

(MDIG/IS/2022-23 dated 20th September 2022)



NOTICE INVITING QUOTATION (NIQ)

For

Empanelment of Transport Agencies for Hiring of Cars

(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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While submitting the documents transport agencies are requested to enclose an Index Table on the first page giving details of the documents submitted, serial number all pages and spiral bind the documents so that during scrutiny no document is left overlooked by the Institute. Please do not submit the documents in loose pages.

SECTION-I

NOTICE INVITING QUOTATION (NIQ)

for

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

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 for hiring of cars (bearing Commercial Registration) at competitive rates for a period of three years from the date of empanelment. The transport agencies who have the capabilities of regularly providing cars in different segment, on mutually agreeable competitive rates, throughout the year, as per requirements of the Institute shall be empaneled.

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 04th October 2022 up to 3:00 p.m.** through Speed Post/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 TRANSPORT AGENCIES

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

1. Eligibility Criteria:

The transport agencies having following minimum qualification are eligible for submitting their quotations for empanelment at MDI Gurgaon: -

SL NO	Details of Eligibility Criteria	Write Yes or No or applicable)
1.	Experience of providing similar cars to reputed Educational Institutions, PSU's, Government/Private Organization, Corporates etc.	
2.	Minimum three years continuous experience of regularly providing cars in different segment during F.Y. 2019-20, 2020-21, 2021-22	
3.	Transport agency should have all required permission of the concerned agencies of Central/ State govt. for running the transport business.	
4.	Transport agency should have a minimum annual turnover of at least Rs 25 lakh in each last three financial years - 2019-20, 2020-21, 2021-22, (Attach certificate duly certified by a practicing Chartered Accountant.)	
5.	Transport agency Should have PAN, GST No. in their name.	
6.	Agency should have a registered office during last three years in Gurgaon/ South Delhi / Central Delhi (attached address proof)	
7.	Transport agency should be able to provide cars mentioned in section - VII at Gurgaon/ Delhi / Ghaziabad / Noida /Faridabad at a short notice in different segments, as per institute requirement.	
8.	Transport agency should own fleet of cars mentioned at Section VII	

2. In support of eligibility and Qualification: -

Transport 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 2 years i.e. during September 2020 to September 2022.
- c) Self-attested copies of valid licenses for operating transport business i.e. providing transport services/cars for commercial use.
- d) Details of Annual Turnover during last three financial years i.e. 2019-20, 2020-21 & 2021-22, in support of eligibility criteria, in **Annexure 1, enclose proof in support, duly certified by a practicing Chartered Accountant.**
- e) Experience proof of providing cars to Educational Institutions, PSU's Government/Private Organizations, Corporate etc. issued on the organizations

letter head by the competent authorities of the organizations during last three financial years i.e., 2019-20, 2020-21 & 2021-22 in **Annexure 2**.

- f) Details of the cars (bearing Commercial Registration number only) available with the transport agency in **Annexure 3**.
- g) NIQ document dully signed and official stamp on all the pages is 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.

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 serially 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 strictly **in the format given at Section – VII**.
- e) **Quotation should be submitted in a sealed envelope and super scribed as “Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”**

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 **04th October 2022 by 3:00 p.m. through Speed Post/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

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

1. The empanelment of the transport agencies shall be for a period of total three years from the date of announcement of empanelment of Agency. However, the quality of the services provided by the transport agency shall be reviewed on completion of a year by the MDI Gurgon for extending to next year.
2. The Agency /firm /company should have minimum 3 year of experience in the field of providing Cars on hire basis to leading 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 latest model in the market. However, it may be noted that the cars should not be more than one (01) year old (counted from the date of registration) and should not have covered more than 30,000 Kms.
4. The transport agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the cars hired by the institute. The wages and any other costs to the car drivers shall be borne by the transport agency. Unauthorized LPG / CNG kits fitted cars will not be permitted by the institute.
5. In case of break down/servicing/repair etc., the transport agency shall immediately provide alternate car of the same type or a superior car failing which car shall be hired from any other source at the risk and cost of the transport agency.
6. The transport agency shall provide names, phone numbers of the drivers deputed and detail of cars to the concerned officials of MDI Gurgaon or as is directed by the dealing person/ department. The transport agency shall provide only well-behaved drivers in proper neat and uniform of the transport agency.
7. 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 transport agency. For airport/railway station pick up the deputed drivers are to display the placard and receive the guests, as directed by the institute. Transport agency is to provide the cars within one hour of raising the requisition of the cars. Delay more than one hour will attract appropriate fine and will be deducted from the payment to be made to the agency.
8. It will be desirable that the transport agency uses easily accessible electronic messaging system for communicating with the institute and the guests.
9. The transport agency shall not employ any person below eighteen years of age.

