

(MDIG/IS/2026-27/dated 16 February 2026)

**NOTICE INVITING QUOTATION (NIQ)  
FOR  
ENGAGEMENT OF AGENCY FOR PROVIDING ONE AIR-CONDITIONED  
AMBULANCE (MODEL - MARUTI EECO VAN WITH DRIVERS 24X7 BASIS)  
SERVICES AT MDI GURGAON**

**Last Date for submission of filled NIQ to MDI Gurgaon: 27 February 2026 by 3 PM**

**(NIQ document is to be submitted in original in sealed covers, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with Company's seal stamped on each page).**

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

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## **PART-I**

### **Notice Inviting Quotation (NIQ) for Engagement of Agency for providing one Airconditioned Ambulance (Model - Maruti EECO Van with drivers 24x7 basis) services at MDI Gurgaon.**

**Management Development Institute Gurgaon** invites quotations from reputed agencies for providing one Airconditioned Ambulance (Model-Maruti Eeco Van with drivers 24x7 basis). The engagement will be for a period of three years from the date of work order issued. However, MDI Gurgaon will make assessment of services provided by the agency and if found satisfactory, the contract will be carried over to subsequent year (not more than three years). The rates quoted will remain fixed for three years.

The agency should have minimum five years' experience for providing ambulance services on monthly payment basis to leading corporates/ organizations/ hospitals/ Institutes of repute etc. for transporting patients to one or more hospitals of repute in Gurgaon/Delhi/NCR.

The NIQ document can be downloaded from <https://www.mdi.ac.in/tenders> .

The rate quotation is to be submitted in sealed envelope super scribing “**Engagement of agency for providing one Airconditioned Ambulance (Model - Maruti EECO Van with drivers 24x7 basis) services at MDI Gurgaon**”, so as to reach MDI Gurgaon on or before **27 February 2026, 3:00 P.M. by registered post/speed post/hand only**. Any quotation received after the last date and time will not be considered. The quotation duly filled in all respect in prescribed format (Annexure – III), attaching essential documents given at Part-II, should be sealed in an envelope and addressed to **Chief Administrative Officer (Institutional Services)** Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon – 122 007 (Haryana). Management Development Institute Gurgaon reserves the right to reject any or all quotations received, without assigning any reason whatsoever.

The rate quotation along with duly signed NIQ document is to be submitted in original in sealed cover, duly filled in the prescribed format only, signed by authorized signatory in blue ink ball pen on all pages and official seal stamped on each page.

**For Queries/Clarification: Campus visit can be arranged on working days at the expense of the bidder agency, with prior appointment only. (Contact Ph. No: 0124-4560533/545**

Chief Administrative Officer  
(Institutional Services)

## **PART-II**

### **Eligibility & Conditions:**

1. The agency should have minimum five (5) years' experience in regular providing ambulance services to one or more reputed hospitals/organizations in Gurgaon/Delhi/NCR. **(Please enclose experience certificate)**
2. The agency should have its office in Gurgaon/Delhi/NCR. Please provide the complete details as per the details mentioned in Annexure-I. (Agency Detail Form).
3. The agency shall submit self-attested copies of the following documents: -
  - Similar work experience certificates
  - Trade License essential for ambulance services
  - PAN & GST of the agency
  - Any other document specified in this NIQ.
4. The agency must have its own fleet of at least 5–6 similar or higher model ambulances operational as on the date of opening of NIQ. Please provide support documents.
5. The agency must be registered with appropriate authority and the ambulance should be fitted with essential medical support equipment required for life emergency support and shifting of critical patients from the Institute to medical facilities in Delhi/NCR.
6. The ambulance to be provided shall have valid Registration Certificate, Road Tax, Fitness Certificate, Insurance of the Vehicle.
7. The ambulance should be in excellent condition, not more than 3 years old, and equipped with single stretcher, oxygen cylinder and other essential medical equipment.
8. The ambulance must conform to Pollution Control Board emission norms and possess valid certificates.
9. The ambulance should be free from any ownership litigation. The driver should not have any record of rash driving or traffic violations.

## **PART-III**

### **Operational Requirements**

1. The ambulance shall be stationed at MDI Gurgaon on 24x7 basis (365 days) without interruption. Replacement/standby ambulance must be immediately provided, not more than 30 minutes in case of breakdown/unserviceability of the ambulance.
2. The agency should be capable of providing one trained driver 24x7 basis at MDI Gurgaon to carry out the operational requirement.
3. The driver must possess:

- Valid commercial driving license
  - Minimum 3 years' experience in ambulance driving
  - Training in First Aid
4. The driver on duty shall wear proper uniform always and display ID card while on duty.
  5. The driver must be polite, cordial, and well-mannered.
  6. Driver's age should be between 30–45 years.
  7. The driver placed on duty at MDI Gurgaon should have no history of alcoholism, drug addiction.
  8. The agency shall manage driver rotation to ensure uninterrupted 24-hour service.

