

No. Q/SSIFS-FT/580/43/2019
Ministry of External Affairs
Sushma Swaraj Institute of Foreign Service
New Delhi

February 24, 2020

69th Professional Course for Foreign Diplomats

Notice for Inviting Quotations for Hiring of Transport Services

The Sushma Swaraj Institute of Foreign Service (SSIFS) of the Ministry of External Affairs in New Delhi is organizing the training of Foreign Diplomats from March 16-09 April 2020.

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

Travel within NCR from March 16-09 April 2020

AC Coach*	Rs/day (8 hrs/80km) without GST	Rs/km for extra kms without GST	Rs/hr for extra hours without GST	Applicable GST Rate (%)
27 seater				
35 seater				
44 seater				

Travel from Delhi to Agra and back from 28-29 March 2020 with one night halt

Type of vehicle	Total Cost (in Rs.) without GST	Applicable GST Rate (%)
Volvo without toilet		

Travel from Delhi to Jaipur and back from 04-06 April 2020 with two night halts

Type of vehicle	Total Cost (in Rs.) without GST	Applicable GST Rate (%)
Volvo without toilet		

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.

4. Travel to Jaipur will include visiting the tourist spots in and around Jaipur (Chokhi Dhani). Similarly, travel to Agra will include visit to Taj Mahal, staying the

night at the Hotel and travelling to Fatehpur Sikri the following day enroute to Delhi besides stopping at important tourist spots along the way.

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

6. The quotations must be submitted in the name of Shri Rahul Shrivastava, JS (SSIFS), before **1100 hrs on 28 February 2020** 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 69th Professional Course for Foreign Diplomats; March 16-09 April 2020"**

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 on **February 28, 2020 at 1100 hrs.**



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