



CONSULATE GENERAL OF INDIA
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No. Sit/Adm/551/10/2016

August 11, 2020

NOTICE INVITING TENDER (NIT) FOR
CONTRACT FOR ENGAGEMENT OF CAR RENTAL AGENCIES FOR HIRING OF
VEHICLE ON MONTHLY BASIS

The Consulate General of India, Sittwe intends to engage experienced travel and tour agencies in Sittwe for providing one vehicle daily on monthly rental basis.

The quotation, complete in all respects, should be sent to Head of Chancery, Consulate General of India, No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe, Rakhine State in a sealed cover superscribing “**NIT for Contract for Engagement of Travel Agencies for hiring of vehicle on monthly basis**” before 1200 hrs. on 31.08.2020.

The tender document shall be **opened on the same date at 1500 hrs** at the above mentioned office in the presence of representatives of those agency who choose to attend.

1. QUALIFYING CRITERIA

1.1 The agency should be in travel/ car rental business and should have been providing transport services to reputed customers like Embassies/ Consulates, UN Officers, INGOs and other multinational companies in Myanmar.

1.2 The agency should be in a possession of minimum of three/four vehicles which may be provided for services to the Consulate on rotational basis or as specified by the Consulate from time to time.

1.3 The agency should be available to be connected by telephone, e-mail facilities for 24x7 for customer service.

2.0 SCOPE OF WORK

2.1 Providing one vehicle to the Consulate on daily on monthly rental rates for use within Sittwe municipality and adjoining areas.

2.2 The vehicle to be provided should be in good and perfect running condition. The vehicle should have valid commercial/ private registration with up to date insurance, fitness, permit as the case may be.

2.3 A driver with working knowledge in English only, will be provided by the Travel Agencies and driving license of the driver must be valid.

2.4 In case of any accident, theft, damage to the vehicle, the travel agency shall be responsible for any liability. There would NOT be any liability, legal or financial to the Consulate General of India, Sittwe in such cases.

2.5 The travel agency shall nominate an experienced staff/ official(s) for liaison with the Consulate on day-to-day basis. The name of the concerned persons and their contact number shall be provided to the Consulate.

3. INSTRUCTIONS TO INTERESTED AGENCIES

- 3.1 Interested agencies are required to fill in all the details in Annexure - I and Annexure - II.
- 3.2 Copies of credentials/ documents are to be annexed with the quotation with self-attestation by the Applicant with official seal.
- 3.3 The applications would be rejected due to incorporation of any false information and furnishing fake or truncated documents.

4. GENERAL

- 4.1 The Consulate will engage one agency based on the lowest rate quoted by the agency.
- 4.2 The contract will be for an initial period of **one (01) year** from the date of communication confirming the contract. **There should NOT be any change of rate during the contract period.** The period of contract will be automatically extended for a period of one (01) year at a time, with the same rates, terms and conditions subject to satisfactory performance by the travel agency.
- 4.3 Invitation of Tender does not bind Consulate to engage the applicants or place order for hiring of services.
- 4.4 Consulate General of India, Sittwe reserves the right to accept or reject any or all the applications and/ or withdraw or cancel or suspend this notification without citing any reason.
- 4.5 In case of any dispute, the decisions of the Consul General, Consulate General of India, Sittwe shall be final.

5. PAYMENT TERMS & MODE OF PAYMENT

- 5.1 Payment shall be made on a monthly basis after completion of the month within two (02) weeks from the date of the submission of invoice.
- 5.2 The payment will be made preferably through Bank Cheque for which bidders are requested to submit their Bank Details.

6. TERMINATION OF CONTRACT

- 6.1 The Consulate will be at liberty to terminate the contract by giving one month's prior notice for unsatisfactory performance or even without showing any reason.



(Tsewang Gyaltson)
Consul & Head of Chancery

Technical Bid for Engagement of Travel/ Car Rental Agency for Hiring of Vehicles

Sl. No.	Particulars	Details to be filled by the Agency
1.	Name of the Firm/ Agency	
2.	Registered office/ business address of the agency	
3.	Name of Contact Person(s)	
4.	Address with telephone, Fax numbers, Email and name(s) of the contact person(s)	
5.	Whether the agency is providing transport services to reputed customers like Embassies, UN Offices, INGOs, Multinational Companies, etc. Give names of institutions where the agency is empanelled/ providing such services (please write Yes or No . If yes , attach copy of Orders/ proof)	
6.	Whether the agency is in a possession of minimum of three/ four vehicles which may be provided for services to the Consulate on rotational basis (please write Yes or No)	
7.	Whether the agency is prepared to provide the services on Sundays/ Holidays besides normal working days (please write Yes or No)	
8.	Whether the firm is ready to accept payment through Bank Cheque (Attach copy of Bank Details) (please write Yes or No)	

I/ We _____ do hereby declare that the entries made in the above form are true to the best of my/ our knowledge and also we shall be bound by the acts of my/our duly constituted attorney.

I/ We hereby understand that the submission of application does not guarantee for contract as service provider of Consulate General of India, Sittwe.

I/We further understand that in case of any information submitted by me/ us, found to be incorrect either before or even after the contract, Consulate General of India, Sittwe will have the right to summarily reject the application/ cancel the contract at anytime without assigning any reason whatsoever.

Date:

Place:

Signature of authorised signatory

Name

Seal

Financial Bid for Engagement of Travel/ Car Rental Agency for Hiring of Vehicles

Sl. No.	Type of vehicles proposed to be provided	Rates quoted for Monday to Friday, 10 hours a day for a month (in Kyats)	Rate quoted per extra hour usage (in Kyats)
1.			

Date:

Place:

Signature of authorised signatory

Name

Seal