#### **PART-IV**

#### **Statutory & Legal Obligations**

1. Payment of minimum wages, ESI, PF and all statutory obligations shall be the sole responsibility of the agency. No additional payment shall be made by MDI Gurgaon.
2. All legal liabilities arising out of accidents or any other incidents shall be borne entirely by the agency. MDI Gurgaon shall not be responsible to make any payment and legal liability on the same.
3. Any loss/damage to MDI property caused by the driver due to negligence shall be recovered from the agency's bill.
4. The agency shall provide a mobile phone along with SIM to the driver for attending emergency calls on 24x7 basis.
5. The driver should be covered under accident insurance policy obtained by the agency. MDI Gurgaon shall not be held liable for making any payment or legal liability in case of an accident.
6. The agency shall maintain a logbook of kilometers and usage daily basis, certified monthly by MDI officials.

#### **PART-V**

#### **Payment & General Conditions**

1. Payment shall be made monthly basis, against submission of original invoice by the agency complying with statutory requirements.
2. MDI Gurgaon reserves the right to accept or reject any or all quotations received without assigning any reason.
3. Incomplete quotation received or submitted in any other than the prescribed format, shall not be considered and will be summarily rejected.
4. In case of any dispute, the Competent Authority of MDI Gurgaon shall be the sole arbitrator.

**AGENCY DETAIL FORM**

**(ENGAGEMENT OF AGENCY FOR PROVIDING ONE AIRCONDITIONED AMBULANCE (MODEL: -MARUTI: -EECO VAN WITH DRIVER 24X7 BASIS) SERVICES AT MDI GURGAON)**

**(To be printed on agency letter head)**

1	Name of the Firm/Agency: -	
2	Full Postal Address, E-mail & Contact Details	
3	Date of Establishment of Firm/Agency: -	
4	Nature of Firm/Agency: Whether Proprietorship/ Sole/Partnership/LLP/Pvt. Ltd./Ltd. Co. (Enclose a copy of incorporation certificate)	
5	PAN Details (Enclose copy of PAN certificate)	
6	GST No. Details (Enclose copy of GST certificate)	
7	Details of ambulance Model – Maruti EECO Van held with the agency. Please provide details along with year of manufacturing, medical equipment available etc.	
8	Details of ambulance higher than Model – Maruti EECO Van held with the agency. Please provide details along with year of manufacturing, medical equipment available etc.	
9	Fuel used in the Ambulance Vehicle: Petrol/Diesel/CNG/LPG	
10	Total number of ambulance Model – Maruti EECO van held not older than 3 years and in excellent condition operating with the agency.	
11	List of clients (Enclose experience certificate issued by the client organization's during last 5years)	

Signature of the authorized representative:

Full Name:

Designation:

Date:

Place:

**UNDERTAKING BY THE AGENCY**

**(ENGAGEMENT OF AGENCY FOR PROVIDING ONE AIRCONDITIONED AMBULANCE (MODEL: -MARUTI: -EEO VAN WITH DRIVER 24X7 BASIS) SERVICES AT MDI GURGAON)**

**(To be printed on the agency letter head)**

- a) I, the undersigned certify that I have gone through the detailed conditions and criteria mentioned in the NIQ document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract.
- c) There is no court case pending against the firm/agency in respect of operating/providing ambulance services, to the reputed clients/organizations/institutions.
- d) I hereby undertake to provide ambulance as per details given in the NIQ document within stipulated period.

Signature of the authorized representative:

Full Name:

Designation:

Date:

Place:

**RATE QUOTATION**

**(ENGAGEMENT OF AGENCY FOR PROVIDING ONE AIRCONDITIONED AMBULANCE (MODEL: -MARUTI: -EECO VAN WITH DRIVER 24X7 BASIS) SERVICES AT MDI GURGAON)**

**(To be printed on the agency letter head)**

<b>SL No.</b>	<b>Description</b>	<b>Rates in figure INR (Exclusive of GST)</b>	<b>Rates in word INR (Exclusive of GST)</b>
1.	<b>Monthly rates</b> (For providing one Maruti EECO Van ambulance with driver 24x7 basis) <b>for 2000 Kms</b>		
2.	Rates per kilometer, applicable beyond <b>2000 kms</b> per month		

Parking Charges and/or any other statutory charges, if applicable, shall be paid extra against submission of the original invoices/slips received, along with the payment of the monthly invoice.

Signature of the authorized representative:

Full Name:

Designation:

Date:

Place: