



सत्यमेव जयते

भारत का राजदूतावास

Embassy of India

Tel Aviv

### **NIT for Hiring of Vehicles and Drivers**

**No. Tel/Adm/873/01/2020**

**21.04.2022**

Quotations for hiring of the following type of vehicles and drivers 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, 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 36 months (03 Years).

**2. Tender** - 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-6345103 (Israel)". The Technical Bid and Financial Bid 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 envelopes with title "Offer for Hiring of Vehicles & Drivers – Technical Bid" and "Offer for Hiring of Vehicles & Drivers – Financial Bid". Both these sealed covers are to be put in a bigger envelope which should also be sealed and super-scribed.

**3.** The bidders would be free to provide quotations for all categories in the respective tender.

<b>4.</b>	Tender publish on CCP Portal	:	<b>25.04.2022 at 1630 hrs</b>
	Tender submission start	:	<b>26.04.2022 at 0830 hrs</b>
	Last date for clarifying doubts	:	<b>13.05.2022 at 1430 hrs</b>
	Last date of receipt of tender bid	:	<b>16.05.2022 at 1730 hrs</b>
	Opening of Technical bid	:	<b>17.05.2022 at 1500 hrs</b>
	Opening of Financial bid	:	<b>18.05.2022 at 1500 hrs</b>

**5.** Interested agencies should submit of their bids at Embassy reception. An e-mail may be sent to the Head of Chancery at [hoc.telaviv@mea.gov.in](mailto:hoc.telaviv@mea.gov.in) intimating that the date when bids were submitted at Embassy reception.

For Inquiry & Information related to BID may contacted to the following as below:

Administration and Establishment Section

Embassy of India, Tel Aviv

140, Hayarkon Street,

PO Box 3368, Tel Aviv-6345103

Telephone : 00-972-3-7620700

Fax : 00-972-3-5291953

Contact Officials E-mail Ids: [adm.telaviv@mea.gov.in](mailto:adm.telaviv@mea.gov.in), [embassy.telaviv@mea.gov.in](mailto:embassy.telaviv@mea.gov.in)

### **6. Period of validity of bids**

a. Bids shall be valid for a minimum 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.

b. Embassy of India, Tel Aviv may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request. A bidder agreeing to the request for extension will not be permitted to modify the bid.

### **7. Submission of Bids**

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid.

The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

## **8. Late Bids**

Any bid received by Embassy of India, Tel Aviv after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

## **09. AWARD OF CONTRACT**

### **Award Criteria**

- a) Embassy of India, Tel Aviv shall award the contract to the eligible bidder whose bid has been accepted and determined as the lowest evaluated bid.
- b) The lowest price criteria shall be applied on the total.
- c) If more than one bidder happens to quote the same lowest price, Embassy of India, Tel Aviv reserves the right to award the contract to any one bidder.

## **10. Purchaser's Right to amend Scope of Work**

If, for any unforeseen reasons, Embassy of India, Tel Aviv, is required to change the scope of Service, this change shall be acceptable to the bidder without change in the unit price quoted.

## **11. Interpretation of the clauses in the Tender Document/Contract Document**

In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, Embassy of India, Tel Aviv's interpretation of the clauses shall be final and binding on all parties.

**12.** The Embassy of India reserves the right to accept or reject any or all of the Tenders without assigning any reasons whatsoever.

## **Section 2: SPECIAL CONDITIONS OF CONTRACT**

### **1. Price**

- a) The price quoted shall be considered firm and no price escalation will be permitted during the period of the contract.
- b) Bidders must quote the price as per Financial Bid of this document.
- c) All items are to be quoted only in Israeli Shekel (NIS).
- d) The prices quoted should be inclusive of VAT and all other applicable taxes and charges.

**2.** The tenderer can submit only one tender; a tenderer who submits more than one tender will be disqualified.

**3.** Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of the Contract.

## **Section 3: CONDITIONS TO BE FULFILLED**

- a) Firm must be based in Israel.
- b) Firm must submit a copy of valid Certificate of incorporation & VAT registration certificate from the concerned department.
- c) Firm must have minimum 5 years experience of providing similar service. A reference list of firms/Embassies where such services are being provided, along with their contact numbers, must be submitted.
- d) The chauffeurs must speak English and have knowledge of major cities of Israel.
- e) The chauffeurs must be available during late hours, public holidays and Shabbath at agreed rates.
- f) Contact name and mobile number of representative of firm, who will be available 24/7 on all days, must be provided.

**(Naveen Kumar Ramakrishna)**  
**First Secretary (Head of Chancery)**

**E-mail: [hoc.telaviv@mea.gov.in](mailto:hoc.telaviv@mea.gov.in)**

Address: HaYarkon St 140, Tel Aviv-Yafo  
Telephone Number 00-972-3-5291953

### **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 and chauffeurs/drivers 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	
08	Registration No. of the firm/company with local government/certificate of payment of tax. Please attached certificate along with English translation.	

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 any time without assigning any reason whatsoever. I also agree to meet the Head of Chancery of the Embassy of India periodically, or as and when requested, if awarded the contract.

**Date :**

**Place:**

Signature of the Authorized Signatory

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

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

**Seal**

## Financial Bid

Type of vehicle (or equivalent)	Rates per hour along with minimum hours to hire	Full day rates @ 10 hrs and 200 km per day	Half day rates @ 5 hrs and 200 km per day	Rate per additional hours	Rate per additional Kms
Mercedes Benz A-Class					
Mercedes Benz S-Class					
Mercedes Benz E-Class					
Mercedes Benz V-Class					
Standard Car 1200 cc					
Standard Car 1600 cc					
Standard Car 2000 cc					
Van 5 Seaters					
Van 7 Seaters					
Van 12 Seaters					
Van 14 Seaters					
Van 19 Seaters					
Bus 22 Seaters					
Bus 35 Seaters					
Bus 50 Seaters					

Type of vehicle (or equivalent)	Airport Transfer rate		
	Tel Aviv	Jerusalem	Haifa
Mercedes Benz A-Class			
Mercedes Benz S-Class			
Mercedes Benz E-Class			
Mercedes Benz V-Class			
Standard Car 1200 cc			
Standard Car 1600 cc			
Standard Car 2000 cc			
Van 5 Seaters			
Van 7 Seaters			
Van 12 Seaters			
Van 14 Seaters			
Van 19 Seaters			
Bus 22 Seaters			
Bus 35 Seaters			
Bus 50 Seaters			

Chauffeurs/Drivers					
Rates per hour along with minimum to maximum hours hiring per day	Full day rates and hours and Drive maximum km per day	Half day rates & hours and Drive maximum km per day	Rate per additional hours	Rate per additional km	Rates for Shabath & Public Holiday

- 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:**