10. The transport agency shall comply with all statutory provisions as laid down under various 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 related to running the transport business at his own cost. In case of any violation of statutory Law, Act and rules regulations as applicable to be followed by the transport agency, there will not be any liability on the MDI Gurgaon. The transport agency shall only be responsible for all the actions initiated by any concerned competently Authority in respect of any violation observed of the transport agency.
11. The drivers deputed with the cars should strictly follow traffic rules and regulations, as prescribed by the concerned government authorities time to time. The Institute will not be responsible for reimbursement of any charges, penalty charged levied by any concerned government authorities for violation of any rules and regulations.
12. The on duty cars should be kept neat and clean both from inside and outside. Cleanliness of cars must be properly maintained regularly. 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 for that car use shall be made.
13. The transport agency must ensure that car driver is not under influence of alcohol or any other intoxicant while on duty. 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.
14. The transport agency will ensure that all necessary documents (License, Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the car drivers.
15. The car drivers must observe discipline and good etiquette while performing their duty. They should be in neat and clean proper agency uniform and carry a mobile phone in working condition, for this Institute will not pay separate charges.
16. 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 in respect of the car driver Rs. 1000/- penalty in each occasion shall be levied. In case of more than three misbehavior incidences the empanelment may terminated.
17. In case of an accident any compensation claims arising out of such accident shall be borne/made by the transport agency in accordance with the law applicable and in force to each and every affected person or their legal heirs depending upon the merits of individual case. Transport agency indemnifies the Institute for any loss, damage of property or life arising out of the negligence of the driver or failure/ poor maintenance of the car.
18. The meter reading will be read through odometer (not through trip meter) from garage to garage using the shortest distance/route only. The institute will be at liberty to verify the Kms intimated by the agency.

19. The payment will be made only for those duty slips that have been signed by the guest/officer/staff availed the cars. It will be the responsibility of the car driver to get the duty slips signed from the guests/officer/staff on completion of the trip. 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 transport agency will be made after deduction of TDS as per government norms.
20. In case condition of car is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided within time, Institute will have the right to hire a car from other services and additional cost; if any, incurred by the Institute will be borne by the transport agency and the same will be deducted from the monthly bill, if applicable.
21. All cars provided for duty at MDI Gurgaon should be registered as commercial car and bear the commercial registration number. 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'.
22. The rates for all categories of the cars will be freezed by the Institute with the empaneled transport agencies, fairly assessing the rates for different segment of cars. The Institute at any stage does not convey any guarantee of assured business to the empaneled transport agencies.
23. In case the quality of service provided by the engaged agency is regularly found unsatisfactory, the empanelment may be terminated without assigning any reason.
24. The transport agency shall submit a monthly invoice to MDI Gurgaon at the end of every month for the hired cars. Payment shall be made by MDI within 15 days of following month.
25. The transport 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.
26. 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 transport agency while providing hired cars to MDI Gurgaon. It shall be the responsibility of the transport 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 laws in force from time to time.
27. MDI reserves the right to suitably modify/alter/remove any of the terms & conditions and scope of the work etc. at any time.
28. MDI Gurgaon at its discretion may cancel any or all the quotations received without assigning any reason to any transport agency, whatsoever may be the reason at any point of time.

