

## **NOTICE INVITING QUOTATION**

### **Subject : Hiring of Transport Services**

The Embassy of India, Ljubljana invites quotation from the local Transport Agencies/Companies registered in Slovenia to provide vehicles with chauffeurs on hiring basis in the month of September, 2019 for the official guests of the Embassy. The requirement of the vehicle, may vary on need basis and it may be upto 50-70 different types of vehicles at a time. Most of the vehicles with Chauffeurs will be required for 3 days and some would be required for 3-10 days. The offer shall comprise the following:-

Vehicles equivalent	Rates along with minimum hours to hire	Rates for Additional 1 hrs including mileage	Full day rates City limits	Night Suppleme nt hrs, if any	Weekends suppleme nt hrs, if any	Out of city day trips per hour/ mileage
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Bullet Proof  
car

Mercedes E-  
Class and  
Similar Type

Mercedes S-  
Class and  
Similar Type

8-10 Seater  
van

Baggage  
Van/Truck

Van 15-18  
seater

## **2. The terms and conditions of the Tender are as follows:**

- a. All vehicles must be in excellent running condition and with proper documentation.
- b. All the rates (including VAT) and cancellation policies.
- c. All chauffeurs must have valid driving licenses.
- d. The chauffeurs must speak English & Slovene and should be well versed with local routes and traffic rules.

## **3. Mode of Submission**

- a. All bidders are requested to give their Technical bids and Financial bids in two separate envelopes (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Ljubljana on or before 16.00 pm on Tuesday, 23 July, 2019. **“Bid for Transportation Services/ Renting of Vehicles”** should be clearly mentioned on the top of the sealed cover and it should be addressed to the **Head of Chancery, Embassy of India, Ljubljana**. Detailed profile of the company needs to be attached with technical bid in sealed cover.

## **4. Tender Evaluation**

- a. The sealed bids will be opened at 11.00 am on Thursday, 25 July, 2019, by Tender Evaluation committee of the Embassy of India, Ljubljana. Based on the evaluation for fulfilling the criterion, the financial bids of only the short-listed agencies would be opened. The authority reserves the right at its sole discretion to seek whatever information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of the bids.
- b. Financial Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation, and their authorized representatives only would be permitted to participate in the opening of the Financial bids.

## **5. Other important criterion**

- a. The bidder should have good experience in the relevant field of work and submit recent list of jobs done with specified names of clients.
- b. The bids received after the due date & time of submission shall not be entertained.

c. The acceptance of bids will rest with the Embassy of India, Ljubljana, who does not bind to accept the lowest bid and reserves the right to reject any or all the bids received without assigning any reason thereof. Incomplete Tenders or tenders not fulfilling the prescribed conditions are liable to be rejected.

d. In case the conditions mentioned above are found violated at any time before opening of bids, the tender shall be summarily rejected.

e. The company/ firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.

f. The bid proposals, all related correspondence exchanged by the Company/ firm and the contract to be signed with the winning company shall also be written in the English language.

g. Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

## **6. Confidentiality**

a. Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract.

## **7. Proposal Validity**

a. The firm /company's bid must remain valid for 6 months from the closing date for submission of bids.

## **8. Inquiry/ Clarification**

a. For any inquiry/ clarification please contact Embassy of India, Ljubljana by Email cons1.ljubljana@mea.gov.in or by phone +38615133120.

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**Embassy of India**

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