

REQUEST FOR PROPOSAL (RFP)

For

**Travel & Transportation Services for Trainer Mobility –
IBM SkillBuild Bootcamps**

**NASSCOM Foundation
December 2025**

Request for Proposal

1. ABOUT NASSCOM FOUNDATION

Established in 2001, nasscom foundation has been witness to the transformative power of technology for over two decades. Part of the NASSCOM ecosystem, we are the only neutral not-for-profit organization representing the Indian tech industry. We remain rooted to our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it the most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology. We have five key areas of intervention - Digital Literacy, Skilling and Employability, Women Entrepreneurship, Scaling Social Innovation and Empowering NGO Ecosystem.

2. Travel & Transportation Services for Trainer Mobility – IBM SkillBuild Bootcamps

Issued By:

Nasscom Foundation

Purpose of the RFP

Nasscom Foundation is seeking proposals from qualified **Travel & Transportation Service Providers** to support the travel requirements of trainers and consultants delivering IBM SkillBuild Bootcamps across India. The selected vendor will be responsible for arranging safe, reliable, and timely transportation (local and outstation) as per trainer requirements.

3. Project Overview

Nasscom Foundation, in partnership with IBM, is implementing large-scale digital skills bootcamps across India. Trainers are required to travel regularly for:

- College outreach & bootcamp planning
- Conducting on-ground bootcamps
- Follow-up visits
- Interstate assignments (when required)

To ensure seamless movement, we are Onboarding a travel vendor capable of providing **flexible, on-demand transportation services**.

4. Project Locations

Bootcamps will be conducted across India with key states and cities including:

States:

- Odisha
- Karnataka
- Chhattisgarh
- Tamil Nadu
- Telangana
- Puducherry
- Andhra Pradesh

Major Cities & Hubs:

- **Bhubaneswar**
- **Bangalore**
- **Tumkur**
- **Chennai**
- **Hyderabad**
- **Raipur**

Vendors must be able to arrange transportation in these regions, and preferably have the capability to scale operations to nearby districts as needed.

5. Scope of Work

The selected vendor will be responsible for:

A. Travel Arrangements

1. **Local travel** for trainers within city limits (taxis, rental cars).
2. **Outstation travel** for trainers traveling to nearby districts or states for bootcamps.
3. Vehicle options to include:
 - Sedan
 - SUV (for outstation trips)
4. Providing **drivers with valid licenses**, route knowledge, and punctual service.

B. Service Requirements

- 24/7 availability to take bookings from trainers.
- Confirmation of vehicle within **2 hours** of request.
- Vehicle reporting on time at specified pick-up location.
- Clean, well-maintained vehicles.
- Transparent fare structure with no hidden charges.
- Ability to provide **GST-compliant invoices**.

C. Booking & Communication

- Vendor must provide a **single point of contact (SPOC)** for coordination.
- Maintain logs of:
 - travel date
 - pickup & drop details
 - trainer name
 - purpose of visit
 - KMs travelled
- Submit weekly billing summary to Nasscom Foundation.

6. Eligibility Criteria

Vendors must meet the following:

- Minimum **2 years of experience** providing travel services.
- Valid **GST registration** and PAN.
- Ability to operate across multiple states or through partner networks.
- Proven track record with organisations, institutions, or events.
- Capability to provide **on-demand** and **scheduled** travel bookings.

7. Proposal Requirements

Interested vendors must submit:

1. **Company Profile**
2. **GST, PAN, Registration Certificates**
3. **Rate Card for Local & Outstation Travel** (Km rate + waiting charges)
4. **Service Availability** by city/state
5. **SPOC details**
6. **Previous experience / client list**
7. **Billing & Payment Terms**
8. Emergency support protocol

8. Evaluation Criteria

Proposals will be evaluated on:

- Service coverage across required regions
- Pricing & transparency
- Response time & customer service quality
- Vehicle availability & condition
- Experience in similar large-scale projects
- Compliance with documentation requirements

9. Contract Duration

The contract will be valid from **December 2025 to March 2026**, with potential extension based on performance.

10. All proposals should be mailed to rfp@nasscomfoundation.org with the Subject Line - Request for Proposal – “**Travel & Transportation Services for Trainer Mobility – IBM SkillBuild Bootcamps**” in a single PDF file by **12th November 2025** Proposals submitted after the deadline will not be considered.