

(MDIG/IS/2023-24dated 02 December 2024)



NOTICE INVITING QUOTATION (NIQ)

For

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Last Date of submission of filled quotation at MDI Gurgaon is 23 December 2024 upto 3 P.M.

(All the pages of this NIQ are to be signed in ink by the authorized signatory with official stamp oneach page and are to be submitted in original along with the quotation)

**Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurugram - 122007**

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The Agencies are requested to enclose an Index Table on first page of the rate quotation along with enclosures giving details about - Sl. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.

For any query, please contact Travel Desk, MDI Gurgaon at 0124-4560530/33

SECTION-I

NOTICE INVITING QUOTATION (NIQ)

for

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Management Development Institute (MDI) Gurgaon, (hereinafter referred to as the "Institute") established in 1972, is one of the top-ranking business schools in India.

The Institute invites quotations from the interested, eligible and reputed transport agencies for hiring of Airconditioned Buses 12-seater, 16/17-seater, 20-seater, 26/27-seater and 35/41/45-seater (Commercial Registration), as per the requirement of MDI Gurgaon from time to time, for a period of three years from the date of empanelment, on competitive rates.

Notice Inviting Quotation (NIQ) document can be downloaded from MDI Gurgaon website. <https://mdi.ac.in/tenders>. The dully filled quotation in original along with all requisite documents enclosed, dully signed by the authorized person, and official stamp on each page should be sealed in an envelope and submitted in the TENDER Box placed at Institutional Services Department, MDI Gurgaon, on or **before 23 December 2024 up to 3:00 p.m.** through Speed Post/Courier/By hand only. Quotations received through e-mail/online will not be considered and summarily rejected.

Agencies should read the document carefully before submitting quotation to MDI Gurgaon. The participating agencies may please note that MDI Gurgaon at its discretion may cancel any/ all quotations received without assigning any reason, at any point of time.

Chief Administrative Officer (IS)
MDI Gurgaon

SECTION-II

INSTRUCTIONS FOR AGENCIES

Notice Inviting Quotations for Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

1. Eligibility Criteria:

The Agencies meeting following eligibility criteria may submit their quotation for the empanelment process.

SL NO	Details of Eligibility Criteria	Write Yes or No or applicable)
1.	Minimum three years of experience of providing AC buses to Educational Institutions, PSU's, Government/Private Organization, Corporates etc.	
2.	Agency should have required permission from Central/ State Govt. for operating the Transport Agency.	
3.	Agency should have Average Annual Turnover of Rs 1 crore during last three Financial Years i.e., 2021-22, 2022-23 and 2023-24. Duly certified Certificate in Annexure – 1 by a practicing Chartered Accountant should be submitted.	
4.	Agency Should have PAN, GST No.	
5.	Agency should have registered office in Gurgaon (attach address proof)	
6.	Agency should be able to provide AC Buses at short notice in different segments mentioned in section - VII	
7.	Agency should own fleet of AC Buses as per Section VII to MDI Gurgaon	

2. In support of eligibility and Qualification: -

Agency should submit the following documents; -

- a) Self-attested copy of the Certificate of Registration of Transport Agency.
- b) Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in Delhi/NCR.
- c) Self-attested copies of license for operating Transport Services business
- d) Details of Average Annual Turnover during three Financial Years i.e., 2021-22, 2022-23 & 2023-24, in support of eligibility criteria, strictly in **Annexure 1, duly certified by a practicing Chartered Accountant.**
- e) Experience proof of providing AC Buses to Educational Institutions, PSU's Government/Private Organizations, Corporates, Large Size MNCs etc., issued by the competent authorities of the organizations on the organizations letter head during financial years i.e., 2021-22, 2022-23 & 2023-24 as per **Annexure 2.**
- f) The details of AC buses owned by the agency, as per the **Annexure 3.**
- g) NIQ document dully signed and official stamped on all the pages to be submitted in original.

3. Quotation Validity

The validity period of the quotation (NIQ) will be 180 days from the last date of submission of NIQ at MDI Gurgaon.

4. Preparation and Submission of Quotations:

- a) All entries should be legible and filled clearly.
- b) Quotation should be typewritten in English and any correction and interlineations in the quotation should be attested with full signature by the authorized person of the agency, failing which the quotation will be treated as ineligible. No overwriting will be accepted.
- c) All documents/papers should be numbered, signed by authorized person and official stamped by the Agency on each page.
- d) The rates should be quoted for all categories of AC buses in the Format at **Annexure – 4**. Quotation should be submitted in a sealed envelope and super scribed as **“Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon”**.

