



NOTICE INVITING QUOTATION (NIQ)

for

**HIRING OF (i) TWO GOLF CARTS – SIX SEATER AND (ii) DRIVER OF GOLF CARTS
FOR USE AT MDI GURGAON CAMPUS**

Last Date for submission of filled Quotation to MDI Gurgaon: 29 March 2023, up to 3 PM

(NIQ document is to be submitted in original duly signed in blue/black colour ink on all pages by Authorized Signatory with agency seal stamped on each page along with other documents)

**Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurugram -122001**

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON

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Management Development Institute Gurgaon, an Institute of national repute, is dedicated to offer world class management and training education. The institute is located near Sector-17 C, Mehrauli Road, Sukhrali, Gurugram -122001. The Institute invites sealed rate quotations from the reputed firms/agencies based in the Delhi/NCR providing good quality golf carts along with charging station and including operation and maintenance, drivers etc. on monthly rent basis, strictly as per **Annexure- II**, to the Regulatory bodies, Large Educational/Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/Undertakings, Autonomous Bodies and golf course etc. for at least last five years.

The participating agencies should submit sealed rate quotations for the following: -

- (i) Providing two 6 seaters - Golf carts of very good quality on monthly rent basis for a period of initial 6 months. The hiring period may be further extended after completion of 6-months based on the requirement of the Institute and satisfactory performance of the agency, on mutually agreeable terms and conditions. The monthly rent should also include cost of operation and maintenance of the golf carts and setting up of the charging station for the golf carts at MDI Gurgaon. The institute will provide electricity for charging the golf carts free of charge basis. In case of any major repair requirement of the golf cart the agency will repair or replace the same with equally good golf cart on urgent basis (within 24 hours), without any cost to the Institute. If the repair/replace time is more than one time in a month and taken more than 24 hours, then pro-rata rent will be deducted for golf cart and driver both.
- (ii) Providing trained golf cart drivers - for duty 12 hours a day basis and all days in a month. No accommodation to the drivers will be provided by the Institute.

The rented golf carts will be used for transportation of the faculty, students, guests, families and other officials inside the MDI Gurgaon Campus.

The quotation duly filled in all respect enclosing General Terms and Condition, proof of experience Annexure I and II and other documents should be addressed to **Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon**, Mehrauli Road, Sukhrali, Gurgaon – 122 007 (Haryana). Duly filled quotation should be submitted in sealed envelope super scribing “**Hiring of (i) Two Golf Carts - Six Seater and (ii) Driver of golf Carts for use at MDI Gurgaon Campus**” through **Speed Post/By Hand only**, so as to reach **Institutional Services Department**, MDI Gurgaon on or before **29 March 2023, 3 p.m.** Quotation received after the last date and time will not be considered.

Chief Administrative Officer
(Institutional Services)

GENERAL TERMS AND CONDITIONS

HIRING OF (i) TWO GOLF CARTS – SIX SEATER AND (ii) DRIVER OF GOLF CARTS FOR USE AT MDI GURGAON CAMPUS

1. The agency should have minimum experience of five years for providing and maintaining golf cart services to the Regulatory bodies, Large Educational/Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/Undertakings, Autonomous Bodies and golf course etc. at Gurgaon/Delhi/NCR. (Experience certificate with satisfactorily work completion of similar nature work should to be submitted).
2. The agency should have an office in Gurgaon/NCR/Delhi. Please mention complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. **in Annexure -I.**
3. The agency should enclose copies of applicable licence for carrying out the business of renting out the golf carts, GST/PAN and other documents specified hereto.
4. The agency should have minimum of 5-6 similar golf carts in operations as on date of participating in the NIQ process.
5. The golf cart should have applicable Registration Certificate, Road Tax Payment Certificate, Fitness certificate, and Insurance (including the Driver) and other applicable licenses.
6. The golf cart should not be more than 3 (three) years old.
7. The golf cart should be available 12 hours a day, seven days a week at MDI Gurgaon without break-down. The agency will arrange for a replacement of vehicle in case of unserviceability of the golf cart provided, within not more than 24 hours.
8. The driver of the golf cart engaged should have valid driving license and should be trained in First Aid. The driver should have minimum 3 years' experience of driving /operating golf carts at premier organizations.
9. The driver of the golf cart will wear proper uniform, carry agency ID card all the times.
10. The driver should be polite, cordial and well mannered. A police verification report in respect of the driver's character and antecedent check should be deposited by the agency to the Institute for the same.
11. The driver should be in the age group of 30-45 years of old, should be mentally fit and should not have any infectious disease.
12. The drivers should not have any record of alcoholism, drug addiction or crime record etc. and should eat tobacco, pan, gutka while on duty.
13. Payment of minimum wages and other statutory obligations should be ensured by the agency. Statutory liability payments viz. ESI/PF etc. would be directly borne by the agency. No extra payment to the agency would be made by MDI Gurgaon.
14. Any expenditure towards unserviceability of golf cart provided would be borne by the agency only.

15. The legal liability arising out of accident of golf cart or drivers or others for any reasons whatsoever, during the period of engagement would be directly borne by the agency. MDI Gurgaon will not be responsible for the same.
16. Any loss/damage of the property of MDI Gurgaon caused by the golf cart drivers would be recovered from the monthly bill payable to the agency.
17. The agency would provide a mobile phone to the drivers deputed at MDI Campus.
18. The drivers employed by the agency should have insurance cover in respect of accident policy, for loss of life/injury etc. and compensation, if any in this regard. MDI Gurgaon will not be responsible for the same.
19. The payment will be made on monthly basis against submission of the original invoice. The agency shall ensure that invoice is complete in all respect and complies with all the statutory provision of labour laws/Tax rules etc.
20. Management Development Institute Gurgaon reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
21. The competent authority of MDI Gurgaon will be the sole arbitrator in the event of any dispute.

AGENCY DETAIL FORM

**HIRING OF (i) TWO GOLF CARTS – SIX SEATER AND (ii) DRIVER OF GOLF CARTS
FOR USE AT MDI GURGAON CAMPUS**

(To be printed on agency letter head)

1	Name of the agency	
2	Full Postal Address, E-mail & Contact Details	
3	PAN Details (Enclose copy of PAN certificate)	
4	GST No. Details (Enclose copy of GST certificate)	
5	Experience in providing golf cart services to the Regulatory bodies, Large Educational/Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/Undertakings, Autonomous Bodies and golf course etc. at Gurgaon/Delhi/NCR. (Copies of Work Orders/ Contract Agreements/ Experience Certificates)	
6	Cancelled Cheque	

Signature of authorized person of Agency

Name:

Date:

Place:

Official Seal:

RATE QUOTATION

**HIRING OF (i) TWO GOLF CARTS – SIX SEATER AND (ii) DRIVER OF GOLF CARTS
FOR USE AT MDI GURGAON CAMPUS**

(To be printed on agency letter head)

SL No.	Description	Qty	Monthly Charges in INR (exclusive of GST)
1.	Monthly rates for providing Six-Seater Golf Carts	02	
2.	Monthly rates for drivers on duty - 12 hours a day and seven days a week	02	

Signature of authorized person of Agency

Name:

Date:

Place:

Official Seal: