

EMBASSY OF INDIA
Tallinn

TENDER NOTICE

NOTICE INVITING TENDER FOR EMPANELMENT OF CHAUFFEUR DRIVEN VEHICLES (CDV) FROM PROFESSIONALLY QUALIFIED TRANSPORT COMPANIES REGISTERED IN ESTONIA.

The Embassy of India, Tallinn invites bids from the professionally qualified transport companies registered in Estonia which can provide the Embassy vehicles with drivers on need basis from time to time.

2. The interested firm should submit the Tender in two sealed envelopes:

(a) The first sealed cover superscripted as “Technical Bid” should contain the brief introduction, background, company details, credentials and past performance of the tenderer and may attach any other documents along with duly signed Proforma for Scope of work (Annexure-I) and Proforma for Technical bid (Annexure-III).

(b) The second envelope superscripted as “Financial Bid” should contain:

- i) Vehicle hiring charges with driver with reference to Scope of Work (duly signed: Annexure-IV);
- ii) Form of Tender-to be provided on the Letterhead of the Company and duly signed.

3. Both the envelopes as indicated above should be kept in an outer cover/envelope indicating “Supply of Chauffeur Driven Vehicles (CDV) to Embassy of India, Tallinn”. Tender should be sent by post to “Head of Chancery, Embassy of India, 5th Floor, Tornimäe 5, Tallinn or may be handed over, against proper receipt, at the Reception of Embassy.

Note: The financial bid does not qualify at the technical stage will not be opened.

4. The schedule of submission, opening etc. of the Tender/Bid are as follows:

Publishing Date	22.9.2023
Bid Submission Start date	23.9.2023
Bid Submission End date	13.10.2023
Technical Bid Opening date	17.10.2023

5, Tenderer can contact Head of Chancery, Embassy of India, Tallinn at +372-688000 or by email at hoc.tallinn@mea.gov.in for any clarification.

6. The Embassy of India, Tallinn reserves the right to reject any or all bids with assigning any reasons, if not found suitable.

Annexure - I**Scope of Work**

Embassy of India would be hiring Chauffeur Driven Vehicles (CDV) of the following specifications from time to time. The number of vehicles to be hired depends upon the requirement.

Sl No.	Type of vehicle required	Remarks of Company, if any
1	Mercedes E class / BMW 5 series / Audi A6	
2	Mercedes S class / BMW 7 series / Audi A8	
3	SUV	
4	MB / VW (7 Seater van)	
5	Mini bus 15 Seater	
6	30-35 seater Bus	
7	50 seater bus	

NOTE:-

1. All the rates must include VAT
2. The chauffeurs should be English and Estonian-speaking and familiar with the topography of Estonia.
3. Chauffeur must possess a valid commercial driving license
4. Vehicles must be in excellent running condition and have breakdown cover.
5. In view of the extreme circumstances the Embassy may sometime request cancellation of booking at the eleventh hour. The bidder must clearly specify last-minute cancellation charges while bidding.

CERTIFICATE

This is to certify that we understood the requirement as mentioned above in the Scope of Work and condition mentioned.

Sign and Stamp of the Company owner/authorized Representative

TERMS AND CONDITIONS

1. To assist evaluation and comparison of the Tender, the client may at its discretion, ask Tenderers for clarification of their bids. The clarification and response from the Tenderers shall be in writing.
2. Embassy will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
3. If the Tenderer is asked to competitively quote for the work, the Client is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of tender altering the quantities offered by a Tenderer shall supply the same at the rate quoted. Nothing extra shall be payable if any additional information or details is provided later as stated in the tender documents.
4. The quoted rates for the hiring of Chauffeur Driven Vehicle are inclusive and complete in all respect as per the requirements of tender by Embassy of India, Tallinn.
5. Invoices will be settled after receiving them in Embassy in the agreed format and any terms and conditions of payment should be clearly mentioned therein.
6. The finalized Bid(s) would be valid for a period of six months.
7. Tenderers should not have been barred/black-listed by any central government department/organisation of India including in Estonia. (please submit a self-declaration to this effect as per the format appended below).
8. The successful bidder will be required to present plans based on the specific requirements, secure any necessary regulatory permissions before supplying Chauffeur Driven Vehicles (CDV) to Embassy of India, Tallinn.
9. Embassy of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
10. All Tender documents must be properly filled in and completed in all respects in accordance with the Conditions and Provisions of the Tender Document. No alternation shall be made by Bidders to the Tender Document unless otherwise permitted.
11. The acceptance of the Tender shall be conditional and not finally binding upon the Embassy of India, Tallinn
12. At any time prior to the date of opening of the proposals, the Embassy of India may issue an addendum in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this acknowledged and so noted in the space provided in the Tender. Unless it is informal manner described above, any representation or explanation to the Tenderer shall not be

considered valid or binding on the Embassy of India as to the meaning of anything connected with the Tender document.

