

Tender Ref. No. MEL/ADMN/873/1/2023



सत्यमेव जयते

Consulate General of India, Melbourne, Australia

TENDER NOTICE

HIRING OF VEHICLES

Tenders (in prescribed format) are invited from the reputed vehicle providers based in Melbourne, for hiring of vehicle as and when required, by the Consulate General of India in Melbourne. Terms and conditions of the contract are detailed in Annexure I.

TERMS AND CONDITIONS

PERIOD

1. The contract shall be valid for an initial period of one year starting from the date of agreement/ service and extendable for one year more on the same term & conditions if both the parties agree. The Consulate General of India reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days.

SERVICE PROVIDER OBLIGATIONS:-

1. The Service provider shall agree to provide quality services as per the terms and conditions of the agreement.
2. The Service provider shall ensure that assigned vehicle and driver report as per schedule provided by the Consulate General of India. In an event of delay in arrival beyond 15 minutes, Consulate General of India shall have right to hire other vehicles (which may or may not be of similar hired vehicle.) The fare charges shall be charged to the Service provider.
3. The Service provider to ensure that all maintenance works related to the assigned vehicle shall be carried out during off duty hours.
4. The Service provider to ensure that vehicles deployed shall arrive at the designated location on time with full tank of fuel.
5. In the event of any breakdown and repairs of vehicles during service hours, the service provider at his own cost shall make an alternate arrangement by providing a similar or higher class of vehicle(s) for which the agreement is entered into.
6. The Service provider shall not be allowed to sub-let the Contract.
7. Police verification of deployed staff shall be ensured by the service provider.
8. All attempts shall be made to provide quality services.

VEHICLES: -

1. The vehicle(s) provided by the service provider shall have a valid registration Certificate, full Comprehensive insurance to cover third party and occupants, fitness certificate etc. and any other relevant permits/licenses essentially required by Vic-Roads and any other statutory bodies for commercial operations and must be re-validated before the expiry of the due date during the tenure of the contract period.
2. The vehicles deployed should be well maintained, cleaned thoroughly both internally and externally.
3. All vehicles shall be equipped with an emergency medical kit and a Fire Extinguisher.
4. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators and other vehicle system shall be periodically checked and maintained by the Service provider to avoid any inconvenience to the Consulate General of India.

DRIVER/STAFF DEPLOYED: -

The Service provider shall be responsible for the acts and deeds of drivers of the vehicle including following:

1. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, the Consulate General shall have full rights to terminate the contract with immediate effect.
2. The driver / staff of the vehicles deployed for duties for the Consulate General of India maintains polite & courteous behavior.
3. Driver must be provided a working mobile phone with map application and contact number be provided to the Consulate General of India. The driver should be proficient in using mobile applications.
4. The driver shall always be reachable during duty hours.
5. Only drivers that possess a valid driving license shall be deployed by the Service provider.
6. The driver should be properly dressed in neat and clean formal attire.
7. Any complaints from the staffs/ users of the Consulate General of India with respect to their behavior / attire will be viewed seriously and it will be brought to the notice of the Service provider, who shall take suitable action.

STATUTORY RULES COMPLIANCE:-

1. The Service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the Consulate General of India's requirement. Service Provider shall be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and during deployment of vehicle.
2. The Service provider shall be solely responsible for any claims by any third party and/ or employees of the Consulate General of India traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
3. The Consulate General of India will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of vehicle or by the Service provider. The driver as well as Service provider comply with the contract and as may be enforced from time to time for which Consulate General of India would not be held liable/ responsible in any manner what-so- ever. Onus of compliance of all the applicable Laws/ Acts/ Rules including those under Road Transport Act/ Rules shall rest with the service provider only and Consulate General of India will not be liable in any manner.
4. The Service providers shall be personally responsible for any theft, misconduct and / or disobedience on the part of drivers so provided by them.
5. During the service period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.
6. The vehicle deployed for duty for the Consulate General of India shall at no point of time carry any person other than personnel authorized by the Consulate General of India. The service provider must ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/ defective brakes.
7. The Service provider shall provide, at his own cost, a proper uniform, and badges as per Road Transport Act/ Rules (amended up to date) and photo identity cards to the drivers.

TAXES DURING JOURNEY:-

Toll tax, Parking Charges, and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by the Consulate General of India, Melbourne.

PAYMENTS OF EXTRA Kms/ Hours: -

All distances shall be calculated from the reporting point. No payment shall be made for the journey from garage to reporting point.

