 20/11/2019 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 EC5 only. The selected coach/instructor/firm/company shall give their bank details for ECS transfer along with PAN/GST number and triplicate copy of their invoice.

  
(Shashi Munjal)

Section Officer (FSI-Admin/Estt.)

Tel : 26181362

E-mail - [soadminfsi@mea.gov.in](mailto:soadminfsi@mea.gov.in)

बाबा गंग नाथ मार्ग, पुराना जे. एन. यू. कैम्पस, बेर सराय, नई दिल्ली - 110 067

Baba Gang Nath Marg, Old JNU Campus, Ber Sarai, New Delhi – 110 067

Tel.: 26181248, 26181342 Fax : 26181358 Website: <http://meafsi.gov.in>