



Embassy of India
Tel Aviv

TENDER NOTICE No. TEL/ADM/873/01/2025 Dated 22.09.2025

NOTICE INVITING TENDER FOR HIRING OF CARS/ VEHICLES
BY THE EMBASSY OF INDIA, TEL AVIV

TABLE OF CONTENTS

Section	Content	Page No.
Section 1	Notice Inviting Tender	2
Section 2	Affidavit	3
Section 3	Introduction and Scope of Work	4
Section 4	Minimum Eligibility Criteria	5
Section 5	Validity of Contract & Payment terms	6-8
Section 6	Instruction to submission online/ offline Bids	9
Section 7	Technical Bid	10
Section 8	Financial bid	11
Section 9	Contact Details Form (Form-1)	12

SECTION-1
NOTICE INVITING TENDER

SUBJECT: TENDER FOR HIRING OF CARS/ VEHICLES BY THE EMBASSY OF INDIA, TEL AVIV

Embassy of India, Tel Aviv invites bids from established firms for hiring of cars/ vehicles by it, as per details given in the tender documents. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial Bid". Both sealed covers should be put in a separate single envelope superscribed as "Tender No. TEL/ADM/873/01/2025 for Hiring of Cars/Vehicles by the Embassy of India, Tel Aviv" and addressed to "140, Hayarkon Street, Tel Aviv"

Important Dates	
Date of publishing	22.09.2025
Bid Document Download Start Date	22.09.2025
Clarification Start Date	22.09.2025
Clarification End Date	29.09.2025
Bid Submission Start Date (online/ offline by sealed letter)	22.09.2025
Bid Submission End Date (online/ offline by sealed letter)	13.10.2025
Date of Technical Bid Opening:	21.10.2025
Address:	Head of Chancery (HOC) Embassy of India, 140 Hayarkon Street, Tel Aviv Email: hoc.telaviv@mea.gov.in

2. The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Offline bids submitted to the Embassy would also be accepted. Sealed envelope submitted to this effect should be superscribed as '**Tender for hiring of cars/vehicles by the Embassy of India, Tel Aviv**' and should reach to the undersigned by 1730hrs on 13.10.2025.

3. The Competent Authority reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding. This notice inviting tender/ e-tender is not a Contract, an Offer or an Agreement by Embassy of India, Tel Aviv.

(Nayantara Dabariya)
HOC & FS (PD)
Embassy of India,
Tel Aviv
140 Hayarkon Street
[Email: hoc.telaviv@mea.gov.in](mailto:hoc.telaviv@mea.gov.in)

SECTION-2

AFFIDAVIT

I/we Partner(s)/
Legal Attorney/ Proprietor(s)/ Accredited representative(s) of
M/s.....solemnly declare that:

2. I/we am/are submitting tender for against Tender Notice No. Tel/Adm/873/01/2025 dated 22.09.2025.
3. I/we or our partners do not have any relative working in the Embassy of India, Tel Aviv or the Ministry of External Affairs (MEA), New Delhi.
4. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct, and true. All documents/credentials submitted along with this tender are genuine, authentic, true, and valid.
5. My/our bid shall be valid for a period of 120 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall remain binding upon me/us and may be accepted at any time before the expiry of the period.
6. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
7. If any information or document submitted is found to be false/incorrect, Embassy of India, Tel Aviv may cancel my/our Tender and can take any action as deemed fit including termination of the contract, and blacklisting of my/our firm and all partners of the firm etc.
8. I/we also declare that the Government of India, Government of Israel, or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of serious nature.
9. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them; including the condition that Embassy of India, Tel Aviv is not bound to accept highest ranked bid / lowest bid or any other bid that Mission may receive.

(Signature of the Tender with Seal)

Seal of Notary with date:

SECTION-3
Introduction & Scope of work

3.1). Introduction: Online/ offline quotations are invited from experienced and reputed service providing entities as per eligibility criteria given, for providing cars/ vehicles on rent to the Embassy of India, Tel Aviv.