MISCELLANEOUS IMPORTANT CONDITIONS:-

1. The bidder should have a local office in Melbourne and should have an arrangement for establishing contact and round-the-clock service. An alternative contact number must be provided.
2. The vehicle shall be provided on any day including Saturday, Sunday and Public Holidays 24*7 as and when required by the Consulate General of India.
3. The vehicle shall not be very old and shall be kept neat and clean and in perfect running condition with a shining body with good upholstery by the service provider.
4. In case the vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Consulate General of India would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Service Provider.
5. The rates shall be quoted exclusive of GST.
6. The vehicle should be registered with the concerned Road Transport authorities. The vehicles should have necessary registration /license as required under the Road Transport Act or any other acts. The Service Provider shall provide a certificate to this effect.
7. The driver provided should strictly comply with the laws in force and they should be adequately experienced, and maintain decency, politeness, neat dress, and good habits. The driver's attitude and behavior should be humble in nature and well-disciplined in following the instructions of the Consulate General of India officers. The rude behavior of the driver shall not be tolerated at all and if found any such incidence, an alternative arrangement should be made as the top priority.
8. The Transport Operator should have an adequate number of telephones or contact numbers around the clock.
9. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Service Provider on production of the bill.

10. The billing will be done monthly. The service provider shall prepare duty slips on a journey basis and submit them along with the bill.

11. Bidders must have experience of three years in providing similar services.

12. While submitting bids, the applicant should specifically note that the rates quoted in 'Financial Bid' are for a registered vehicle under the Road Transport Act. The vehicle provided shall be excellent and neat exterior interior and running condition which, they shall also maintain during the period of hire.

13. The quoted rates shall remain firm throughout the tenure of the contract. No revision is permissible for any other reason.

14. The Consulate General of India may choose to terminate services at their discretion once above terms and conditions have been breached beyond 3 instances.

15. In case of any dispute of any kind and in any respect whatsoever, the decision of the Consulate General of India Melbourne, shall be final and binding.

16. The Consulate General of India, Melbourne reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.

TENDER CRITICAL DATE SHEET

Last date of submission of Bid	30th April 2023 (1700 Hrs)
Bid opening Date & Time	04th May 2023(1100 Hrs)

HOW TO APPLY & SELECTION PROCESS

1. **Separate Technical and Financial Bids should be submitted in two different envelopes.** The envelopes containing technical and financial bids should be clearly marked as "Technical Bid" and "Financial Bid", strictly in the enclosed Proforma as the case may be.
2. Not more than one tender shall be submitted by any bidder.

3. The Technical Bid will be examined first to ascertain fulfillment of eligibility criteria and submission of required documents. Financial bids of only those agency/ firm will be opened, who qualify the technical requirements.

4. The contract will be awarded to the organization based on experience, a few good references, proposal, budget etc.

5. The Consulate General of India Melbourne, reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in any respect whatsoever, the decision of Consulate General of India, Melbourne shall be final. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black listed for the future.

6. Any clarification on this tender may be obtained from "Head of Chancery, Consulate General of India, Melbourne" in person or by email: hoc.melbourne@mea.gov.in.

7. The bids (Technical and Financial bids) should be sent in Two separate sealed envelopes to Mr. Girish Singh Kavia, (Head of Chancery), Consulate General of India, Melbourne, 344, St. Kilda Road, Melbourne, VIC 3004, Australia. Tel: 03 9682 5800, Fax No. + 61-3- 9696 8251.

Technical and Financial Bid proformas are placed at Annexure II & III.

TECHNICAL BID

Annexure-II

TENDER FOR HIRING OF VEHICLES

1.	Name of the bidder firm/ Company	
2.	Local address of the firm/ company. (Copy of address proof)	
3.	Copy of Registration / Incorporation	
4.	Copy of Tax returns for the last three years	
5.	A list of owners/ partners etc.	
6.	Contact Person(s) (with mobile number)	
7.	Confirm whether Vehicles are owned by the bidder. In case of No, details of the mode of arrangement	
8.	Number of vehicles owned by the bidder, please give details	

Annexure III

Consulate General of India, Melbourne.

Financial Bid

Make/ Model of Vehicle	Rates for pick- up/ drop off from/ to Consulate General, Melbourne	Rates per Kilometer	Rates on hourly basis	Rates on 3 hour basis	Rates on 8 hour basis	Rates on 12 hours basis	Rate for Extra kms/ hours	No. of passengers that can be accommodated	Number of baggage (normal check- in baggage) that can
------------------------------	---	---------------------------	--------------------------------	--------------------------------	--------------------------------	----------------------------------	---------------------------------------	---	--

