

(MDIG/IS/2025-26 dated 15<sup>th</sup> September,2025)



## **NOTICE INVITING QUOTATIONS (NIQ)**

**For**

**Empanelment of Transport Agencies for Providing Commercial Cars (Commercial Registration) to MDI Gurgaon**

**(All the pages of this NIQ are to be signed in ink by the authorized signatory with official stamp on each 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.**

## SECTION-I

### NOTICE INVITING QUOTATION (NIQ)

for

### **Empanelment of Transport Agencies for Providing Commercial Cars (Commercial Registration) to MDI Gurgaon**

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

The Institute invites quotations from the interested, eligible and reputed transport agencies for empanelment and drawing a panel of transport agencies for providing commercial cars (Commercial Registration) at MDI Gurgaon at competitive rates for a period of three years from the date of empanelment.

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 29<sup>th</sup> September 2025 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 their 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.

CAO (Institutional  
Services) MDI  
Gurgaon

## SECTION-II

### INSTRUCTIONS FOR AGENCIES

#### Notice Inviting Quotations for Empanelment of Transport Agencies for Providing Commercial Cars (Commercial Registration) to MDI Gurgaon

#### 1. Eligibility Criteria:

The Agencies having following minimum qualification are eligible for submitting their quotation:

-

SL NO	Details of Eligibility Criteria	Write Yes or No or applicable)
1.	Experience of providing commercial car (Commercial Registration) to Educational Institutions, PSU's, Government/Private Organization, Corporates etc.	
2.	Minimum three years continuous experience of regularly providing commercial cars	
3.	Agency should have required permission from Central/ State govt. for running transport business	
4.	Agency should have a minimum annual turnover of Rs 25 lakh during last three financial years – 2022-23, 2023-24 & 2024-25, duly certified by a practicing Chartered Accountant.	
5.	Agency Should have Registration certificate, PAN and GST No.	
6.	Agency should have a registered office during last three years in Gurgaon/ South Delhi / Central Delhi (attached address proof)	
7.	Agency should be able to provide commercial cars at Gurgaon/ Delhi /Ghaziabad / Noida /Faridabad at a short notice in different segments mentioned in section – VII	
8.	Agency Should own a fleet of commercial cars as per Section VII	

#### 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 for last three years.
- c) Self-attested copies of licenses for providing Transport Services (Commercial Cars)
- d) Details of Annual Turnover of three financial years i.e., 2022-23, 2023-24 & 2024-25, in support of eligibility criteria mentioned in **Annexure 1, enclose proof in support, duly certified by a practicing Chartered Accountant.**
- e) Experience proof of providing commercial Cars to Educational Institutions, PSU's Government/Private Organizations, Corporate etc. issued by the competent authorities of the organizations on the organizations letter head during financial

years i.e., 2022-23, 2023-24 & 2024-25 as per **Annexure 2**

- f) Copy of the details of availability of commercial cars with the Agency as per the **Annexure 3**
- g) NIQ document dully signed and official stamp on all the pages to be submitted in original

### **3. Quotation Validity**

The validity period of the quotation (NIQ) will be 90 days from the last date of submission of NIQ at MDI Gurgaon. A NIQ valid for a shorter period may be rejected as non-responsive.

### **4. Preparation and Submission of Quotations:**

- a) All entries in the Quotation 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 Cars as per section –VII
- e) Quotation should be submitted in a sealed envelope and super scribed as “**Empanelment of Transport Agencies for Providing Commercial Cars (Commercial Registration) to 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 29<sup>th</sup> September 2025 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 shall be for a period of three years from the date of announcement of empanelment of Agency. However, the quality of the services provided by the agency shall be reviewed each year by the MDI Gurgaon for extending to next year.
2. The Agency /firm /company have minimum 3 year of experience in the field of providing commercial Cars on hire basis to Educational Institutions, PSU's, Government/Private Organization, Corporates etc.
3. The cars provided should be in very good running condition, cleaned, sanitized, well-furnished and should be the latest model available in the market. However, the cars should not be more than one (03) year old (from the date of registration) and should not have covered more than 30000 Kms.
4. The Agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the cars. The wages, driver and other ancillary costs shall also be borne by the Agency. Unauthorized LPG Gas / CNG kits fitted cars will not be allowed for use.
5. In case of any incident, break down/servicing/repair, the Agency shall immediately provide alternate car of same type failing which cars shall be hired from any other sources at the risk and cost of the Agency.
6. The Agency shall provide name, phone numbers of the drivers and detail of cars to the concerned officials of MDI Gurgaon in advance, one day before of duty or as directed by the dealing person/ department. The Agency shall provide only well-behaved drivers in 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 is directed. Agency is to provide the cars within one hour of the requisition of the cars. Delay more than 1 hour will attract fine and will be deducted from payment to be made to the Agency.
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 at his own cost. In case 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.
8. The drivers should strictly follow traffic rules and regulations, as prescribed by the government authorities time to time. The Institute will not be responsible for the

reimbursement of any charges, charged by the government authorities for violation of any such rules and regulations.

