

**Embassy of India
Ljubljana**

No. LJU/873/01/2022

02 November, 2022

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
TRAVEL/CAR RENTAL AGENCIES FOR HIRING OF VEHICLES**

Embassy of India, Ljubljana intends to empanel travel/car rental agencies in Ljubljana for providing various types of vehicles on need basis.

The EOI, complete in all respects, should be sent to Head of Chancery, Embassy of India, Zelezna Cesta 16, 1000 Ljubljana in a sealed cover superscribing **“EOI for Empanelment of Travel Agencies for hiring of vehicles”** before **1700 hrs. on 23 November 2022.**

1.0 QUALIFYING CRITERIA

- 1.1 The agency should be in travel/car rental business and should have been providing transport services to reputed customers like Embassies, UN Offices, and other multinational companies in Slovenia.
- 1.2 The agency should be connected by e-mail and telephone facilities for 24x7 for customer service.
- 1.3 The agency should extend credit facilities for minimum 1 month from the date of submission of bills.

2.0 SCOPE OF WORK

- 2.1 Providing various types of vehicles like Mercedes, Sedan car, mini-van, bus, etc. to the Embassy on need basis. The vehicle to be provided should be in good and perfect running condition.
- 2.2 Only the driver who **can communicate in English** will be provided by the Travel Agencies and driving license of the driver must be valid.
- 2.3 In case of any accident, Service Provider shall be responsible to settle the case.
- 2.4 The travel agency shall nominate an experienced staff/official(s) for liaison with Embassy on day-to-day basis. The name of the concerned persons and their contact number shall be provided to Embassy.

3.0 INSTRUCTIONS TO APPLICANTS

- 3.1 Applicants are required to fill in all the details asked in Annexure-I and Annexure-II.
- 3.2 All pages of the EOI document should bear the signature and seal of the authorized representative of the applicant.

- 3.3 Copies of credentials/documents are to be annexed with the EOI with self-attestation by the Applicant with official seal.
- 3.4 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

4.0 GENERAL

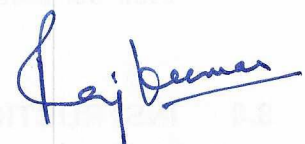
- 4.1 The Embassy shall empanel more than one agency. Lowest rate quoted by any agency will be the L1 for that particular category of vehicle. Agencies, who shall provide services at the lowest rate, fixed by the Embassy, on the basis of rates quoted by the agencies shall be empanelled.
- 4.2 The empanelment will be for a period of **01 (one) year** from the date of communication confirming empanelment. **There should not be any change of rate during the contract period.** The period of empanelment may be extended at the discretion of Embassy of India, Ljubljana for a further period subject to satisfactory performance by the empanelled agency.
- 4.3 Invitation of EOI does not bind Embassy to empanel the applicants or place order for hiring of services.
- 4.4 Embassy of India, Ljubljana also reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without showing any reason.
- 4.5 **Charges for any last-minute cancellation would not be paid.**
- 4.6 In case of dispute, the decision(s) of the Embassy of India, Ljubljana shall be final.

5.0 PAYMENT TERMS & MODE OR PAYMENT

- 5.1 Bills for the transportation services provided would be settled within 1 month time after submission of invoices **alongwith** logs of utilization of the vehicle duly signed by the officer using the vehicle.
- 5.2 The payment will be made by Bank Transfer.

6.0 TERMINATION OF CONTRACT

- 6.1 The contract with the successful bidder may be terminated if bidder fails to perform its obligations specified in the contract agreement or if in case the service provided is found to be unsatisfactory.



(Raj Kumar)
Head of Chancery
Embassy of India
Ljubljana

ANNEXURE-I

Technical Bid for Empanelment of Travel/Car Rental Agency for Hiring of Vehicles

S. No.	Particulars	Details to be filled by the Agency
1	Name of the Firm/Agency	
2	Registered office/business address of the agency (please attach a copy of your company registration/permission from Govt. to carry out business)	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person(s)	
5	Whether the agency is providing transport services with English speaking driver to reputed customers like Embassies, UN Offices, Multinational Companies etc. if yes, give names of institutions where the agency is empanelled/providing such services. (If yes, attach copy of Orders/proof)	
6	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also.	
7	Please indicate whether the agency is prepared to offer 01 month credit	

I/We _____ do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be found by the acts of my/our duly constitute attorney. I/We hereby understand that the submission of application does not guarantee for empanelment as service provider of Embassy of India, Ljubljana. I/We further understand that in case of any information submitted by me/us, found to be incorrect either before or even after the empanelment, Embassy of India, Ljubljana will have the right to summarily reject the application/cancel the empanelment at any time without assigning any reason whatsoever.

Date:

Place:

Signature of authorized signatory
Name
Company Seal

Bid for Empanelment of Travel/Car Rental Agency by Embassy of India, Ljubljana

Annexure-II

Type of the car	Duration	Hours & distance to be mentioned by the company	Rates in Euro without IVA (please mention IVA percentage separately)				Please indicate the time when meal charge will be added	Remarks, if any
			Within Ljubljana	Ljubljana-other cities in Slovenia	Extra hours / Kms.	Driver's meal charge, if any		
Sedan car With English speaking drivers	Full Day	Hours: 12 Kms: 250						
	Half Day	Hours: 6 Kms: 100						
Mercedes E class With English speaking drivers	Airport/City transfer							
	Full Day	Hours: 12 Kms: 250						
Mercedes S Class With English speaking drivers	Half Day	Hours: 6 Kms: 100						
	Airport/City transfer							
Van / 7 seaters With English speaking drivers	Full Day	Hours: 12 Kms: 250						
	Half Day	Hours: 6 Kms: 100						
Airport/City transfer								

Percentage of IVA:

The above rates will be valid for one year from the date of empanelment.

Name & signature of bidder

: Date: _____

Company seal