

Tender Documents

Quotations are invited from experienced Transport Agencies/Companies registered with the local Government and with a capacity to provide vehicles for use of Consulate General of India in Frankfurt. From time to time Consulate requires vehicles for use of delegations from India. These delegations are sometimes large and during VVIP visits/transits the requirement goes up to 50-60 vehicles per day.

| Vehicles equivalent | Rates along with minimum hours to hire | Rate for Addl hrs inc. mileage | Full day rates city limits | Night supplements hrs, if any | Weekends supplement hrs, if any | Out of city day trips per hour/mileage |
|----------------------|--|--------------------------------|----------------------------|-------------------------------|---------------------------------|--|
| E class | | | | | | |
| S classs | | | | | | |
| 6/7 seater van | | | | | | |
| Mini bus (15 seater) | | | | | | |
| Bus | | | | | | |

- a) All the rates must include VAT and cancellation policies.
- b) The chauffeurs must speak English and have city knowledge.
- c) Additional information if any, about technical capabilities, experience of similar service, list of firms/Embassies where such services are being provided etc.
- d) The offers along with experience certificates, if any should be sent only by post to Head of Chancery, Consulate General of India, Frankfurt, Friedrich Ebert Anlage 26, 60325, Frankfurt. The envelope should marked clearly quotation for vehicle. Last date of submission of Quotation 21.01.2022 (before closing the office).

Consulate General of India
Friedrich-Ebert-Anlage 26,
60325 Frankfurt Am Main (Germany)
WEBSITE: www.cgifrankfurt.gov.in
EMAIL: hoc.frankfurt@mea.gov.in
admn.frankfurt@mea.gov.in

TENDER NOTICE

NOTICE INVITING TENDER FOR EMPANELMENT OF CHAUFFEUR DRIVEN VEHICLES (CDV) FROM PROFESSIONALLY QUALIFIED TRANSPORT COMPANIES REGISTERED IN GERMANY.

1. The Consulate General of India in Frankfurt invites bids from the professionally qualified transport companies registered in Germany which can provide this Consulate vehicles with drivers on need basis from time to time, for a period of one year on the same terms and conditions, if bidder agrees.

2. The sealed envelopes "A" and "B" consisting of the following documents shall be duly super-scribes with titles "Supply of Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Frankfurt".

Cover A : Technical Bid Documents should contain:

Tenderer should demonstrate and explain their professional and practical experience of similar works undertaken in the last 3 years.

Introduction and Credentials of Tenderer:

1. Name of Company; 2. Full address with contact details; 3. Names of Directors/Partners; 4. Type of Company (GmbH etc.); 5. Company Registration No.; 6. VAT No.; 7. Details of vehicles owned by the company etc.

There should be a brief introduction, background, company details, credentials and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc. Scope of work (duly signed: Annexure-I) Terms and Conditions of contract (duly signed: Annexure-II)

Cover B: The financial bid should contain:

- i. Vehicle hiring charges with driver with reference to Scope of work (duly signed: Annexure-III);
- ii. Form of Tender-to be provided on the letter Head of the Company and duly signed.

3. Both envelopes as indicated above should be kept in a outer cover/envelope indicating "Supply of Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Frankfurt". Tender should be sent by Registered post the "The Consul (HOC), Consulate General of India, Frankfurt or may be handed over, against proper receipt, at the Consulate General of India, Frankfurt.

Note: The financial bid that does not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

4. The schedule of submission, opening etc. of the Tender/Bid are as follows:

| | |
|-----------------------------------|------------|
| Published Date | 30.12.2021 |
| Bid Submission start date | 31.12.2021 |
| Bid Submission End date | 20.01.2022 |
| <i>Technical Bid Opening date</i> | 21.01.2022 |
| Financial Bid Opening date | 21.01.2022 |

5. Tenderer can contact Consul (HOC), Consulate General of India, Frankfurt on telephone No. 0069-15300517 or send request by email at hoc.frankfurt@mea.gov.in for any clarification.

6. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from the above mentioned officer of the Consulate General of India, Frankfurt. All information requested by and supplied to one Tenderer will be supplied to all Tenderers.

7. The Consulate General of India, Frankfurt reserves the right to reject any or all bids without assigning any reasons, if not found suitable.

Scope of Work:

The Consulate General of India, Frankfurt would be hiring Chauffeur Driven Vehicles (CDV) of the following specifications from time to time. The quantity of vehicle ranges between 1 to 60 vehicles at a time:

| Sl. No. | Type of vehicle required | Remarks of company, if any |
|---------|--------------------------|----------------------------|
| 1 | MB S class/BMW 7/Audi 8 | |
| 2 | MS E/BMW 5/Audi 6 | |
| 3 | SUV | |
| 4 | 7 seater Van | |
| 5 | 15 seater Mini Bus | |
| 6 | 30-35 seater Bus | |
| 7 | 50 seater Bus | |

Note :

1. All the rates must include VAT;
2. The chauffeurs should be English and German speaking and familiar with topography of Germany.
3. Chauffeur must possess commercial driving license.
4. Vehicles must be in excellent running condition with proper documentation;
5. The company should have breakdown cover;
6. In view of extreme circumstances the Consulate may sometime request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last minute cancellation charges while bidding.

Certificate

This is to certify that we understood the requirement as mentioned above in Scope of Work and condition mentioned.

