

**Embassy of India
Kathmandu**

NOTICE INVITING BIDS

Embassy of India invites sealed tenders from established/reputed Transport agencies under two-bid system (Technical and Financial Bid) for providing rate per hour for hiring of vehicles for use by Embassy of India, Kathmandu.

2. Further details are available on <https://www.indembkathmandu.gov.in/> and <https://eprocure.gov.in/cppp/> or may be collected from SS(Admin), Embassy of India, Kathmandu (Tel no. 4434276 and 4423390).

3. Last date of receipt of sealed bids will be 23rd August 2023 (by 1700 hrs). The date and time of opening for Technical Bids is 24th August 2023 at 11:00 hrs. Any future clarification and /or corrigendum(s) shall be communicated through above mentioned two websites.

4. The Embassy of India reserves the right to reject/cancel any or all the bids without assigning any reason.

**Sd/-
(Head of Chancery)
Embassy of India, Kathmandu**

Instruction to Bidders

1. The Tender for the work shall be submitted by the Bidder in a sealed envelope marked as “Hiring of Vehicle” This sealed envelope shall contain the tender bids in **two separately sealed & superscribed covers**, namely ‘**Technical Bid**’ and ‘**Financial Bid**’, along with the name of the Firm on each envelope.
2. The contents of the bids should be as follows :
 - a) Technical Bid:**
 - i.) Bidder Details (Form Attached)
 - ii.) Company Profile
 - iii.) Requisite documents for Pre-Qualification/Evaluation/Exclusion Criteria
 - iv.) Declaration by the Firm/Agency
 - v.) Earnest Money Deposit
 - b) Financial Bid:** As per the proforma attached
3. The bid shall be valid and open for acceptance of the Competent Authority of Embassy for a period of **180 days** from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any round by successful bidder shall be entertained.
4. Quotation received late (including postal delay)/in open condition not meeting the tender conditions/ incomplete in any respect are liable to be rejected.
5. All bidders have to submit necessary experience certificate and satisfactory services certificate obtained from the firms/institutions, where they claim to have worked or are working.
6. Contract period:- The initial period of contract will be for two years from the date of signing the contract. The rate quoted shall remain in force for the full period of contract.

Proforma for “Bidder Details”

1.	Name/Address of Agency including PIN Code	
2.	Name of proprietor / Director of Company/ Firm / Agency	
3.	Registrations Details of the Company/ Firm / Agency with date	
4.	Income Tax PAN No.	
5.	VAT/GST Registration No.	
6.	Telephone No. of Office and Mobile No.	
7.	E-mail id/ website address of the agency	
8.	Annual turnover of previous 2 financial years	
9.	List of Major Corporate Clients	

Earnest Money Deposit(EMD)

Deposit of EMD:

1. Each Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of NRs. 40,000/- (Nepali Rupees Thirty thousand only) or in equivalent Indian Rupees in the form of a Bank Guarantee(BG)/Demand Draft(DD) only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu.
2. The BG/DD should be valid for a period of 180 days from the date of opening of Technical Bids.
3. The BG/DD should be payable at Kathmandu only.
4. EMD must be attached with Technical Bid only, without which the tenders shall not be considered for opening of financial bid.

Earnest money will be forfeited:

1. If the bidder withdraws his bid during the period of bid validity.
2. In case of the successful bidder, if the bidder fails to sign the contract.

Refund of Earnest Money Deposit (EMD):

1. Refund of EMD (without any interest) to the unsuccessful bidders shall be made after expiry of the bid validity and latest on or before 30th day after **the award of contract**.
2. EMD of successful bidder shall be refunded after award of the contract (without any interest).

Declaration by the Firm/Agency

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

Address:

Date:

Phone

No.

(O):

Pre-Qualification/Evaluation/Exclusion Criteria

S. No.	Particulars	Details
1	Experience	a) The agency should have experience of minimum 05 years in such type of work. b) Preference will be given to those agencies which has experience in working with Diplomatic Missions/Govt. Departments/Hotels. Certificates from the clients showing such experience shall also be attached, if any.
2.	PAN No./Registration No.	The agency should have a valid PAN number and Registration Number. Documentary proof is to be attached.
3.	Minimum fleet of vehicles	The agency should own fleet of at least 10 vehicles.
4.	Turnover	The contractor should have a minimum turnover of NRs 5 lakhs or more per year (copies of previous two years turnover documentary proof is required).
5.	VAT/GST	Certificate that they pays VAT regularly and their VAT dues are cleared.
6.	Location	The agency must have an office in Kathmandu.

Note :

a) The bids of Companies will be rejected if its bid does not meet any of the eligibility criteria mentioned in this tender.

b) All the copies of the document submitted with the bid shall be self-attested. The originals of the submitted copy may be asked for Verification (if required). Non-production of the original document (if asked for) will make the bid liable to be rejected.

c) The bidders will be evaluated on the following criteria as under :

EVALUATION CRITERIA /Weightage	RANGE	MARKS
Experience Weightage: 20 %	5-7 years	60
	7-10 years	80
	More than 10 years	100
Experience in working with Diplomatic Missions/Govt. Departments/Hotels Weightage: 10 %	1-3 years	60
	3-5 years	80
	More than 5 years	100
Turnover (Nrs.) Weightage: 30 %	5-10 Lakhs per year	60
	10-15 Lakhs per year	80
	More than 15 Lakhs per year	100
Fleet of vehicles Weightage: 40 %	10-15 Vehicle	60
	15-20 Vehicle	80
	More than 20 vehicle	100

d) The Minimum marks required for technically qualifying the bid is 60 Marks when calculated as weighted average as per the weightages for various criteria as mentioned above.

e) Only those bidders who qualify in technical evaluation criteria will be eligible for opening of financial bids. Date of opening of the financial bids will be intimated to technically qualified bidders separately.

f) Unprecedented situation : if after opening of financial bids it is found that there are more than one lowest bidders, in that case preference will be given to those agencies which scores more evaluation marks in the technical bids.

Proforma for Financial Bid

Sl. No.	Type of vehicle	Rate per hour (inclusive of waiting charges/Overtime allowance of Chauffeurs/night charges etc.) but excluding VAT
1	Car(Sedan) a/c	
2	Skoda a/c	
3	Hiace – Luggage Van	
4	Hiace Jumbo a/c(16 seater)	
5	Toyota Coaster a/c	
6	Toyota Lancruiser 4WD a/c	
7	Mahindra Scorpio 4 WD a/c	
8	Compact SUV (Ford-Ecosport/Hyundai Creta/Nissan X-trail, Nissan Kicks etc.)	
9	Mini Truck/Truck (10 Tonnes)	