9. The cars should be kept neat and clean, both inside and outside while on duty. Cleanliness of cars regularly must be properly maintained. Car seats must be properly covered with clean seat covers (white/light color fabric) otherwise the car may be rejected and sent back. No payment shall be made on account of such car rejection. If the interior of the car is not in good condition, 25% deduction from the bills shall be made for that car use.
10. The Agency must ensure that driver is not under influence of alcohol or any other intoxicant while performing duty for the Institute. In no case, the driver should be allowed to smoke while driving the cars. No other person except the driver shall be permitted to accompany in the car while transporting the guests.
11. The Agency will ensure that all necessary documents (commercial car License, Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the drivers on duty with car.
12. The drivers must observe discipline and good etiquette while performing their duty. They should be in proper uniform and carry a mobile phone in working condition, for this Institute will not pay separate charges. In case of an accident any compensation claims arising out of such accident shall be borne/made by the Agency in accordance with the law applicable in force to each or every affected person or their legal heirs depending upon the merits of individual cases. 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 car. The driver should always remain with the car during entire period of duty. In case of any urgency, the driver may seek permission of the user / Institute as the case may be. In case of any misbehavior reported for the car driver Rs. 1000/- penalty in each occasion shall be levied. In case of more than three misbehavior incidence the empanelment may terminated.
13. The meter reading would be permitted /read through odometer (not through trip meters) from garage to garage using shortest distance only. The institute will have liberty to verify the kms by using appropriate methods.
14. Submission of false invoices/Parking slip etc. are attract to immediate blacklist of concerned agencies.
15. The payment will be made only for those duty slips which have been signed by the officer/staff / guest availed the cars. It will be responsibility of the taxi driver to get the duty slips signed by the officer / staff /guest on completion of duty. No payment will be made for unsigned duty slips. Duty Slip should be completed in all respect i.e. total run by the car, places visited, time in & time out etc. The pre-receipted bill shall be submitted in duplicate for hired cars, duly supported by the duty slip properly 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.

16. In case conditions of car is / are not found to be satisfactory, there shall be returned for immediate replacement. In case no replacement is provided in time, Institute has the right to hire a car from other agencies and additional cost; if any incurred by the Institute will be borne by the Agency and same will be deducted from the monthly bill, if applicable.
17. All cars provided for the duty at MDI Gurgaon should have commercial car license. The Agency will be liable to a penalty of a minimum of Rs. 500/- per instance for any service lapse, apart from viewing such a lapse towards 'unsatisfactory service'.
18. The rate contract is intended to be entered with one or more agencies after assessing the rates quoted by them for different types of cars in a composite manner taking an overall view for all types of the cars.
19. The requirement indicated is only approximation and no guarantee of business is assured by MDI Gurgaon.
20. In case of quality of service provided by the engaged agency is found unsatisfactory, the empanelment may be terminated without assigning any reason.
21. The Agency shall submit a monthly invoice to MDI Gurgaon at the end of every month. Payment shall be made by MDI within 15 days of following month.
22. The Agency shall not be entitled to any revision to 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.
23. It shall be clearly understood and agreed that no relation of employee and employer shall be created between the MDI and the employees/staff of the Agency while providing hired cars to MDI Gurgaon. It shall be the responsibility of the Agency to pay the wages to his employees/staff and ensure compliance of the labour laws, Center/ State Govt. of Haryana or any other applicable laws enforce
24. MDI reserves the right to suitably modify/alter/remove any of the terms & conditions and scope of the work etc. at any time.
25. MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and decision of Director, MDI Gurgaon shall be final and binding.

## SECTION-IV

### AGENCY DETAIL'S FORM

(on the letter head of the Agency)

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 Delhi/NCR: 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 commercial cars to Educational Institutions, PSU's, Government/Private Organizations, Corporates etc.	
8.	Annual turnover during financial year 2022-23, 2023-24, 2024-25 as per format given at Annexure 1.	
9.	Experience proof for providing commercial cars during financial years i.e., 2022-23, 2023-24, 2024-25, 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)**

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)**

To  
The Chief Administrative Officer  
Institutional Services Department  
Management Development Institute  
Gurgaon  
Gurgaon -122007  
Sir,

**ACCEPTANCE OF TERMS AND CONDITIONS**

1. This refers to the NIQ for **Empanelment of Transport Agencies for Providing Commercial Cars (Commercial Registration) to 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 process.
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

**SECTION – VII**

**FINANCIAL QUOTATION PROFORMA**

(To be printed on the letterhead of the Agency)

