

May 31, 2018

**Notice Inviting Tender**

Sealed tenders are invited under 'Open Tendering System' from reputed, experienced and financially sound tour and taxi operators based in Washington DC for hiring of the following vehicles for forming a panel of transporters for a period of three years from forming the panel/signing the contract which could further be extendable for one year on mutually agreed same terms and conditions. The requirement of vehicles as under:

<b>S. No.</b>	<b>Vehicles</b>
1.	Sedan
2.	Sedan (Luxury)
3.	SUV (medium)
4.	SUV (Luxury)
5.	Minivan (07 or 08 seater)
6.	Mini Bus (15 Seater)
7.	Bus (28 seater)
8.	Bus (55 seater)

2. **Schedule:**

- i) Designation and address of the authority inviting tender - Counsellor (Political) & Head of Chancery, 2107, Massachusetts Avenue NW, Washington DC - 20008.
- ii) Last date and time of depositing of tender bids - June 05, 2018
- iii) Last date & time for withdrawal of tender bids - June 25, 2018
- iv) Time, date & place of opening of tenders bid - June 26, 2018  
(Visitors room, Embassy of India)
- v) Minimum requirement for submitting the tender - companies with a minimum experience of 3 years of working with Government/PSU's
- vi) Type of vehicle required - company owned
- vii) Number of vehicles required - depending upon requirement of the delegations.
- viii) Duration contract – July 1, 2018 to March 31, 2021 (extendable on mutual agreement for a period of one year on same terms and conditions.)
- ix) Earnest Money Deposit (EMD) - US\$ 5000/- (Dollars Five Thousand only)

2. **Criteria for selection of the service providers**

- Ministry will select a minimum of **3** service providers from amongst the Companies that are qualified and willing to provide cars as per terms and conditions of this tender.
- In case multiple service providers are not found at L1 rates in all or any of the categories of cars, Ministry has the right to expand the search, step by step, to the next higher bidder(s) who are technically qualified and willing to work at L1 rates.

- L1 supplier for each category will be the Company/Companies which is/are qualified and has/have quoted the lowest rate(s) for providing transport services either in all or any one of the categories of transport or equivalent (as per Annexure I) and are willing to provide transport as per terms and conditions of this tender.
- Thus, L1 rates for each category will be those rates which are the lowest rates for each category of transport hiring quoted by Company/Companies which are qualified and willing to provide transport as per terms and conditions of this tender. Preference will be given to the company(ies) which has quoted L1 rates in hiring transport. The remaining number of vehicles, if any-which the company quoting L1 rates is unable to provide, will be hired from other empanelled companies provided they are able to provide the remaining number of vehicles at L1 rates. There will be no ceiling to hire a minimum number of vehicle(s) from each of the other empaneled companies.

3. Tender documents can be downloaded from the website <https://www.indianembassy.org> (under tenders)

4. The interested and eligible company may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) of US\$ 5000/- (Dollars Five Thousand only) in favor of Embassy of India, 2107, Massachusetts Avenue NW, Washington DC - 20008. The tenders shall not be entertained if received after this deadline under any circumstances.

5. The Embassy of India reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Embassy of India in this regard shall be final.

(Vijay Chauhan)  
Attache (Administration)  
Tel: 202-939-7034

May 31, 2018

**TERMS AND CONDITIONS FOR THE OPEN TENDER FOR HIRING OF CARS & BUSES**

The Embassy of India, Washington DC invites sealed tenders from reputed tours and taxi operators from Washington DC for hiring of the following for official use at the Embassy of India:

<b>S. No.</b>	<b>Vehicles</b>
1.	Sedan
2.	Sedan (Luxury)
3.	SUV (medium)
4.	SUV (Luxury)
5.	Minivan (07 or 08 seater)
6.	Mini Bus (15 Seater)
7.	Bus (28 seater)
8.	Bus (55 seater)

The duration of the contract will be from July 1, 2018 to March 31, 2021 extendable with mutual consent on the same terms and conditions and at the same rates on a monthly basis. The terms and conditions of the contract will be as follows:

1. The company should be registered tour/taxi operator with minimum 3 years' experience of working with Embassies and Government Departments.
2. The vehicles should be registered in the company's name.
3. The mileage/hourly charge will be counted from user's point.
4. All toll charges will be on actual basis.
5. The company should provide a driver to drive the car who should have a valid driving license, should be familiar with various locations within Washington DC.
6. The driver should be paid minimum wages, allowances as prescribed by the US Government, and should be provided with SSN cover.
7. The vehicles should be kept in a clean and neat & tidy condition.
8. The company/firm will be responsible for the damages caused by any accident/technical snag either to the commuters in the bus or the people on road due to the driver's fault and /or technical defect in the vehicle. The Embassy of India,

Washington DC will not be responsible for any such damages caused by the driver's/company's negligence.