3.2) Scope of Work:

- 1) The company should be in possession/control of a large pool of different kinds of vehicles.
- 2) To provide cars and other vehicles on rent to the Embassy as and when required on the mutual agreed rates.
- 3) The vehicles provided to the Embassy should be clean and in good running state with updated maintenance schedule.
- 4) The vehicles should have valid registration, insurance, and other various required permits i.e. registration, licenses, servicing etc.
- 5) To nominate an **English-speaking contact person** for all correspondence and communication with the Embassy.
- 6) The drivers should hold valid driving license, well dressed, disciplined and able to understand basic English.
- 7) The drivers should be polite, courteous and obey the instructions of the guests/ Embassy staff.
- 8) The drivers should report on duty sharp at the given time/ date.
- 9) **Water bottles, napkins, umbrella, and air purifiers should always be available in the car.**

SECTION-4
(Minimum Eligibility Criteria)

4) MINIMUM ELIGIBILITY CRITERIA:

Embassy of India, Tel Aviv invites bids from the car hire companies who fulfill the qualifying criteria as listed below:

a) Legally Valid Entity: The Bidder shall necessarily be a legally valid entity and should be registered with appropriated authorities of Government of Israel for the said purpose. The bidder must be registered in Israel for a minimum period of 2 years as on 01.09.2025 and have its registered office in Tel Aviv.

b) Registration and licenses: The Bidder must have appropriate licenses and registrations from all relevant authorities. If it was found at a later stage that one or more relevant license and/ or registration is not obtained by the bidder, the work order may be cancelled and the Embassy may take any action as deemed fit including termination of the contract, and blacklisting of my/our firm and all partners of the firm etc.

c) Experience: The bidder must have been working with Government Departments / Ministries/ Organizations of the Government of Israel and other Diplomatic Mission(s) based in Tel Aviv.

I/we accept all the terms and conditions of this bidding document mentioned above (Section 4).

(Signature of the Tender with Seal)

Seal of Notary with date:

** The above-mentioned eligibility criteria must be supported by documentary proofs and the same may be provided at the time of submitting bid.*

SECTION-5

Validity of Contract & Payment terms

5.1 VALIDITY OF CONTRACT

The contract/ panel of companies, if awarded/formed, shall be valid for a period of THREE YEARS (03 years). The contract may be extended annually on year-to-year basis, for further 02 years [maximum tenure 05 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the service provider. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Embassy shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission and/ or the Ministry of External Affairs, New Delhi.

5.2 The agreed upon rates will be valid for the duration of the contract.

5.3 Other Conditions:

a) At any time prior to the deadline for submission of bids, Mission may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the bid document.

b) Any amendment in the bidding document, at any time prior to the deadline for submission of bids, shall be uploaded as 'corrigendum' on <http://eprocure.gov.in/epublish/app> and www.indembassyisrael.gov.in. Such amendments/modification shall be binding on all the prospective bidders.

c) Mission at its discretion may extend the deadline for the submission of bids, if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

d) Mission reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. The decision of the Mission in this regard shall be final and binding.

e) In case of any complaint, either as regards the nature of service or as regards the behaviors of the staff of the service provider on duty or otherwise, the agency would be intimated and would be required to take corrective measures promptly.

f) Quotation/ bid should be valid for four months (120 days) from the last date of submission of bids, which would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders at the Embassy. Their authorized representatives may like to be present at that time.

g) Normally the company quoting the lowest amount (L-1) would be awarded the work, if not found ineligible or the offer has not been considered by the Mission for any other reason. Only becoming the L1 firm would not be the sole criteria for availing the contract. Mission may select more than one companies and prepare a panel of agencies for this purpose. Mission's discretion in this regard shall be final.

h) The Mission reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.

i) **Termination:** (i) The Mission may, by written notice sent to the agency/panel of companies, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Mission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective. (ii) The company/companies may terminate the contract with a written notice of **03 months** to the Mission specifying the reasons for termination. The agency/companies would, however, may be requested

by the Mission to carry out the work till the alternate arrangements are made by the Mission and the agency would agree to the same.

j) **Conflict of Interest:** Bidders, and any of their affiliates shall be considered to have a conflict of interest and shall not be eligible for selection as operator under any of the circumstances set forth below:

(i) **Conflicting Assignment/job:** A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with this Assignment/job of the bidder to be executed for the same Employers.