5. Quotation Submission:

Sealed Quotation should be addressed and submitted along with requisite documents to **“Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007”** Haryana on or before **23 December 2024 by 3:00 p.m through Speed Post/Courier/by Hand only. Any quotation received online shall be rejected.**

6. Receipt of Late Quotations:

Quotation received after the closing date and time will not be considered at all. The agencies shall ensure that timelines for quotations submission are adhered to and any quotations received later than the specified time and date shall not be entertained.

SECTION-III

GENERAL TERMS & CONDITIONS

1. The empanelment of Transport Agency shall be for a period of three years from the date of announcement of empanelment of agency. However, the quality of services provided by the agency shall be reviewed in each year by the MDI Gurgaon for extending to next year.
2. The agency should have minimum 3 year of experience providing AC buses on hire basis to Educational Institutions, PSU's, Government/Private Organization, Corporates, Large Size MNCs etc.
3. AC buses to be provided should be in very good running condition, cleaned, sanitized, well-furnished and should be the latest model available in the market. It is reiterated that the AC buses to be provided to MDI Gurgaon should not be more than one year old (from the date of registration) and should not have travelled one lakh kms.
4. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the AC buses. The wages to the driver and other costs of the driver shall be borne directly by the Agency. Unauthorized LPG Gas / CNG kits fitted AC buses will not be allowed for use at MDI Gurgaon.
5. In case of break down/servicing/repair, the agency shall immediately provide alternate AC buses of same type, failing which AC buses shall be hired from other sources at the risk and cost of the agency.
6. The agency shall provide name, phone numbers of the drivers and detail of AC buses to the concerned officials of MDI Gurgaon or as directed by the dealing person/ department. The agency shall provide only well-behaved drivers in transport agency uniform. The drivers should possess valid driving license and should have knowledge of different routes in Gurgaon, Delhi/NCR and outstation. The reporting time, place, address, etc. should be strictly followed by agency. For airport/railway station pick up drivers are to display the placard and receive the passengers, as may be directed. Agency is to provide the AC buses within two hours of the requisition of the AC buses. Delay will attract fine and same will be deducted from payment to be made to the agency. In case of Tour Guide requirement by the MDI Gurgaon, it has to be arranged by the transport agency. Any charge towards arrangement of Tour Guide should be intimated to MDI Gurgaon in advance for internal approval.
7. The agency shall not employ any person below 18 (eighteen) years of age. The agency shall comply with all the statutory provisions as laid down under various Labor Laws/Acts/Rules viz. Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor Act and other Laws/Acts/Rules in force from time to time. In case of any violation of statutory Law, rules regulations as applicable to be followed by the agency, there will not be any liability on the MDI Gurgaon. The transport agency shall only be responsible for any action initiated by the concerned competently Authority

for any default for following statutory permissions/Labour acts/rules etc. by the driver/agency.

8. The drivers should strictly follow traffic rules and regulations, as prescribed by the Government authorities, from time to time. The Institute will not be responsible for the reimbursement of any penalty charges, charged by the government authorities for violation of any traffic rules and regulations etc. by the driver/agency.
9. The AC buses should be kept neat and clean, both inside and outside while on duty. Seats of the bus must be properly covered with clean seat covers (white/light color fabric) and window be covered with good curtains otherwise buses may be rejected and sent back at the agency cost. No payment shall be made on account of such rejection. If the interior of the bus is not in good condition, additional 25% deduction from the due bills shall be made.
10. The agency must ensure that driver is not under influence of alcohol or any other intoxicant while performing duty at the Institute. In no case, the driver should be allowed to smoke while driving. No other person except driver and one helper/cleaner shall be permitted while transporting the guests of MDI Gurgaon.
11. The agency will ensure that all necessary documents (License, Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the driver on duty and presented to the concerned authority, if required.
12. The driver must observe discipline and good etiquette while performing duty, should be in proper uniform, should have a mobile phone in working condition. For this Institute will not pay any separate charge. In case of an accident any compensation claims arising out of such accident shall be borne/made good by the agency in accordance with the law applicable in force to each and every affected person or their legal heirs depending upon the merits of individual case. Agency also indemnifies the Institute for any loss, damage of property or life arising out of negligence of the driver or poor maintenance of the AC buses. The driver should always remain with the bus during entire period of duty. In case of any misbehavior reported for the driver, penalty on each occasion @Rs. 5000/- shall be levied. In case of more than three misbehavior incidence the empanelment of the agency will be terminated.
13. The meter reading would be read through odometer (not through trip meter) from garage to garage, using shortest distance only. The institute will have liberty to verify the kms by using appropriate methods.
14. It will be responsibility of the bus driver to get the duty slip signed from the officer / staff / on completion of duty. Duty Slip should be complete in all respect i.e. with complete details of total run by the bus, places visited, time in & time out etc. The pre-receipted bill shall be submitted in duplicate for hired AC bus, duly supported by the duty slip signed by the user / authorized person, and requisite documents; receipt(s) of payment of toll taxes, parking fees etc. on monthly basis. Payment to the agency will be made after deduction of TDS as per Government norms.