13. The date and time for submission may be deferred by an official notification in writing issued by the Embassy of India to all Bidders. Tenders received after this date will not be considered.

14. Tender may be disqualified for any reason including, but not limited to the following:

- I. If Tenderers sets forth any conditions which are unacceptable to the Embassy.
- II. If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender documents.
- III. If there is evidence of collusion between Bidders.
- IV. If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- V. If Bid price disclosed before the opening of Financial Bid.

15. The attention of Tenderer is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, company's tax, input tax and output tax (VAT) etc. All rates and sum of work/Tender shall be inclusive of Value Added Tax.

16. In view of extreme circumstances Embassy may sometimes request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last-minute cancellation charges while bidding.

17. The financial bid of those who could not qualify at the technical stage will not be opened.

Eligibility Criteria (Based on the Scope of work)

1. The Tenderer should have at least two years of experience for supplying Chauffeur Driven Vehicles (CDV) to well-established organisations in Estonia. This should be supported by duly vetted letters from such organisations.
2. The Tendered should have an average annual financial turnover of € 25.000,00 during the immediate last two consecutive financial years. This should be duly audited by a Chartered Accountant or should be supported by bank statement /yearly balance sheet etc.
3. The Tendered should have sufficient manpower in case a large number of vehicles with drivers are ordered/required during high level delegations visit.
4. The chauffeurs should be Estonian/English speaking and well versed with the topography of Estonia.
5. Chauffeur must possess a valid commercial driving license.

Annexure – III

**Proforma for Technical
Bid**

**Name of the
company:**

S.no	Description	Details	Remarks
1	Type and Registration of firm (attach proof) with full address		
2	Name of Directors/Partners		
3	VAT no.		
4	Details of vehicles owned by the company		
5	Whether Chauffeurs possess commercial driving licenses		
6	Company turnover in last three years (attach Proof)		
7	Years of experience solely in field of providing vehicle services (attach relevant proof)		
8	Number of Ministries/ Embassies to which service has been provided (Attach letter of Recommendation from concerned Institution/ References/ Bank Proof Statement)		
9	Previous Experience with Embassies / Govt. Organisations. If yes, please provide details		
10	Whether Chauffeurs know English and well versed Estonian		

NOTE:

1. No proof older than one year would be entertained.
2. The financial bids of those who could not qualify at the technical stage will not be opened.

Date & Place:

(Signature & Stamp)

Annexure - IV

Financial Bid
Proforma

**Name of the
Company:**

Vehicles	Airport Transfer	Hourly rates along with minimum hours to hire	Rates for additional hours including mileage conditions	Night supplements charges if any	Weekend Charges if any	Out of city trips per hour Rate	Last minute cancellation charges if any
Mercedes E class / BMW 5 / Audi A6							
Mercedes S class / BMW 7 series / Audi A8							
SUV							
MB / VW : 7 Seater van							
Mini bus 15 Seater							
30-35 seater Bus							

Note: Rates to be inclusive of all other charges in addition to the above (VAT, Mileage etc).

Date & Place:

(Signature & Stamp)

FORM OF TENDER

(To be submitted by the bidder in the following format)

To:

Embassy of India

Tallinn,

We have examined Tender conditions. We offer to supply Chauffeur Driven Vehicles (CDV) to the Embassy of India, Tallinn, as and when the requirement of such services are received by us, in conformity with this Tender.

If this offer is accepted, we are ready to sign the contract for a period of one year with the same terms and conditions as stipulated in the tender documents.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature_____

In the capacity of _____

Duly authorized to sign tenders for and on behalf of

Stamp:

Address:_____

Date: _____

Declaration**To:****Embassy of India****Tallinn,**

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or Estonia for any kind of fraudulent activities

Signature_____**In the capacity of** _____**Duly authorized to sign tenders for and on behalf of****Stamp:****Address:**_____**Date:** _____