

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

REQUEST FOR QUOTATION

June 02, 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 for the month of June 2025:

Requirement of IIPA for the Month of June 2025

VOLVO BUS AND TEMPO TRAVELLER

SL No.	Particulars	Dates	Quantity of Volvo Buses/Tempo Traveler
1.	Group I (18 people) Airport/Railway Station Pick-up and Transfer	15 June 2025 and 20 June 2025	27 Seater
	Delhi Local	2 Visit	27 Seater
	Karnal- National Dairy Research Institute (One-night stay)	18-19 June 2025	27 Seater
2.	Group II (138 people) Delhi Local	9-13 June 2025	3 Volvo
3.	Group III (140 people) Delhi Local	16-20 June 2025	3 Volvo
4.	Group IV (76) Airport/Railway Station Pick-up and Transfer	8 June 2025 and 14 June 2025	2 Volvo
	Delhi Local	9,10,11 June 2025	2 Volvo
	Agra or Alwar (one night stay)	12 -13 June 2025	2 Volvo

HOTEL ACCOMMODATION

SL No.	Particulars	Date	Place	Category	Inclusions
1.	38 double rooms	8-12 June 2025 13 -14 June 2025 Hotel	Delhi near ITO	2/3 star	Breakfast and Dinner
2.	38 double rooms + 3 single rooms + Conference hall with mike with speakers facility	12 June 2024	Agra/ Alwar	4 star	Breakfast, Lunch and Dinner

Eligibility of the Tours & Travel Agency:

1. Volvo bus should be proper Volvo category and not below that category. 25% amount will be deducted if the bus is not proper Volvo category and conditions of other vehicles provided are not good.
2. The Travel Agency should be located in Delhi NCR with Head Office or Registered Office.
3. The Travel Agency should be registered with PAN, GST and other relevant business registration.
4. The Travel Agency should have minimum turnover of 2 crores in the last three financial years (2025-26, 2024-25 and 2023-24).

Terms & Conditions:

1. Volvo bus should be proper Volvo category and not below that category. 25% amount will be deducted if the bus is not proper Volvo category and conditions of other vehicles provided are not good.
2. Payment will be 50% in advance and balance 50% after the execution of the work. Payment will be transferred to company/agency bank account and not in any personal bank account.
3. In case of breakdown or any issues in the vehicle, replacement in the shortest possible time shall be provided by the vendor.
4. The bus/vehicle shall be in very good condition with proper working of the AC.
5. The company/agency need to strictly follow the timings, places and other information as provided by the Training Section of IIPA.
6. In case of any issues in the services of the hotel, replacement in the shortest possible time shall be provided by the vendor.
7. The rooms should be hygienic and in a very good condition with proper working of the AC, free high speed Wifi.
8. The company/agency need to strictly follow the instructions and other information as provided by the Training Section of IIPA.

The required Financial Proposal Form are enclosed. Filled form with required attachments, containing signature and stamp need to be mailed to Email: trgiipa@yahoo.co.in on/by 05 June 2025, 4.00 PM.

(Mithun Barua)
Deputy Registrar (AS)

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

SL No.	Particulars	Dates	Quantity of Volvo Buses/Tempo Traveler	Amount (Rs)
1.	Group I (18 people) Airport/Railway Station Pick-up and Transfer	15 June 2025 and 20 June 2025	27 Seater AC Bus	
	Delhi Local	2 Visit	27-Seater AC Bus	
	Karnal- National Dairy Research Institute (One-night stay)	18-19 June 2025	27-Seater AC Bus	
2.	Group II (138 people) Delhi Local	9-13 June 2025	3 Volvo	
3.	Group III (140 people) Delhi Local	16-20 June 2025	3 Volvo	
4.	Group IV (76) Airport/Railway Station Pick-up and Transfer	8 June 2025 and 14 June 2025	2 Volvo	
	Delhi Local	9,10,11 June 2025	2 Volvo	
	Agra or Alwar (one night stay)	12 -13 June 2025	2 Volvo	

HOTEL ACCOMMODATION

SL No.	Particulars	Date	Place	Category	Inclusions	Total Amount Including taxes (Rs)
1.	38 double rooms	8-12 June 2025 13 -14 June 2025 Hotel	Delhi near ITO	2/3 star	Breakfast and Dinner	
2.	38 double rooms + 3 single rooms + Conference hall with mike with speakers' facility	12 June 2024	Alwar/ Agra	4 star	Breakfast, Lunch and Dinner	