(ii) **Conflicting Relationship:** A bidder that has a business or family relationship with a member of the Mission's staff who is directly or indirectly involved in any part of (i) the Preparation of the terms of reference of the Assignment /job, (ii) the selection process for such Assignment /job , or (iii) supervision of the contract, may not be awarded a Contract, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to Mission.

(iii) Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity in serving the best interest of Mission, or that may reasonably be perceived as having this effect. Failure to disclose said situation may lead to the disqualification of the bidder or the termination of this contract.

(l) **Only one proposal:** Each bidder will submit only one proposal. If a bidder submits or participates in more than one proposal, all such proposal shall be disqualified.

(m) **Non-Transferability:** This tender is non-transferable. The incomplete and conditional tenders will be summarily rejected.

(n) **Integrity:** The bidder must observe highest standards of ethics during the selection process and later during the execution of the work. Mission may reject a proposal at any stage if it is found that the entity selected has indulged in corrupt or fraudulent activities in competing for or in executing the assigned work in question and may also declare the entity ineligible or blacklist it either indefinitely or for a stated period of time.

5.2. PAYMENTS

- (a) After award of contract/formation of panel, a price schedule shall be annexed to the Contract according to which all payments shall be made to the Service Provider.
- (b) The prices so mentioned shall exclude any kind of Service Tax/VAT or any other applicable taxes as may be levied by the Government of Israel from time to time and the same shall be charged in addition to the applicable rates.
- (c) No payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of award of work.
- (d) Mode of payment shall be electronic transfer to a bank account provided by the bidder for the purpose at the time of award of contract preferably in the local currency i.e. NIS. Acceptance of any other mode of payment or payment in any other currency would be at the discretion of the Mission.

SECTION-6
(Instructions for submission of online Bids / Offline Bids)

7.1 : Instruction for submission of Online Bids:

- (a) The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> along with an e-mail on hoc.telaviv@mea.gov.in
- (b) All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> along with an e-mail on hoc.telaviv@mea.gov.in. Complete set of documents uploaded shall be submitted within 03 working days after the bid submission date.
- (c) Bids submitted online without required documents will be summarily rejected.
- (d) The bids are to be submitted and duly digitally signed on the Central Public Procurement Portal.
- (e) The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidder.
- (f) Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.
- (g) The online bids (complete in all respect) must be uploaded online in PDF Format.

7.2 : Instruction for submission of Offline Bids:

- (a) The bid shall be submitted in two separate sealed covers, superscribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a separate single envelope superscribed as “Tender No. TEL/ADM/873/01/2025 for Hiring of Cars/Vehicles by the Embassy of India, Tel Aviv” at the following address:

Address: Head of Chancery (HOC)
Embassy of India,
140 Hayarkon Street
Tel Aviv
Email: hoc.telaviv@mea.gov.in

- (b) All other conditions remain same as per Para 7.1

**SECTION-7
(Technical Bid)**

Annexure - A

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	Scanned copy of Affidavit as per section 2 of the Tender document	
08	Certified copies of Registration and incorporation particulars of the Company/Firm from appropriate authorities. 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

Section – 8
(Financial Bid)

Annexure - B

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 C-Class					
Mercedes Benz S-Class					
Mercedes Benz E-Class					
Mercedes Benz V-Class					
Standard Sedan Car					
Van 7 Seaters					
Van 14 Seaters					
Van 19 Seaters					
Bus 50 Seaters					

Type of vehicle (or equivalent)	Airport Transfer rate		
	Tel Aviv	Jerusalem	Haifa
Mercedes Benz C-Class			
Mercedes Benz S-Class			
Mercedes Benz E-Class			
Mercedes Benz V-Class			
Standard Sedan Car			
Van 7 Seaters			
Van 14 Seaters			
Van 19 Seaters			
Bus 50 Seaters			

- 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:

SECTION -9

FORM-I

CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDER

1	NAME OF THE COMPANY	
2	NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE NO.	
5	MOBILE NO.	
6	E-MAIL ID	