15. In case conditions of AC bus is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, Institute has the right to hire AC bus from other agency and additional cost; if any incurred by the Institute will be borne by the agency and same will be deducted from the bill, as may be applicable. The Institute decision will be final and binding to the agencies.
16. The empanelment is intended to be entered with one or more agencies after assessing the rates quoted by them for different types of AC bus in a composite manner taking an overall view for all types of AC buses.
17. The requirement indicated is only approximation and no guarantee of business is assured by MDI Gurgaon.
18. In case of quality of service provided by the engaged agency is found unsatisfactory, the empanelment may be terminated without assigning any reason.
19. The agency shall submit invoice to MDI Gurgaon at the end of every month. Payment shall be made by MDI within 15 days in following month.
20. The agency shall not be entitled to any revision of the rates, terms and conditions during currency of the period of empanelment and shall adhere to rates, instructions and orders issued by the Institutes, if any.
21. It may be clearly understood and agreed that no relation of employee and employer shall be created between the MDI and the employees/staff of the transport agency during empanelment period of providing AC bus to MDI Gurgaon. It shall be the responsibility of the agency to timely pay the wages to his employees/staff and ensure compliance of the labour laws, Center/ State Govt. of Haryana or any other applicable law in force.
22. MDI reserves the right to suitably modify/alter/remove any of the terms & conditions and scope of the work etc. at any time.
23. MDI Gurgaon at its discretion may cancel any or all the quotations received without assigning any reason to any agency, whatsoever may be the reason at any point of time.

SECTION-IV

AGENCIES DETAIL'S FORM

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Sl. No	Description	Information
1.	Name of Agency	
2.	Registration details of Agency (Registration Certificate to be attached)	
3.	Full Address with Pin Code of Registered Office of Company:Landline No. Mobile No.: E-Mail Address :	
4.	Full address with Pin Code of Operating Branch/Office of the Agency at Gurugram, Haryana. Landline No. Mobile No. E-Mail Address.	
5.	PAN No. (attach documentary proof)	
6.	GST Registration No. (attach documentary proof)	
7.	Total number of years of experience in regularly providing AC buses to Educational Institutions, PSU's, Government/Private Organizations, Corporates etc.	
8.	Average annual turnover during financial year 2021-22, 2022-23 & 2023-24 as per format given at "Annexure 1".	
9.	Experience proof for providing AC buses during Financial Years i.e., 2021-22, 2022-23 & 2023-24 as per "Annexure 2" (attach documentary proof)	
10.	Agency bank details for payment transfer. (Please attach a cancelled cheque)	
Note: Agencies may annex separate sheets wherever required for furnishing necessary details. However, such sheets must be duly signed official stamped. Unsigned documents may lead to non-acceptance by the Institute in support of the claim made by the agency.		

SECTION-V

PROFORMA FOR APPLICATION

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

1. Name of the Agency.....

2. Permanent address of the Agency.....

Tel No.....

Mob.....

Email.....

3. Registration particulars of the Agency.....

(please attach attested copies of registration Certificate)

4. Permanent Account Number.....

5. GST No.....

Declaration:

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, MDI Gurgaon may take appropriate action as may be warranted.

(Name and sign of the authorized person of the Agency)

PLACE:

DATE:

Official Stamp

SECTION-VI

ACCEPTANCE LETTER

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

To
Chief Administrative Officer
Institutional Services Department
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali
Gurgaon -122007

Sir,

ACCEPTANCE OF TERMS AND CONDITIONS

1. This refers to the NIQ for “**Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon**” published by Management Development Institute Gurgaon.
2. I/we hereby certify that I/we have understood the complete details provided in the NIQ document, and entire terms and conditions mentioned in the NIQ document that shall form part of the Empanelment of agency.
3. I/We hereby unconditionally accept the details and terms and conditions mentioned in the NIQ document, in its entirety for the above work.

