



भारत का राजदूतावास, बर्ने

**EMBASSY OF INDIA**

Kirchenfeldstrasse 28,  
CH-3005 Bern (Switzerland)

Tel: 00-41-31-350 11 30

Fax: 00-41-31-351 15 57

E-mail: admn.berne@mea.gov.in

No.Bern/Admn/768/1/2018

Dated:- 24.02.2023

**NOTICE INVITING QUOTATION**

**Subject : Hiring of Transport Services**

The Embassy of India, Berne (Switzerland) invite quotations from the local Transport Agencies/Companies registered in Switzerland to provide chauffeur driven vehicles on hiring basis for the official guests of the Embassy. The requirement of the vehicle, may vary on need basis and it may be upto 60-70 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
E-Class						
S-Class						
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 commercial driving licenses.
- The chauffeurs must speak English & German and should be well versed with local routes and traffic rules.
- Additional information if any, about technical capabilities, experience of similar service list of firms/Embassies where such services are being provided etc.

**3. Mode of Submission:**

All bidders are requested to give their Technical bids and Financial bids in two separate envelopes (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Berne on or before **31.03.2023**. The sealed cover should be addressed to the Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005 Berne. Detailed profile of the company needs to be attached with technical bid in sealed cover.

Contd - 2/-

**4. Tender Evaluation:**

a. The sealed bids will be open at 11.00 AM on 03.04.2023, by Tender Evaluation Committee of Embassy of India, Berne. The vendor may send their representative at the time of opening of bids. Based on the evaluation for fulfilling the criteria, the financial bids of only the short-listed agencies would be opened. The authority reserves the right at its sole discretion to seek whatever 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 applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she 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 Mr. Jitendra Kumar Singh, Attache(Admn) by Email [adm.berne@mea.gov.in](mailto:adm.berne@mea.gov.in) or by phone +41(0)31-350-1138.



(Johnson Eappen)  
Second Secretary(Head of Chancery)

(Johnson Eappen)  
Second Secretary & HOC  
Embassy of India, Bern  
Switzerland