



भारत का राजदूतावास  
Embassy of India

Tel Aviv

**Tender documents for Hiring of Vehicles**

**No. Tel/Adm/873/01/2015**

**28.11.2018**

Quotations for hiring of the following type of vehicles are invited from experienced Transport Agencies/Companies registered with the local Govt., and with a capacity to provide at least 2 vehicles for each type of vehicle as detailed in Tender I & Tender II, at any time or as required by the Embassy of India, Tel Aviv on need basis. The rates quoted by the firm should be valid for a minimum period of 18 months.

2. **Tender I** - Interested firms/agencies may please send their offer in sealed envelope by hand or by post addressed to the "Head of Chancery, Embassy of India, 140 Hayarkon Street, P.O. Box 3368, Tel Aviv-61033 (Israel)". The Technical Bid (Tender I) and Financial Bid (Tender I) must be filled and completed in full with name, signature and seal of the authorized signatory. The technical bid and financial bid should be sealed by the bidder in separate covers duly super-scribed "Offer for Hiring of Vehicle – Technical Bid (Tender I)" and "Offer for Hiring of Vehicle – Financial Bid (Tender I)". Both these sealed covers are to be put in a bigger cover which should also be sealed and super-scribed.

3. **Tender II** - Interested firms/agencies may please send their offer in sealed envelope by hand or by post addressed to the "Head of Chancery, Embassy of India, 140 Hayarkon Street, P.O. Box 3368, Tel Aviv-61033 (Israel)". The Technical Bid (Tender II) and Financial Bid (Tender II) must be filled and completed in full with name, signature and seal of the authorized signatory. The technical bid and financial bid should be sealed by the bidder in separate covers duly super-scribed "Offer for Hiring of Vehicle – Technical Bid (Tender -II)" and "Offer for Hiring of Vehicle – Financial Bid (Tender – II)". Both these sealed covers are to be put in a bigger cover which should also be sealed and super-scribed.

4. The bidders would be free to provide quotations for either Tender I or Tender II or both. The two tenders will be evaluated separately. The intended bidders will have to bid for all categories in the respective tender failing which they would be disqualified. Any bidder not bidding for all categories in each bid will also be disqualified.

5. Pre-bid conference : **13.12.2018 at 1500 hrs**  
(For clarifying issues and clearing doubts)  
Last date of receipt of offer : **20.12.2018 at 1200 hrs**  
Opening of Technical bid : **20.12.2018 at 1500 hrs**  
Opening of Financial bid : **27.12.2018 at 1500 hrs**

6. Other conditions:

- All the rates must include VAT and cancellation policies.
- The chauffeurs must speak English and have knowledge of major cities of Israel.
- Additional information if any, about technical capabilities, experience of similar service, list of firms/Embassies where such services are being provided etc.
- The chauffeurs must be available during late hours, public holidays & Shabbath at agreed rates.

**(Yadvendra Singh)**  
**Head of Chancery**

## **Tender - I** **Technical Bid**

Sl.No.	Particulars	Details to be filled by the Agency
01	Name of the Company/Agency	
02	Registered office/business address	
03	Name of Contact person	
	Telephone (Office)	
	Mobile Number	
	Email ID	
04	Whether the company/agency is providing transport services to other Embassies/Firms/UN Offices etc. If, yes, please indicate the list and attach proof of providing such services	
05	Whether the company/agency can provide services on Shabath and on public holidays besides normal working days.	
06	Whether the company/agency is prepared to offer 4(Four) weeks credit.	
07	Whether the company/agency is accepting payment by Cheque or by bank transfer	

I \_\_\_\_\_ do hereby declare that the entries made above are true to the best of my knowledge. I also hereby understand that submission of this Technical bid does not guarantee for empanelment as service provider for Embassy of India, Tel Aviv. I further understand that in case of any information submitted by me is found to be incorrect, either before or after empanelment, Embassy of India, Tel Aviv will have the right to summarily reject the application/cancel the empanelment at anytime without assigning any reason whatsoever.

**Date :**

**Place:**

Signature of the Authorized Signatory

**Name :** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal**

**Tender I**  
**Financial Bid**

Type of vehicle (or equivalent)	Rates per hour along with minimum hours to hire	Full day rates @ 10 hrs & 200 Km per day	Rate per additional hours	Rate per additional Kms
Mercedes Benz S-Class				
Mercedes Benz E-Class				
Standard Car 1600 cc or equivalent				
Standard Car 2000 cc or equivalent				
Van 7 Seater or equivalent				

- Parking & Toll Road charges will be billed separately on production of receipt.
- Additional Charges-
  - (i) Late Hours : \_\_\_\_\_ (Please indicate start of late hours)
  - (ii) Shabath & Public Holidays : \_\_\_\_\_
  - (iii) Cancellation Charges : \_\_\_\_\_ (Please provide cancellation policies)

**Name:**

**Signature:**

**Designation:**

**Name of Company/Agency:**

**Address:**

**Telephone:**

**Tender - II**  
**Technical Bid**

Sl.No.	Particulars	Details to be filled by the Agency
01	Name of the Company/Agency	
02	Registered office/business address	
03	Name of Contact person	
	Telephone (Office)	
	Mobile Number	
	Email ID	
04	Whether the company/agency is providing transport services to other Embassies/Firms/UN Offices etc. If, yes, please indicate the list and attach proof of providing such services	
05	Whether the company/agency can provide services on Shabath and on public holidays besides normal working days.	
06	Whether the company/agency is prepared to offer 4(Four) weeks credit.	
07	Whether the company/agency is accepting payment by Cheque or by bank transfer	

I \_\_\_\_\_ do hereby declare that the entries made above are true to the best of my knowledge. I also hereby understand that submission of this Technical bid does not guarantee for empanelment as service provider for Embassy of India, Tel Aviv. I further understand that in case of any information submitted by me is found to be incorrect, either before or after empanelment, Embassy of India, Tel Aviv will have the right to summarily reject the application/cancel the empanelment at anytime without assigning any reason whatsoever.

**Date :**  
**Place:**

Signature of the Authorized Signatory

**Name :** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal**

**Tender II**  
**Financial Bid**

Type of vehicle (or equivalent)	Rates per hour along with minimum hours to hire	Full day rates and No. of hours & KM per day	Rate per additional hours	Rate per additional Kms
Mercedes Benz V-Class				
Van 14 Seater or equivalent				
Van 19 Seater or equivalent				
Bus 50 Seater or equivalent				

- Parking & Toll Road charges will be billed separately on production of receipt.
- Additional Charges-
  - (iv) Late Hours : \_\_\_\_\_ (Please indicate start of late hours)
  - (v) Shabath & Public Holidays : \_\_\_\_\_
  - (vi) Cancellation Charges : \_\_\_\_\_ (Please provide cancellation policies)

**Name:**

**Signature:**

**Designation:**

**Name of Company/Agency:**

**Address:**

**Telephone:**