SECTION-IV

TRANSPORT AGENCY DETAILS FORM

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

Sl. No	Description	Information
1.	Name of transport agency	
2.	Registration details of the transport 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 transport 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 cars (bearing Commercial Registration number) to Educational Institutions, PSU's, Government/Private Organizations, Corporates etc.	
8.	Annual turnover during each financial year 2019-20, 2020-21 & 2021-22 as per format given at Annexure 1.	
9.	Experience proof for providing cars (bearing Commercial Registration number) during each financial years - 2019-20, 2020-21 & 2021-22 as per Annexure 2 (attach documentary proof)	
10.	Transport agency bank details for payment transfer.(Please attach a cancelled cheque)	

Note: Please 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 transport agency.

SECTION-V

PROFORMA FOR APPLICATION
(on the letter head of the Agency)

**“Empanelment of Transport Agencies for Hiring of Cars (bearing
Commercial Registration number)”**

1. Name of the Transport Agency.....

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

Tel No.....

Mob.....

Email.....

3. Registration details of the Transport 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

(TO BE SUBMITTED ON LETTER HEAD)

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

Sir,

ACCEPTANCE OF TERMS AND CONDITIONS

1. This refers to the NIQ for “**Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)**” 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 transport 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.

(Signature of the authorized person of transport agency)

Name

PLACE:

DATE:

Official seal

SECTION – VII

FINANCIAL QUOTATION PROFORMA

(To be printed on the letterhead of the Agency)

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

Particulars	For Non-AC Cars		For AC Cars	
	4 hrs 40 Kms	8 hrs 80 Kms	4 hrs 40 Kms	8 hrs 80 Kms
A. <u>Hatchback Cars</u>: Ritz, Wagon–R, Swift or Equivalent cars.				
Rates in figures (without GST)				
Rates for extra Kms @ per km				
Rates for extra Hours @per Hrs				
Night Charges (11 p.m.- 4 a.m.)				

Particulars	For Non-AC Cars		For AC Cars	
	4 hrs 40 Kms	8 hrs 80 Kms	4 hrs 40 Kms	8 hrs 80 Kms
B. <u>Sedan Cars</u>: D’Zire, Etios, Indigo, Verna, Xcent, Ciaz, Amaze or Equivalent cars.				
Rates in figures (without GST)				
Rates for extra Kms @ per km				
Rates for extra Hours @per Hrs				
Night Charges (11 p.m.- 4 a.m.)				

Particulars	For AC Car	
	4 hrs 40 Kms	8 hrs 80 Kms
C. <u>Big Cars</u> : Toyota Innova or Equivalent Cars		
Rates in figures (without GST)		
Rates for extra Kms @ per km		
Rates for extra Hours @per Hrs		
Night Charges (11 p.m.- 4 a.m.)		

Particulars	For AC Car	
	4 hrs 40 Kms	8 hrs 80 Kms
D. Premium Cars: Toyota Corolla Altis, Toyota Camry and Honda Civic cars Please note that 10 - 12 premium cars are expected to be hired on a quarterly basis and 2-3 cars may be hired frequently. Please indicate the transport agency is capable to provide premium cars as per the Institute requirement, even on short notice. <p style="text-align: center;">Yes / No (Please tick appropriately)</p>		
Rates in figures (without GST)		
Rates for extra Kms @ per km		
Rates for extra Hours @per Hrs		
Night Charges (11 p.m.- 4 a.m.)		

Fixed - Rate Quotation For

1. Local travel within Gurgaon

Particulars	Type of Car	Fixed rates (Rs.) without GST	
Local travel within Gurgaon (2Hrs/ 20Hrs)	(Ritz, Wagon –R, Swift etc.) or Equivalent Cars)	Ac	
		Non Ac	
	(D’Zire, Etios, Indigo, Verna, Xcent, Amaze etc. or Equivalent Cars)	Ac	
		Non Ac	

2. Pickup and/or Drop Services

Particulars	Type of Car	Fixed rates (Rs.) without GST	
A. From MDI Gurgaon Campus to IGI Airport, New Delhi	(Ritz, Wagon –R, Swift etc. or Equivalent Cars)	Ac	
		Non Ac	
	(D’Zire, Etios, Indigo, Verna, Xcent, Amaze etc. or Equivalent Cars)	Ac	
		Non Ac	
	Toyota Innova or Equivalent Cars	Ac	
		Non Ac	
B. From MDI Gurgaon to New Delhi/Delhi railway stations (Pick up and/or Drop)	(Ritz, Wagon –R, Swift etc. or Equivalent Cars)	Ac	
		Non Ac	
	(D’Zire, Etios, Indigo, Verna, Xcent, Amaze etc. or Equivalent Cars)	Ac	
		Non Ac	
	Toyota Innova or Equivalent Cars	Ac	
		Non Ac	

