



National Institute for Micro, Small and Medium Enterprises
(An organization of Ministry of MSME, ISO 9001:2015 certified, Govt. of India)
Yousufguda, Hyderabad - 500 045.

TENDER NOTICE

No. ADM-03/1/2026-NIMSME/

Date: 05.06.2026

National Institute for Micro, Small and Medium Enterprises (ni-msme), Yousufguda, Hyderabad invites **sealed quotations** from experienced agencies/ proprietors to empanel for hiring of **Cab & Bus Services (24x7)** to the Institute as and when required.

Eligibility:

1. Agency/Proprietor(s) should have minimum 8 years' experience of providing these services as mentioned above.
2. Agency/Proprietor (s) should have valid GST Registration No. /PAN from the competent authority or a valid identity proof.
3. Agency/Proprietor(s) should quote their rates for services to be provided by them with EOI in Annexure-I for Cab Services and Annexure-II for Bus Services.

The agencies/proprietor(s) would be shortlisted on the basis of the evaluation criteria i.e., eligibility, experience in the field etc. by the designated committee. The selected agencies/proprietor(s) shall be taken initially for a period of **two years** which can be extended for two more years on yearly basis based on satisfactory performance.

Interested agencies/proprietor(s) can download the tender document from the institute website (www.nimsme.org). The tender fee of **₹1000/-** should be submitted along with tender document. Tenderers should also submit **Earnest Money Deposit (EMD)** of **₹10,000/-** along with prequalification documents.

The last date for submission of tender is **20th June, 2026**. The validity of the offer (bid) will be 120 days from the last date of submission of the tender.

The Director General reserves the right to accept or reject any tender or part thereof without assigning any reason whatsoever.

Director General
ni-msme, Yousufduda, Hyderabad

INFORMATION SHEET

Tender No. Date:	nimsme/Cab & Bus services/ 05.06.2026
Issue of Tender Forms	Tender Documents can be downloaded from the Institute's website www.nimsme.gov.in
Tender Submission Fee	Rs.1000/- by way of Demand draft in favour of ni-msme payable at Hyderabad.
Earnest Money Deposit (EMD)	Earnest money of Rs.10,000/- to be deposited along with the Tender Document in the form of Demand Draft favoring ni-msme payable at Hyderabad.
Last Date for submission of Tender	20 th June, 2026 at 5:00 PM
Validity of the offer/bid	120 days from the last date mentioned above
Opening of Tender	Date: 22 nd June, 2026 at 11:00 AM at ni-msme, Hyderabad
Contact Person and Address for enquiry and submission of sealed tender documents	Chief Administrative Officer ni-msme, Yousufguda, Hyderabad - 500 045. Phone: 040-23633206, 225 email: cao@nimsme.gov.in ;
Website	www.nimsme.gov.in

INSTRUCTIONS TO BIDDERS

1. Sealed quotations are hereby invited for hiring of **Cab & Bus Services (24x7)** at ni-msme Campus, Hyderabad. The Terms & Conditions in respect of tenders are as under:
 - (i) The tender shall be in a single-cover (i.e., technical and financial bid) system.
Technical (first cover): Containing information regarding experience, business turnover and other details to evaluate the suitability of the tenderer.
Financial (second cover) - Financial Commercial Bid.
 - (ii) The Technical and Financial Bids will be opened at ni-msme, Hyderabad on 22nd June, 2026 at 11:00 am in the presence of designated committee of the institute.
 - (iii) Sealed tenders in prescribed form duly filled must be submitted along with the demand draft which will be in favour of **“National Institute for Micro, Small and Medium Enterprises”**, payable at Hyderabad.
 - (iv) Director General, ni-msme reserves the right to reject the tenders not conforming to the prescribed requirements and non-submission of required documents. No correspondence thereof shall be entertained whatsoever.
 - (v) The tenderer should submit the technical bid & financial bid along **with Tender Fee of Rs. 1,000/- and EMD of Rs. 10,000/-** in two separate sealed envelopes super-scribing “Technical Bid” and “Financial Bid” respectively. EMD and Tender Fee should be kept inside the Technical Bid envelop. These two envelopes should be then put inside another bigger envelope and sealed properly and super-scribed “Cab & Bus Services (24x7) at ni-msme Campus”.
 - (vi) Tenders should be addressed to the Chief Administrative Officer, National Institute for Micro, Small and Medium Enterprises, Yousufguda, Hyderabad - 500 045.
 - (vii) The following information to be indicated on the envelope cover.
 - a) Tender for Cab/Bus Services (24x7) at ni-msme Campus.
 - b) Name of agency/proprietor(s)
 - c) GST Registration No.
 - d) PAN No.
 - e) Clearly indicate on the inside envelopes "TECHNICAL BID" OR "FINANCIAL BID".
 - f) All enclosures shall be numbered and indicate the number of attached documents in technical bid form for reference.