9. The taxes/insurance any other fee prescribed by local authorities within Washington DC and capital region such as parking fee etc. will have to be borne by the company/firm.
10. The companies have to ensure that all necessary documents [Registration certificate, Insurance papers are readily available with the chauffeur, and that the driver is well mannered and neatly dressed. The driver should always carry mobile phone to quick contact. The name and full address with mobile number of the chauffeur, who will attend the duty, should be furnished as and when deployed.
11. The company shall not employ any driver who has not completed twenty-five years of age and who does not have at least three years of driving experience. The driver should be physically fit as per the requirements of the job. Any change in cars or drivers will be allowed only in exceptional circumstances and that too with prior information/approval.
12. The vehicle should be provided with duty slips. The vehicle engaged for duty must be certified by the Embassy staff indicating clearly the mileage and time of arrival for duty and end of duty to duty slips / log books and the driver should be able to maintain the same independently, with proper care.
13. Payment will be made on submission of pre-receipted bills supported duty slips / log books duly signed and stamped by the Mission.
14. The company should have enough resources to repair the vehicle in minimum possible time when required. They should be in a position to substitute / replace or arrange extra vehicle at a short time.
15. The vehicle provided to Mission should be insured comprehensively. The vehicle should have enough permits from the transport department.
16. Operation and function of vehicle (s) and driver(s) shall be governed by Motor Vehicles Act / Rules and these shall be the responsibility of the contractor.
17. No employee of the Mission who is involved in this tendering process shall have any fiduciary interest or connection with the company or its owner directly or indirectly in any manner.
18. The tender must be accompanied with the following documents failing which the tender will be rejected:

Earnest Money Deposit [EMD] of US\$ 5000/- (Dollar Five Thousand only) in the form of account payee Demand Draft /Bankers Cheque in favor of Embassy of India, Washington DC which will be refunded for unsuccessful

- bidder after completion of tender process. A company which qualifies as a successful bidder but refuses or fails to fulfill the terms of the contract shall forfeit the bid amount.
19. The rates once quoted and approved will be valid for a period of three years w.e.f. the date of hiring of cars. No request for revision of rates will be entertained during this period.
- 20. Criteria for selection of the service providers**
- Embassy will select a minimum of 3 service providers from amongst the Companies that are technically qualified and willing to provide cars as per terms and conditions of this tender.
  - In case multiple service providers are not found at L1 rates in all or any of the categories of cars, Embassy has the right to expand the search, step by step, to the next higher bidder(s) who are technically qualified and willing to work at L1 rates.
  - L1 supplier for each category will be the Company/Companies which is/are technically qualified and has/have quoted the lowest rate(s) for providing cars either in all or any one of the categories of cars and are willing to provide cars as per terms and conditions of this tender.
  - Thus, L1 rates for each category will be those rates which are the lowest rates for each category of car hiring quoted by Company/Companies which are technically qualified and willing to provide cars as per terms and conditions of this tender. Preference will be given to the company(ies) which has quoted L1 rates in hiring cars. The remaining number of vehicles, if any-which the company quoting L1 rates is unable to provide, will be hired from other empanelled companies provided they are able to provide the remaining number of vehicles at L1 rates. There will be no ceiling to hire a minimum number of vehicle(s) from each of the other empanelled companies.
21. The Embassy of India, Washington DC reserves the right to reject any or all the bids, without assigning any reason (s). Mission also reserves the right to vary/alter/modify the terms and conditions in public interest.
22. Every page of the bid documents should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.
23. The bid may be submitted in the prescribed format as given in the Annexure-II otherwise the bids are liable to be rejected.
24. For more information and details please log on to Embassy's website [www.indianembassy.org](http://www.indianembassy.org) (under Embassy tenders) or contact Administration of the Embassy of India (Tel: 202-939-7034).

**(Vijay Chauhan)**  
**Attache (Administration)**  
**Tel: 202-939-7034**  
**Annexure-I**

To be filled in by the Bidder (enclose copy of documents to support your statement)

1.	Name and Postal Address of the Company Address:	Phone: Mobile: E-mail:
2.	Name and Postal Address of the owner Address:	Phone: Mobile: E-mail:
3.	Is your company recognized/registered by DC Govt.? (attach copy as a proof)	
	Tick as applicable Recognized by DC Tourist Transport Operator Recognized under Shops and Establishment Recognized as firm Proprietorship / any other category (Please specify)	
4.	Income Tax Permanent Account No. of company (attach copy)	
5.	Service Tax Registration Number of Company (attach copy)	
6.	Experience (attach performance)	
7.	Description of the vehicle (including make, registration year, mileage etc.)	
	Rates for plying of the following vehicles per hour/per mileage/minimum hour basis:	
(i)	Sedan	
(ii)	Sedan (Luxury)	
(iii)	SUV (medium)	
(iv)	SUV (Luxury)	
(v)	Minivan (07 or 08 seater)	
(vi)	Mini Bus (15 Seater)	
(vii)	Bus (28 seater)	
(viii)	Bus (55 seater)	
(ix)	Specific trip charges (i) From IAD to hotels in DC area (ii) From DCA to hotels in DC area (iii) From BWI to hotels in DC area	
8.	Rates for each additional hour beyond 4 or 6 or 8 hours in respect of all the requested vehicles	
9.	Rates for each additional Mileage beyond miles in respect of all the requested vehicles	
10.	Outstation charges, if different from the above charges.	
11.	Bid documents duly signed and self-attested	

Note: Use additional sheets if required

Declaration:

The details as above furnished are true and correct. I undertake to produce original documents of the above said vehicles for verification as and when called for:

Date:

Bidder Signature

Official Seal