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Bern/Admn/122/02/2024

NOTICE INVITING QUOTATION

Subject : Hiring of Transport Services

The Embassy of India, Berne (Switzerland) invites bids from local Transport Agencies/Companies registered in Switzerland to provide chauffeur driven vehicles on hiring basis during **World Economic Forum Summit 2025** for the official guests of the Embassy. The requirement of the vehicles, may vary on need basis and it may be upto **10-20** different types of vehicles at a time. The offer shall comprise the following:-

Vehicles equivalent	Rates along with minimum hours to hire	Rates for Additional hrs including mileage	Full day rates City limits	Night Supplement hrs, if any	Weekends supplement hrs, if any	Out of city day trips per hour/ mileage
Bullet Proof Car						
S-Class and similar type						
E-Class and similar type						
6/7 Seater van						
Luggage VAN						
Bus						

2. The terms and conditions of the Tender are as follows:

- All vehicles must be in excellent running condition and with proper documentation.
- All the rates must include VAT and cancellation policies.
- All chauffeurs must have valid commercial driving licenses.
- The chauffeurs must speak English and German and should be well versed with local routes and traffic rules.
- The company should also be registered to provide vehicles in Davos during annual World Economic Summit.

3. Mode of Submission:

All bidders are requested to give their Technical bids and Financial bids (in hard copy, signed on each page in blue/black ink) in two separate envelopes to reach at below address on or before **28.10.2024**. The envelopes of technical bid and financial bid should be individually sealed, placed in a third envelope/main envelope which will be superscribed with "Quotation for providing vehicle to the Embassy of India, Bern(Switzerland)" and addressed to the **Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005 Bern**. Detailed profile of the company needs to be attached with technical bid in sealed cover. Bids recieved in open envelopes or through email will be outrightly rejected.

4. Tender Evaluation:

- The sealed bids will be open at **11.00 AM on 05.11.2024**, by Tender Evaluation Committee of Embassy of India, Berne. Based on the evaluation for fulfilling the criteria, the financial bids of only the short-listed agencies would be opened. The vendors may send their representative at the time of opening of bids.

The authority reserves the right at its sole discretion to seek additional information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of bids.

b. Financial Bids of only those bidders who qualify and short-listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid Evaluation, and their authorized representatives only would be permitted to participate in the opening of financial bids.

5. Other Important Criterion:

a. The bidders should have good experience in the relevant field of work and submit recent list of jobs done with specified names of clients.

b. The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.

c. The right of acceptance of bids will rest with the Embassy of India, Berne. Incomplete tenders or tenders not fulfilling the prescribed condition are liable to be rejected.

d. The bids should be strictly as per the conditions of Embassy of India, Berne. Bids with any additional condition(s)/modification shall be rejected.

e. The Embassy of India, Berne reserves the right to accept or reject any or all bids in part or full without assigning any reason thereof.

f. In case the conditions mentioned above are found violated at any time before opening of bids, the tender shall be summarily rejected.

g. The company/firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.

h. The bid proposals, all related correspondence exchanged by the company/firm and the contract to be signed with the winning company shall be written in the English Language.

i. Even though the bidder may satisfy the above requirements, bids would be liable to disqualification, if bidder has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

6. Confidentiality

Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of contract.

7. Proposal Validity

The firm/company's bid must remain valid for 6 months from the closing date for submission of bids.

8. Inquiry/Clarification

For any inquiry/clarification please contact SS(Admn) by Email admn.berne@mea.gov.in or by phone +41(0)31-350-1138.


Head of Chancery
Anoop Dhingra
Counsellor
Embassy of India
Berne (Switzerland)