

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
NEW DELHI  
(Office of Academic Support)**

**REQUEST FOR QUOTATION**

29.04.2025

Indian Institute of Public Administration (IIPA), New Delhi is premier training and research institute under Department of Personnel & Training (DoPT), Government of India. The address of IIPA is I.P Estate, Ring Road, New Delhi (ITO, Central Delhi District).

IIPA is engaged in the training and capacity building of the officials of the Government of India, State Government and Foreign Governments. In one financial year (F.Y), IIPA conducts 100-120 training and capacity building programme. The training programme of IIPA involves domestic as well as training & study visit in the foreign countries.

This document is floated for the selection of the Transport Agency located (Head Office) in Delhi NCR only:

**Requirement of IIPA**

Volvo buses for 97 Officer Trainees and 04 IIPA Officials	04.05.2025	Pick-up from Delhi Railway Station and drop to IIPA (Hostel)
	06.05.2025	Delhi local (Full-day)
	07.05.2025	Delhi local (Full-day)
	08.05.2025	Delhi local (Half-day)
	11.05.2025	Drop from IIPA (hostel) to Delhi Railway Station

Eligibility of the Transport Agency:

1. The Transport Agency should be located in Delhi NCR with Head Office or Registered Office.
2. The Travel Agency should be registered with PAN, GST and other relevant business registration.
3. The Travel Agency should have minimum turnover of 2 crores in the last three financial years (2025-26, 2024-25 and 2023-24).

The required Bidder Details Form and Financial Proposal Form are enclosed. Filled form with required attachments, containing signature and stamp need to be mailed to Email: [trgiipa@yahoo.co.in](mailto:trgiipa@yahoo.co.in) on/by 02 May 2025, 4.00 PM.

*Am/29/4/25*  
**(Alka Jindal)**  
**Assistant Registrar**

**Bidder Details Form**  
**(On the Letter Head of Company with Sign and Stamp)**

<b>Sl.No</b>	<b>Description</b>	<b>Information</b>
1	Details of Travel Agency	
2	Date of Incorporation of Company (Attach ROC Registration certificate/, Registered Partnership Deed)/Firm	
3	Name of Director/ Partner of Travel Agency	
4	Full Address of Registered Office: Telephone No.: FAX No.: E-Mail Address :	
5	Full address of Operating Branch/Office in Delhi/NCR: Telephone No. FAX No. E-Mail Address	
6	Banker of the Travel Agency (Attach certified copy of statement of A/c for the last one year i.e. 01.04.2024 to 31.03.2025)	
7	PAN No. (Attach attested copy)	
8	GST Registration No (in respect of Housekeeping Services) (Attach attested copy)	
9	(i) IATA Registration No. (Attach attested copy) (ii) IRCTC Registration No. (Attach attested copy)	
10	Any other details the tenderer wish to add	

**Financial Proposal**  
**(On the Letter Head of Company with Sign and Stamp)**

<b>SL No.</b>	<b>Particulars</b>	<b>Amount (Rs)</b>
1.	Cost of Railway Station transfers	
2.	Delhi Local Transport Cost	

**Terms & Conditions:**

1. Payment will be made after submission of bills with duty slip & parking slips. Payment will be transferred to company/agency bank account and not in any personal bank account.
2. In case of breakdown or any issues in the vehicle, replacement in the shortest possible time shall be provided by the vendor.
3. The bus/vehicle shall be in very good condition with proper working of the AC.
4. The company/agency need to strictly follow the timings, places and other information as provided by the Training Section of IIPA.