3. Outstation tours (Minimum running 250 km per day)

Particulars	Fixed Rates for 250 Kms (without GST)	Rates for additional Kms @ Per Km (Rs.) (without GST)	Night Charge (Rs) (without GST)	Other cost (Rs) if any (without GST)
<u>Sedan Car:</u> Swift Dzire, Toyota Etios or Similar Type AC Cars				
<u>Big Car:-</u> Innova Crysta, or Similar Six / Seven Seater AC Cars				

4. Monthly transportation of MDI Gurgaon employees (Monday to Friday and/or any other official working day declared by MDI Gurgaon)

Particulars	Current Route	Fixed rate Per month (Rs.) Without GST	Remarks
<u>Sedan Car:</u> Swift Dzire, Toyota Etios or Similar Type AC Cars	Pickup from Parliament Street, New Delhi via AIIMS, Huaz Khas Drop at MDI Gurgaon and return back		
<u>Big Car:-</u> Innova Crysta, or Similar Six / Seven Seater AC Cars			

Note:

1. Night Charges will be applicable during 11 p.m. – 4 a.m.
2. Kilometer reading calculation: The meter reading would be permitted from garage to garage, calculated through odometer and for shortest route/distance only.
3. Toll Tax, Parking Charges, municipal charges as applicable will be paid to the transport agency against receipts only.
4. GST as applicable shall be paid.

(Signature of the authorized person of transport agency)

Name

PLACE:

DATE:

Official seal

PROFORMA FOR ANNUAL TURNOVER

(ATTACH DOCUMENTARY PROOF DULY CERTIFIED BY PRACTICING CHARTERED ACCOUNTANT)

For

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

Financial Year	Amount in Rupees (in Figure)	Amount in Rupees (in Words)
2019-20		
2020-21		
2021-22		

(Signature of the authorized person of transport agency)

Name

PLACE:

DATE:

Official seal

EXPERIENCE PROOF DETAILS OF SIMILAR CONTRACTS SUCESSFULLY EXECUTED

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

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.			

(ATTACH EXTRA SHEETS IF NECESSARY)

(Signature of the authorized person of transport agency)

Name

PLACE:

DATE:

Official seal

Details of Cars (bearing Commercial Registration number) owned by the Transport Agency

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

Sr No.	Details of Cars owned by the Transport Agency	Model	Fuel type Petrol / Diesel / Hybrid /CNG /Electrical	Year of Registration	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.							

(Add rows as required)

(Signature of the authorized person of transport agency)

Name

PLACE:

DATE:

Official seal

CHECK LIST FOR TRANSPORT AGENCY

“Empanelment of Transport Agencies for Hiring of Cars (bearing Commercial Registration number)”

Sl. No.	Details	Please mention if the document attached YES/NO
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 2 years i.e. during September 2020 to September 2022. Self-attested copies of valid licenses for	
c.	Self-attested copies of valid registration certificate issued by the concerned State/Central Government, as may be required for operating transport business i.e. providing transport services/cars for commercial use.	
d.	Self-attested copies of the GST registration certificate & PAN etc.	
e.	Details of Annual Turnover during last three financial years i.e. 2019-20, 2020-21 & 2021-22, in support of eligibility criteria in Annexure 1, enclose documentary proof in support, duly certified by a practicing Chartered Accountant.	
f.	Experience proof of providing cars to Educational Institutions, PSU's Government/Private Organizations, Corporate etc. issued on the organizations letter head by the competent authorities of the organizations during last three financial years i.e., 2019-20, 2020-21 & 2021-22 in Annexure 2.	
g.	Details of cars (bearing Commercial Registration number only) available with the transport agency in Annexure 3.	
h.	NIQ document dully signed and official stamp on all the pages is to be submitted in original.	

(Signature of the authorized person of transport agency)

Name

PLACE:

DATE:

Official seal