

No.RIY/Admn/551/04/2024

Embassy of India

Riyadh

Notice inviting Tender for Supply of chauffeur driven vehicles for Embassy of India Riyadh.

Sealed Tenders are invited from eligible and qualified transportation companies for under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Embassy of India, Riyadh
2.	Invitation Ref no & date	No RIY/Admn/551/04/2024
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Empanelment of Transportation Companies
6.	Tender Submission date	Publication Date : 30.12.2024 Pre-Bid Meeting : Nil Last date of submission of bids : 20.01.2025 (1700 hrs)
7.	Scope of Work	2. The bidding companies may provide rental charges for chauffeur driven car/SUV/van with AC/heating for the services indicating Daily/ Half Day/Hourly rates within the city and also clearly indicate the minimum charges, if any for standard Sedan, premium Sedan, SUV and minivan 12-14 / 16-18 seater. Any other additional charges if any may be specified.
8.	Pre-qualification	<p>The invitation of tender is open to all eligible firms as mentioned below:</p> <ul style="list-style-type: none">i) The bidder must be a registered business entityii) The bidder must have requisite facility and proven expertise in supplying vehiclesiii) The bidder must not have been blacklisted by any government or private organization. <p>Embassy of India reserves the right to ask any additional documents from the bidders to substantiate issues related to registration of the company, financial health, experience etc. in order to establish holistic credentials of the bidding company.</p>
9	Bid validity	The rate quoted should be effective throughout the year 2025.
10	Name and address of the office receiving and opening of Tenders	Head of Chancery, Embassy of India, Diplomatic Quarter, Riyadh
11	General instructions	<p>The bids should be submitted in a sealed envelop superscribed "Tender for the empanelment of Transportation Companies" and addressed to "Head of Chancery, Embassy of India, Diplomatic Quarter, Riyadh.</p> <p>The 'Bid' should contain</p> <ul style="list-style-type: none">(a) The requisite information duly filled in as per proforma at Annexure-I, II and II(b) Company profile

12.	Special Instructions	<p>(c) any other relevant documents to prove the experience</p> <p>a. Vehicles, for which the charges are quoted, should be in good condition with functional AC and heating system.</p> <p>b. The Chauffeur should have a valid driving license, legal resident status, should be English speaking and should also have good knowledge of city routes and traffic rules.</p> <p>c. The vehicles should be registered in Kingdom of Saudi Arabia.</p> <p>d. The rates indicated should be without taxes. We would welcome diplomatic discounts and other facilities which the transport companies can offer.</p> <p>e. Bills for the transportation services provided would be settled within a reasonable time after submission of invoices.</p> <p>f. Charges for any last minute cancellation would not be paid.</p> <p>g. The rates quoted should be effective throughout the year 2025.</p>
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		<p>For any tender-related inquiry/query/clarification please contact: Head of Chancery mail: adm.riyadh@mea.gov.in</p>
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The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

Annexure I

Technical Bid

To

Head of Chancery
Embassy of India
Riyadh

Dear Sir/Madam,

I/We, _____, Representative(s) of M/S _____
solemnly declare that:-

1. I/We are submitting tender for empanelment of Transportation Companies against the Tender Notice No. RIY/Admn/551/04/2024 dated 30/12/2024.
2. Myself or my partners do not have any relative working in any office of Embassy of India, Riyadh.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

Seal of the firm

Annexure - II

GENERAL INFORMATION

1	Name and Address of the Bidder:	
2	Year of Establishment	
3	Trade License Number(please provide copy)	
4	Details of Owners/Partners (Please attach passport copies)	
5	Mobile No.	
6	E-mail:	
7	Name and Address of the Banker	

**Signature of the Tenderer
With stamp and date**