Tenderer's Name, Signature & Stamp

Brief Description of Scope of Work, Terms & Conditions

1. National Institute for Micro, Small and Medium Enterprises (ni-msme) is an organization of Ministry of MSME, Govt. of India provides training to National and International participants. ni-msme requires Cab/Bus Services on requirement for 24x7 basis for local and outstations for their participants' study visits/tours/pickup & dropping at Railway Stations & Airport etc.
2. The tenderer should quote the rates & amount in figures as well as words. Alterations will not be allowed. Every page of the tender form should be signed by the tenderer himself. Attested copies of the GST Registration Number of the agency/ proprietor(s), Permanent Account Number (PAN), Satisfactory Performance Certificate issued by the concerned agency/ Organizations, if any, shall be enclosed.
3. The tenderer should sign every paper of the tender as a confirmation of acceptance of the terms & conditions mentioned on each paper as this will be a part of agreement.
4. The tenderer shall have a minimum eight (8) years of experience in providing Cab/ Bus services in an organization of repute (at state or national level) as on tender submission deadline. Name, address / contact details of the present and past satisfactory clients to be provided with a copy of the experience certificate(s) in the client's Letter head to be enclosed with the technical bid. At least one (1) similar completed/ongoing work should be in Government / Autonomous Bodies / Public Sector Undertakings. Signed certificates and Work Order copy from the clients to whom such services have been extended must be enclosed with the technical bid.
5. The Cab/Bus services shall provide by the agency on requirement for 24x7 timings for local and out-stations.
6. RTA approved Cab/Buses should be provided by tenderer. The agency/proprietor(s) must provide neat, clean & good condition(ed) vehicles (Cars/Buses) and deploy the well-trained and experienced driver(s).
7. Tenderers may also provide Electric Cab/Buses as and when necessary.
8. The Earnest Money Deposit is liable to be forfeited, if the tenderer withdraws or amends or deviates from the tender in any respect within the period of validity of the agreement.
9. The Director General, ni-msme reserves the right to accept or reject any tender without assigning any reason, bifurcate the whole tender in two tenders (without effecting the existing terms & conditions of the contract) or cancel any part of the tender.
10. The tenderer while submitting the tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiry will be entertained in respect of acceptance or rejection of the tender.

11. The tenderer shall have to produce documentary proof like Aadhaar Card/Voter Card/Smart Card/Telephone Bill/ Electricity Bill/ Income Tax Certificate in support of identity of the person deputed at ni-msme, Hyderabad.
12. The tenderer should submit along with their tender, copies of the PAN Card, GST Registration number etc.
13. The tenderer should submit copy of acknowledgement of Income Tax return for the last three financial years.
14. ni-msme shall not be responsible for any injury, accident, disability, or loss of life to the tenderer or to any of its persons that may take place while on duty. Any compensation or expenditure towards treatment of such injury, accident or Loss of Life shall be the sole responsibility of the tenderer. The tenderer has to make his own arrangements towards health insurance, accidental and disability coverage and domiciliary treatments of all persons engaged by them on booking(s).
15. The agency shall not engage any sub-tenderer or transfer the contract to any other person in any manner. If found subletting in any manner the contract will stand cancelled without prior notice.
16. If the services of the tenderer are not found satisfactory they will be issued three months' notice for improvement by the Competent Authority. If satisfactory improvement is not found even after this notice, a final one month's notice will be issued to the tenderer by the Competent Authority to terminate the contract without prejudice to any rights or privileges accusing to either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligation.
17. Director General, ni-msme, Hyderabad reserves the right to accept or reject any bid(s) without assigning any reasons.

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TECHNICAL DATA SHEET

Sl. No.	Description	Information
1.	Name of the Agency / Proprietor(s)/Partner	
2.	No. of years of experience	
3.	Complete Address with contact number and e - mail	
4.	Name & Designation of the contact person with mobile number and e-mail	
5.	Trade License Number/ Society/Company Regn. Number Copy should be enclosed.	
6.	GST Number (Copy should be enclosed)	
7.	PAN Number (Copy should be enclosed)	
8.	EPF Registration Number (if any) (Copy should be enclosed)	
9.	ESI Registration Number (if any) (Copy should be enclosed)	
10.	Proof for payment of Income Tax return for the last three financial years 2022-23, 2023-24, 2024-25	

Declaration: I hereby certify that the information furnished in this document is complete and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with ni-msme.

