FREE KIT · SHIV SHAKTI TOURS & TRAVELS

Employee transport RFQ kit

Requirement sheet · price sheet · documents list · vendor questions · scorecard · steps to award. Fill it in, send the same kit to every vendor, compare like with like. Online builder: https://www.shivshaktitoursandtravels.in/corporate/employee-transport-rfq-kit.html

Part 1 · Requirement sheet

Field	What to write	Your answer
Work locations	Plant or office address, and the gate or gates staff use	
Shifts	Shift names, start and end times, working days	
Staff per shift	Numbers per shift, and how much they vary	
Pickup areas	Towns and areas where staff live (not home addresses at RFQ stage)	
Women on night shifts	Yes or no, and the conditions in your approval	
Vehicles	Your preference, or "vendor to propose"	
Start and term	Start month, contract length, pilot or not	
Reports and billing	GPS login, daily report, monthly MIS, cost centres	
Site rules	Gate passes, uniform, ID cards, NDA, cut-off time for changes	

Shifts

Shift	Starts	Ends	Days	Staff

Part 2 · Price sheet (one row per line, shift and vehicle)

Line / shift	Vehicle, seats	Model	Monthly price or rate	Km limit	Extra km	Extra hour	Night	Tolls etc.	GST, RCM	Km from

Fixed pricing model for this RFQ: _____ · All extras on separate lines.

Part 3 · Documents to attach

☐ GST registration (GSTIN)
☐ PAN
☐ MSME (Udyam) certificate, if registered
☐ Cancelled cheque or bank letter
☐ Company profile
☐ RC list of the vehicles offered (owner name, model year)
☐ Permit, fitness, insurance (covering passengers) and PUC for each vehicle
☐ Driver list with licence details
☐ Police verification of drivers, where your policy requires it
☐ Written safety policy
☐ Data-handling procedure and acceptance of your NDA
☐ Sample trip report and an invoice with a trip-wise annexure
☐ Backup and breakdown plan for your site
☐ References, where clients allow

Part 4 · Questions every vendor must answer

1. Are the vehicles offered your own? Attach the RC list.
2. How is a breakdown before a shift covered, and how fast does a replacement arrive?
3. What can our team see live: GPS login, trip history, daily report?
4. How are drivers checked, briefed, rested and replaced after a complaint?
5. What do you provide for women on night shifts: GPS, CCTV, guard, doorstep drop, female drivers?
6. Who sees our employees' names, numbers and addresses? Will you sign our NDA?
7. How do you count km, and what is billed as extra?
8. Can invoices be split by site, department or cost centre?
9. Which GST rate will you charge, and does reverse charge apply?
10. How are delays reported to us, and who is the escalation contact at night?
11. Can you start with a pilot on one line or one shift?
12. Which documents do you renew during the contract, and will you tell us before they expire?

Part 5 · Scorecard (score 0-10; weighted total = sum of weight x score / 10)

Criterion	Weight	Vendor A	Vendor B	Vendor C
Fleet ownership and backup plan	25%			
Safety and compliance	25%			
Tracking and reports	15%			
Billing and contract terms	10%			
Price	25%			
Weighted total (out of 100)	100%			

Part 6 · From RFQ to award

1. **Write the requirement.** Fill in the requirement sheet: locations, shifts, staff, pickup areas, rules.
2. **Shortlist three to five vendors.** Own-fleet vendors near your site, plus any you already use.
3. **Issue the RFQ with a deadline.** Send the RFQ, the price sheet and the documents list to every vendor at the same time.
4. **Answer clarifications to everyone.** Share every answer with all bidders, so prices stay comparable.
5. **Score the technical part first.** Use the scorecard on documents, fleet, safety and reports before opening prices.
6. **Inspect the fleet.** Visit the shortlisted vendors or inspect the cars offered.
7. **Run a pilot.** Give one line or one shift to the best-scoring vendor for a month.
8. **Award and sign.** Sign a written agreement with the SLA, reports, data clause and renewal terms.

Mistakes to avoid

- Asking for "your best rate" without a fixed price format, then comparing per-km quotes with monthly ones.

- Leaving out how km are counted, so extra-km bills arrive later.
- Sharing home addresses with every bidder at RFQ stage.
- Choosing the lowest price without asking how backups and driver rest are paid for.
- Forgetting night-shift conditions for women until after the award.
- No pilot: the first real test is the whole plant on day one.

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