

NOTICE INVITING QUOTATIONS

No.Q/FSI-OT/580/15/2016 – Vol-II

02.01.2018

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

Quotations are invited from 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), (Opp Kendriya Vidyalaya), New Delhi-110067** as per the format below:

Sl. No.	Classes	Time	Duration	Fee	Applicable Tax	Total amount
1	Tennis	Evening	90 Minutes			

2. Last date for submission of quotation is 24.01.2018 by 1700 hrs.

3. Interested coaches/instructors/firms/companies may drop their quotation separately for Tennis classes in sealed cover in Tender Box at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067. The sealed envelope should be superscribed as ***“Quotation for Hiring of coaches/instructors for 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 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 finalised 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. Previous engagement of instructor was at Rs. 500/- per hour

8. 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 along with PAN/TIN number for ECS transfer.

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