Sign and Stamp of the Company owner/authorized Representative

Terms and conditions

1. To assist evaluation and comparison of the Tender, the client may at its discretion, ask Tenderers for clarification of their bids. The clarification and response from Tenderers shall be in writing.
2. The Indian Consulate will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
3. If the Tenderer is asked to competitively quote for the work, the Client is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of tender an altering the quantities offered an Tenderer shall supply the same at the rate quoted. Nothing extra shall be payable if any additional information or details is provided later as on stated in the tender documents.
4. The quoted rates for hiring of Chauffeur Driven Vehicles are inclusive and complete in all respect as per the requirement of tender by the Consulate General of India, Frankfurt.
5. The finalized Bid (s) would be valid for a period of six months.
6. Tenderers should not have been barred/black-listed by any central government department/organization of India (please submit a self-declaration to this effect) and/or local body including in Germany.
7. The successful Tenderer/Bidder will be required to present plans based on the specific requirements, secure any necessary regulatory permissions before supplying Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Frankfurt.
8. The Consulate General of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
9. All Tender documents must be properly filled in and completed in all respects in accordance with the conditions and Provisions of the Tender Documents. No alteration shall be made by Bidders to the Tender Document unless otherwise permitted.
10. The acceptance of the Tender shall be conditional and not finally binding upon the Consulate General of India, Frankfurt.
11. At any time prior to the date of opening of the proposals, the Consulate General of India, Frankfurt may issue an addendum in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this acknowledged and so noted in the space provided in the Tender. Unless it is in formal manner described above, any representation or explanation to the Tenderer shall not be considered valid or binding on the Consulate General of India as to the meaning of anything connected with the Tender Document.

12. The date and time for submission may be deferred by an official notification in writing issued by the Consulate General of India to all Bidders. Tenders received after this date will not be considered.

13. Tender may be disqualified for any reason including, but not limited to the following:

- i. If Tenderers sets forth any conditions which are unacceptable to the Consulate.
- ii. If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender Document.
- iii. If there is evidence of collusion between Bidders.
- iv) If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- v) If Bid price is disclosed before opening of Financial Bid.

14. The attention of Tenderer is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, company's tax, input tax and output tax (VAT) etc. All rates and sum of work/Tender shall be inclusive of Value Added Tax.

15. In view of extreme circumstances the Consulate may sometime request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last minute cancellation charges while bidding.

16. The financial bid of those could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

Eligibility Criteria (Based on the Scope of work)

1. The Tenderer should have at least three year experience for supplying Chauffeur Driven Vehicles (CDV) to well established Organizations in Germany. This should be supported by duly vetted letters from such organizations.

2. The Tenderer should have an average annual financial turn-over of Euro 50,000.00 during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant or should be supported by bank statement/yearly balance sheet etc.

3. The Tenderer should have sufficient number of manpower in case large number of vehicles with drivers are ordered/required during VVIP visits.

4. The Chauffeurs should be German/English speaking and well versed with topography of Germany.

5. Chauffeurs must possess commercial driving licence.

Technical Bid Proforma**Name of Company :** _____

| Sl No. | Description | Yes/No | Remarks |
|--------|--|--------|---------|
| 1. | Registration of Firm (Attach proof) | | |
| 2. | Name of Directors/Partners | | |
| 3. | Type of Firm/company | | |
| 4. | VAT No. | | |
| 5. | Details of vehicles owned by the company | | |
| 6. | Whether member of Bundesverband der Chauffeurs & Limousine Service Unternehmen in Deutschland, if so since when? | | |
| 7. | Whether Chauffeurs possess commercial driving licences | | |
| 8. | Company's yearly turnover for the last three years (attach proof) | | |
| 9. | Experience (Attach proof) | | |
| 10. | Reliability proof (Attach proof) | | |
| 11. | Whether Chauffeurs know English and well versed of German | | |
| 12. | Whether Chauffeurs are well aware of German cities | | |

Note:

1. No proof older than one year would be entertained.
2. The financial bid of those could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

Sign and Stamp of the Company owner/authorized Representative

Financial Bid Proforma

Name of Company : _____

| Type of vehicle | Hourly rates along with minimum hours to hire | Rates for additional hrs. including mileage condition | Full day rates within city limit | Full day rates for outside city limit | Night supplement hrs. if any | Weekend supplement hrs. if any | Last minute cancellation charges, if any |
|--------------------------|---|---|----------------------------------|---------------------------------------|------------------------------|--------------------------------|--|
| MB S class/B MW 7/Audi 8 | | | | | | | |
| MS E/BMW 5/Audi 6 | | | | | | | |
| SUV | | | | | | | |
| 7 seater Van | | | | | | | |
| 15 seater Mini Bus | | | | | | | |
| 30-35 seater Bus | | | | | | | |
| 50 seater Bus | | | | | | | |

Note:

1. All the rates must be inclusive of VAT;
2. In view of extreme circumstances the Consulate might sometime request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last minute cancellation charges while bidding.

Sign and Stamp of the Company owner/authorized Representative

Form of Tender

(To be submitted by the Bidder in following format)

To : **The Consulate General of India, Frankfurt**

We have examined Tender conditions. We offer to supply Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Frankfurt, as and when requirement of such services are received by us, in confrontly with this Tender.

If this offer is accepted, we are ready to sign the contract for a period of one year with same terms and conditions as stipulated in the tender documents.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Stamp:

Address: _____

Date: _____