

Embassy of India
Hanoi

Tender document

Quotations are invited from the experienced & reputed Transport Agencies /Companies to provide vehicles for the visiting delegation of the Embassy of India, Hanoi. The agency/company should be capable of providing vehicles at short notice for the official guests and Mission's use. The offers shall comprise the following:-

| Type of Vehicles | Rates along with minimum hours to hire (Within city) | Rates for full day in Hanoi (09:00am to 06:00pm) | Additional rates per hour after 9 hrs (Before 09:00am & after 06:00pm) | Night supplement hrs, if any | Weekends hiring charges/hrs, if any | Air Port Pick up and drop (in Hanoi City) | Out of city day trips per hour/ mileage |
|--------------------------------|--|--|--|------------------------------|-------------------------------------|---|---|
| S class – Mercedes | | | | | | | |
| E - Mercedes class | | | | | | | |
| Toyota Corolla/ Camry | | | | | | | |
| Fortuner | | | | | | | |
| Prado or Similar 4 wheel drive | | | | | | | |
| 6/7 Seater Van | | | | | | | |
| 16 Seater Mini bus | | | | | | | |
| 29 Seater Bus | | | | | | | |

NB. Rates should be valid w.e.f date of signing of the agreement signed with Embassy. Rates quoted would be valid for 01 year with effect from date of signing of the agreement. Changing rates during this period would not be accepted.

- (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) All vehicles must be in excellent running condition and with proper documentation.

- (c) Company should be registered with Appropriate Government Authority of Vietnam.
- (d) All the rates must include VAT and cancellation policies.
- (e) The chauffeurs must have valid driving license, knowledge of local routes, traffic rules of the city and preferably English speaker.
- (f) Additional information if any, about technical capabilities, experience of similar service, list of firms/Embassies where such services are being provided etc.
- (g) Embassy will not take any responsibility for violation of traffic/accident of any kind.
- (h) The offers along with all relevant documents sought & detailed profile of the company should be sent **only in the sealed envelope by post to Head of Chancery, Embassy of India, 58-60 Trần Hưng Đạo, Hoàn Kiếm, Hà Nội**. The envelope should be marked clearly **"Bid for Transportation services/ Renting of Vehicles"**. **Last date of submission of Bid/Quotation is 11th January 2024 by 1730 hrs.**
- (i) The acceptance of bids will rest with the Embassy of India, Hanoi 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.
- (j) The firm/ company's bid must remain valid for a period of 6 months from the closing date for submission of bid.
- (k) For any inquiry/ clarification, please contact Embassy of India, Hanoi at +84-24-38244989/90.