PART	S. No.	Particulars (Cars Halt Slab)	Rate for Dzire, Etios, Aura, Honda Amaze etc. or Equivalent cars.	Rate for Maruti Ciaz, Honda City, Toyota Rumion etc. or Equivalent cars.	Rate for Toyota Innova Crysta, Corolla Altis, or Equivalent Cars	Rate for Toyota Hycross, Maruti Invicto or Equivalent Cars	Rate for Toyota Camry, Kia carnival or Equivalent Cars (Rs.)
<b>A</b>	1.	(2 hrs 20 Kms)					
	2.	(4 hrs 40 Kms)					
	3.	(6hrs 60 Kms)					
	4.	(8 hrs 80 Kms)					
	5.	Rates for extra Kms @ per kilometre					
	6.	Rates for extra Hours @per Hr					
	7.	Night Charges (11 PM to 5 AM)					
<b>Outstation Full day Duty [Min. 250 kms] Charges.</b>							
<b>B</b>	9.	Outstation Rates for extra Kms @ per kilometre					
	10.	Outstation Rates for extra Hours @per Hr					
	11.	Outstation Night/Driver Charges					
<b>Fixed Rate for Pickup &amp; Drop</b>							
<b>C</b>	12.	MDI Gurgaon to IGI Airport, New Delhi					
	13.	MDI Gurgaon to Railway stations at New Delhi					

Note:

1. In all Category: Next slab will be applicable only, if minimum Hours will exceed otherwise per K.M. will be charged.
2. Night Charges will be applicable during 11 PM and before 5 AM. Only.
3. Kilometre calculation: The meter reading would be permitted from garage to garage, calculated through odometers (Shortest distance only).
4. Toll Tax, State Taxi, Parking Charges, Municipal charges will be paid against receipts only.
5. GST, as applicable, shall be paid.

Signature of authorized person of Agency

Name:.....

Place:.....

Date:.....

Official Seal

**B. RATE QUOTATION FOR PAN INDIA TAXI SERVICES:**

S. No.	Particulars (Cars Halt Slab)	State	Rate for Dzire, Etios, Aura, Amaze etc. or Equivalent cars.	Rate for Maruti Ciaz, Honda City, Toyota Rumion etc. or Equivalent cars.	Rate for Toyota Innova Crysta, Corolla Altis or Equivalent Cars	Rate for Toyota Hycross, Maruti Invicto or Equivalent Cars	Rate for Toyota Camry, Kia carnival or Equivalent Cars
1.	(2 hrs 20 Kms)						
2.	(4 hrs 40 Kms)						
3.	(6hrs 60 Kms)						
4.	(8 hrs 80 Kms)						
5.	Rates for extra Kms @ per kilometre						
6.	Rates for extra Hours @per Hr						
7.	Night Charges (11 PM to 5 AM)						

Note:

1. In all Category: Next slab will be applicable only, if minimum Hours will exceed otherwise per K.M. will be charged.
2. Night Charges will be applicable during 11 PM and before 5 AM. Only.
3. Kilometre calculation: The meter reading would be permitted from garage to garage, calculated through odometers (Shortest distance only).
4. Toll Tax, State Taxi, Parking Charges, Municipal Charges will be paid against receipts only.
5. GST, as applicable, shall be paid.

Signature of authorized person of Agency

Name:.....

Place:.....

Date:.....

Official Seal

**PROFORMA FOR ANNUAL TURNOVER**

**(Attach Documents for Proof duly signed by the Practicing Chartered Accountant)**

Financial Year	Amount in Rupees(in Figure)	Amount in Rupees(in Word)
2022-23		
2023-24		
2024-25		

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal

**EXPERIENCE PROOF DETAILS OF SIMILAR CONTRACTS**  
**SUCCESSFULLY EXECUTED**  
**(During F.Y. 2022-23, 2023-24 & 2024-25)**

Sl. No.	Name of the Client, Address, Telephone No. & Name/ Designation/Tel. No. of the Concerned Officer	Period of Contract	
		From	TO
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

(ATTACH EXTRA SHEETS IF NECESSARY)

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal

**DETAILS OF CARS OWNED BY THE AGENCY**

Sr No.	Details of Cars owned by the Agencies as per the section VII	Model	Fuel type petrol / Diesel / hybrid /CNG /Electrical	Year of Registration	Commercial Registration Number	Whether car is registered as commercial car in the RTO Concerned (Yes or No)	Completed Kilometer (as on date of submission of Quotations)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

**(Add rows as required)**

Signature of authorized person of Agency

Name: .....

Place: .....

Date: .....

Official Seal

**CHECK LIST FOR AGENCIES**

<b>Sl. No.</b>	<b>Details</b>	<b>Please mention if the document attached YES/NO</b>
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 Annual Turnover of three financial years i.e., 2022-23, 2023-24 & 2024-25 in support of eligibility criteria mentioned, duly certified by the practicing Chartered Accountant.	
f.	Experience proof documents for the financial years i.e., 2022-23, 2023-24 & 2024-25.	
g.	NIQ document dully signed and official stamped on all the pages to be Submitted in original.	