Signature of the Bidder

FINANCIAL DATA SHEET (for Cab Services)**For A/c Vehicles:**

Local	Indica	Tavera	Verito		Indigo	Etios	Swift Dzire	Innova	Honda City	Fortuner
			Normal	Electrical						
8 hr. / 80 km										
4 hr. / 40 km										
2 hr. / 20 km										
Extra per km										
Extra Hour										
Driver Batta										
Driver Batta before 7am, after 9pm & after midnight										

For Outstation:

Outstation	Indica	Tavera	Verito	Indigo	Etios	Swift Dzire	Innova	Honda City	Fortuner
Min. 300 km per day									
Driver Batta									

Note:

- Opening and Closing meter reading is calculated from ni-msme to destination/nimsme to ni-msme.
- Quotation has to be submitted for both A/c and Non-A/c
- Parking / Toll Tax will be borne by the service provider and get reimbursed by producing the receipts
- Zero Hour to Zero Hour will be calculated in the case of out-station trips
- GST is applicable on total amount of bill preferred including Driver Batta and excluding Parking and Toll-tax.
- Vehicles must be neat, decent and in good running condition.
- Drivers should be well dressed and behave politely with users of cars.
- Yours services will be terminated without giving any notice whatsoever if they are found not satisfactorily.

I have read all the Terms & Conditions of the Tender Document and I fully agree with them. I will abide by the Terms & Conditions of the Tender Document.

Signature of the Bidder & Seal

FINANCIAL DATA SHEET (for Cab Services)**For non-A/c Vehicles:**

Local	Indica	Tavera	Verito		Indigo	Etios	Swift Dzire	Innova	Honda City	Fortuner
			Normal	Electrical						
8 hr. / 80 km										
4 hr. / 40 km										
2 hr. / 20 km										
Extra per km										
Extra Hour										
Driver Batta										
Driver Batta before 7am, after 9pm & after midnight										

For Outstation:

Outstation	Indica	Tavera	Verito	Indigo	Etios	Swift Dzire	Innova	Honda City	Fortuner
Min. 300 km per day									
Driver Batta									

Note:

- Opening and Closing meter reading is calculated from ni-msme to destination/nimsme to ni-msme.
- Quotation has to be submitted for both A/c and Non-A/c
- Parking / Toll Tax will be borne by the service provider and get reimbursed by producing the receipts
- Zero Hour to Zero Hour will be calculated in the case of out-station trips
- GST is applicable on total amount of bill preferred including Driver Batta and excluding Parking and Toll-tax.
- Vehicles must be neat, decent and in good running condition.
- Drivers should be well dressed and behave politely with users of cars.
- Yours services will be terminated without giving any notice whatsoever if they are found not satisfactorily.

I have read all the Terms & Conditions of the Tender Document and I fully agree with them. I will abide by the Terms & Conditions of the Tender Document.

Signature of the Bidder & Seal

FINANCIAL DATA SHEET (for Bus Services)**For Local Service:**

Local	12 Seater Mini-Bus		22 Seater Mini-Bus		28 Seater Mini-Bus		40 seater Push-back Hi-tech Bus		50 Seater Luxury Bus	
	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
8 hr./ 80 km										
Extra per km										
Extra per hr.										
Driver Batta										

For Outstation (300 kms per day):

Outstation	12 Seater		22 Seater		28 Seater		40 Seater		50 Seater	
	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
Per km./ day										
Driver Batta										

Note:

- Opening and Closing meter reading is calculated from ni-msme to destination/nimsme to ni-msme.
- Quotation has to be submitted for both A/c and Non-a/c
- Parking / Toll Tax will be borne by the service provider and get reimbursed by producing the receipts
- Zero Hour to Zero Hour will be calculated in the case of out-station trips
- GST is applicable on total amount of bill preferred including Driver Batta and excluding Parking and Toll-tax.
- Vehicles must be neat, decent and in good running condition.
- Drivers should be well dressed and behave politely with users of cars.
- Yours services will be terminated without giving any notice what so ever if they are found not satisfactorily.

I have read all the Terms & Conditions of the Tender Document and I fully agree with them. I will abide by the Terms & Conditions of the Tender Document.

Signature of the Bidder & Seal