(Name and sign of the authorized person of Agency)

PLACE:

DATE:

Official seal

PROFORMA FOR AVERAGE ANNUAL TURNOVER

(On the letterhead of CA firm)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Financial Year	Annual Turnover (Amount in Rupees)	Average Annual Turnover (Amount in Rupees)
2021-22		
2022-23		
2023-24		

Signature of Chartered Accountant

Name:

Place:

Date:

Official Seal

EXPERIENCE PROOF DETAILS OF SIMILAR CONTRACTS
SUCCESSFULLY EXECUTED

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Sl. No.	Name of the Client, Address, Telephone No. & Name/ Designation/Tel. No. of the Concerned Officer	Period of Contract		Contract Amount (Rs.)
		From	TO	
	F.Y. 2021-22			
1.				
2.				
3.				
4.				
	F.Y. 2022-23			
1.				
2.				
3.				
4.				
	F.Y. 2023-24			
1.				
2.				
3.				
4.				

(ATTACH EXTRA SHEETS IF NECESSARY)

Signature of authorized person of Agency

Name:

Place:

Date:

Official Seal

DETAILS OF AC BUSES OWNED BY THE AGENCY

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Sr No.	Details of AC Buses owned by the Agency AAs per the Annexure 4)	Make/Model of AC Bus	Fuel type petrol / Diesel / hybrid /CNG /Electrical	Year of Registration of AC Bus	Registration Number of AC Bus	Seating Capacity of AC Bus	Kilometer Completed (as on date of submission of Quotation)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(Add rows as required)

Signature of authorized person of Agency

Name:

Place:

Date:

Official Seal

FINANCIAL PROFORMA (QUOTATION)

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon**A. Rates for Gurugram/ Delhi NCR.**

SL No.	Vehicle Description (Driver Cabin should be separate)	Fixed Charges			Rate per Extra Km (Rs.)	Rate per Extra Hrs. (Rs.)	Night Charges (Rs.)
		120km/12hrs (Rs.)	80km/8hrs (Rs.)	40km/4hrs (Rs.)			
1.	12-Seater AC Traveler (2X2 Push Back Seat)						
2.	16/17-Seater AC Traveler (2X2 Push Back Seat)						
3.	20-Seater AC Traveler (2X2 Push Back Seat)	Deluxe AC Bus					
4.	26/27-Seater AC Bus (2X2 Push Back Seat)	Deluxe AC Bus					
5.	35/41/45-Seater AC Bus (2X2 Push Back Seat)	Deluxe AC Bus					
		Volvo AC Bus					

B. Rates Outstation per Trip

SL No.	Vehicle Description (Driver Cabin should be separate)	Fixed charges for 250 Km per day (Rs.)	Rate per Extra Km (Rs.)	Rate per Extra Hrs. (Rs.)	Night Charges (Rs.)	Driver's Allowance /Detention charges if any. (Rs.)
1.	12-Seater AC Traveler (2X2 Push Back Seat)					
2.	16/17-Seater AC Traveler (2X2 Push Back Seat)					
3.	20-Seater AC Traveler (2X2 Push Back Seat)	Deluxe AC Bus				
4.	26/27-Seater AC Bus (2X2 Push Back Seat)	Deluxe AC Bus				
5.	35/41/45-Seater AC Bus (2X2 Push Back Seat)	Deluxe AC Bus				
		Volvo AC Bus				

Note:

1. Night Charges will apply during 11 P.M. and before 5 A.M.
2. Kilometer calculation: The meter reading would be permitted from garage to garage located at Gurugram only, calculated through odometers. (Shortest distance only)
3. Toll Tax, Parking Charges, Interstate Tax, municipal charges will be paid against receipts produced only.
4. GST as applicable shall be paid.

CHECK LIST FOR AGENCIES

(On the Letter head of the agency)

Empanelment of Transport Agencies for Hiring of Air-Conditioned Buses at MDI Gurgaon

Sl. No.	Details	Please mention if the document attached YES/NO
a.	Self-attested copy of the Registration Certificate.	
b.	Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location.	
c.	Self-attested copies of valid registration certificate issued by State/Central Government, as may be required for operation of the transport Agency business.	
d.	Self-attested copies of the GST registration certificate & PAN etc.	
e.	Statement of Average Annual Turnover of three financial years i.e. 2021-22, 2022-23 & 2023-24 in support of eligibility criteria mentioned, duly certified by the practicing Chartered Accountant.	
f.	Experience proof documents for the financial years i.e. 2021-22, 2022-23 & 2023-24	
g.	NIQ document dully signed and official stamped on all the pages to be Submitted in original.	