



**EMBASSY OF INDIA**  
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Bern/Admn/122/01/2025-26/T

Dated:- 04.07.2025

**Starting date of Bid : 16 July 2025**  
**Closing Date of Submission: 15 August 2025**

**NOTICE INVITING QUOTATION**

**Subject : Hiring of Transport Services for World Economic Forum 2026**

The Embassy of India, Berne (Switzerland) invites quotations from local Transport Agencies/Companies registered in Switzerland to provide chauffeur driven vehicles on hiring basis during **World Economic Forum Annual Meeting 2026** for the official guests of the Embassy. The requirement of the vehicles may vary on need basis and it may be upto 40-50 different types of vehicles at a time. The offer (Financial Bid) 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
Bullet Proof Car						
E-Class and similar type						
S-Class and similar type						
6/7 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 and should be well versed with local routes and traffic rules.
- The company should also be registered to provide vehicles in Davos during Annual Meeting of World Economic Forum.

3. **Mode of Submission:**

The bid should be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Offline bids submitted to the Embassy would also be accepted. Sealed envelope submitted to this effect should be superscribed as '**Tender for hiring of vehicles by Embassy of India, Bern**'. 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 **15 August 2025**. The sealed cover should be addressed to the **Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005 Berne**.

4. **Technical Bids should comprise:**

- (a) Profile of the company, indicating Registration No., VAT No.
- (b) Summary of relevant experience, especially in providing services for high-profile international events.
- (c) Cancellation Policy of the Company
- (d) Every bidder has to provide an undertaking that there is no financial or business transactions between the vendor and any official of the Embassy of India in Berne and that there is no conflict of interest involved.

5. **Tender Evaluation:**

a. The sealed bids will be opened at **11.00 AM on 20.08.2025**, 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 additional 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 are 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.

6. **Other Important Criteria:**

- a. The bidders should have good experience in the relevant field of work and submit recent list of jobs done with specific 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. Incomplete tenders or tenders not fulfilling the prescribed conditions are liable to be rejected.

- d. The bids should be strictly as per the conditions laid down by 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 bids 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 bidder may satisfy the above requirements, bids would be liable to disqualification, if bidder has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.
- j. This notice inviting tender/e-tender is not a Contract, offer or an agreement by Embassy of India, Berne.

7. **Bid Security (EMD):**

In accordance with the Government of India, Ministry of Finance, Department of Expenditure Office Memorandum No. F.9/4/2020-PPD dated 12.11.2020 and subsequent guidelines, submission of Bid Security (Earnest Money Deposit) is hereby waived. However, all bidders are required to submit a Bid Security Declaration in the prescribed format (**Annexure-I**), accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and fail to sign the contract or submit the required Performance Security, they will be suspended from participating in any future tenders issued by the Embassy.

8. **Performance Security:**

The successful bidder shall be required to furnish a Performance Security for an amount equivalent to 3% of the estimated value of the contract, within 15 days of award of contract. The Performance Security shall be deposited into the official bank account of the Embassy of India, Berne, and remain valid for a period of 60 days beyond the completion of all contractual obligations. The Performance Security shall be forfeited in case of breach of contract or failure to deliver services as per agreed terms.

9. **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.

#### **10. Settlement of Disputes**

The resultant contract shall be governed by and construed in accordance with the Laws of India. All matters arising under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts situated in the State of Delhi. In the event of any dispute or difference arising out of or in connection with the resultant contract, including any question regarding its existence, validity, interpretation, execution, or termination, the same shall be settled amicably through mutual discussions and as per Indian Laws.

#### **11. Award of Contract**

The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found responsive and who is eligible and qualified to perform the contract satisfactorily, as per the terms and conditions specified in the bidding document. However, in case of ad-hoc or urgent requirements, if the lowest acceptable bidder is unable to supply the full quantity required, the remaining quantity may, as far as practicable, be ordered from the next higher responsive bidder at the rates quoted by the lowest responsive bidder.

#### **12. Proposal Validity**

The firm/company's bid must remain valid for 6 months from **the closing date for submission of bids.**

#### **13. Inquiry/Clarification**

For any inquiry/clarification please contact by Email to [hoc.berne@mea.gov.in](mailto:hoc.berne@mea.gov.in), [adm.berne@mea.gov.in](mailto:adm.berne@mea.gov.in) or by phone +41(0)31-350-1138.

Head of Chancery

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#### **Annexure-I:**

#### **Bid Security Declaration Format**

#### **Bid Security Declaration**

I/We hereby declare that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and fail to sign the agreement or submit the required Performance Security, we will be suspended from participating in future tenders of the Embassy of India, Berne.

Name of Bidder:

Signature of Authorised Signatory:

Date:

Seal of the Company/Firm: