

**NOTICE INVITING QUOTATION (NIQ)
FOR
ENGAGEMENT OF AGENCY FOR PROVIDING SIX-SEATER GOLF CARTS (02
Nos.) WITH DRIVERS AT MDI GURGAON**

Management Development Institute Gurgaon invites quotations from reputed agencies for providing two six-seater golf carts with drivers during 8 a.m. to 6 p.m. at its campus at Mehrauli Road, Sukhrali, Gurgaon. The golf cart provider agency should have minimum two years' experience of providing golf cart services to corporates /government establishments /Educations institutes of repute etc.

Submission of Quotation

The quotation, duly filled in all respects along with necessary supporting documents, must be submitted in a sealed envelope, clearly superscribed as: **“Engagement of Agency for Providing Six-Seater Golf Carts (02 Nos.) with Drivers at MDI Gurgaon.”**

The sealed quotation in physical form should reach MDI Gurgaon on or before **10 March 2026** by 3:00 PM through Speed Post / Registered Post / By Hand only. Quotations received after the stipulated date and time shall not be considered.

Address for Submission

Chief Administrative Officer (Institutional Services)
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali
Gurgaon – 122 007

For Queries:

Deputy Administrative Officer (Institutional Services),
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali
Gurgaon – 122 007
Phone: No: 0124-4560533/545 (Monday – Friday, 9:30 am to 5:30 p.m.)

Campus visit can be arranged on working days at the own expenses of the bidder agency, with prior appointment only.

Eligibility Criteria

1. The agency should have minimum experience of three years of experience for providing and maintaining golf cart services for corporates/govt. establishments/educations institutions, hotels etc. Please submit Experience certificate in support.
2. The agency should have an office in Gurgaon/NCR/Delhi. Please mention complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. as mentioned in **Annexure -I**.
3. The agency should have a fleet of minimum 5-6 similar golf cart vehicles in operations as on date of participating in the NIQ process.
4. The agency should enclose xerox copies experience, GST/PAN, Trade License & Local Permissions (if any), Insurance of Golf Carts etc. Incomplete quotation received or submitted in other than the prescribed format, will be summarily rejected.

Other General Terms & Conditions

1. The golf cart should be available 8hours a day, seven days a week at MDI Gurgaon without break-down. The agency will arrange for a replacement of vehicle in case of major unserviceability of the golf cart provided, within 3days.
2. The golf cart should not be more than 2 (two) years old.
3. The driver of the golf cart engaged should be trained in First Aid. The driver should have minimum 3 years' experience of operating golf cart.
4. The driver should wear proper company uniform and display ID card during working hours.
5. The driver should be polite, cordial and well mannered.
6. The driver should be in the age group of 30-45 years of old.
7. The driver should not have any records of alcoholism, drug addiction or crime etc.
8. Payment of minimum wages and other statutory obligations to the drivers should be ensured by the agency. Statutory liability payments viz. ESI/PF etc. would be solely borne by the agency. No extra payment to the agency would be made by MDI Gurgaon. Any expenditure towards unserviceability of golf cart provided would be borne by the agency only.
9. The legal liability arising out of accident of golf cart etc. or for any other reasons whatsoever, during the period of engagement would be directly borne by the agency. MDI Gurgaon will not be responsible for the same.
10. Any loss of property of MDI Gurgaon caused by the driver would be recovered from the monthly bill payable to the agency.
11. The agency would provide a mobile phone and SIM to its drivers deputed at MDI Campus.
12. The driver 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.

13. The payment will be made on monthly basis against submission of 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.
14. Management Development Institute Gurgaon reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
15. The competent authority of MDI Gurgaon will be the sole arbitrator in the event of any dispute.

Penalty Clause

Sl No.	Item	Penalty (Rs.)	Frequency
1.	If golf cart is not operational due to maintenance/repair work or non-availability of driver during scheduled hours:	Rs. 2000/-	Per Day/per golf cart
2.	Rash driving, over-speeding, ignoring campus rules	Rs.10,000/-	Per Incident
3.	Misbehavior by the Driver	Rs. 500/-	Per Incident/per Driver
4.	On duty driver found to be intoxicated	Rs.500/-	Per Incident/per driver (The driver will be asked to go out of campus and will be treated as non-availability of driver, attracting levy of penalty as per Sl. No-1 above
5.	On duty driver without agency uniform/late for duty/found early leaving the duty	Rs.500/-	

AGENCY DETAIL FORM

“Engagement of Agency for Providing Six-Seater Golf Carts (02 Nos.) with Drivers 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: Proprietorship/Sole/Partnership/LLP/Pvt. Ltd./Ltd. Co. (Enclose a copy of incorporation certificate)	
5	PAN of Firm/Agency: - (Enclose copy of PAN certificate)	
6	GST No. of Firm/Agency: - (Enclose copy of GST certificate)	
7	Make and Model of the Vehicle	
8	Year of Manufacture of the Vehicle	
10	Total number of golf cart in excellent condition operating with the agency.	
11	List of clients (along with enclosing experience certificate for last 2years)	

Signature of the authorized representative:

Full Name:

Designation:

Date:

Place:

UNDERTAKING BY THE AGENCY

“Engagement of Agency for Providing Six-Seater Golf Carts (02 Nos.) with Drivers at MDI Gurgaon.”

(To be printed on agency letterhead)

I, the undersigned certify that I have gone through the Terms and Conditions mentioned in the NIQ document and undertake to comply with them

- a) The rates quoted by me are valid and binding upon me for the entire period of contract.
- b) There is no court case pending against the firm/agency in respect of operating/providing golf cart services, to the reputed clients/organizations/institutions.
- d) I hereby undertake to provide golf carts along with drivers 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 Six-Seater Golf Carts (02 Nos.) with Drivers at MDI Gurgaon.”

(To be printed on agency letter head)

SL No.	Description	Rate Quotation (Monthly Charges in INR (Exclusive of GST))
1.	Monthly rates for providing Two Six-Seater Golf Carts for 8hours a day, seven days a week	
2.	Monthly Rates for Two golf cart Drivers on duty-8 hrs. a day and seven days a week	

Signature of the authorized representative:

Full Name:

Designation:

Date:

Place: