



CONSUL GENERAL

No.MED/561/1/2019

CONSULATE GENERAL OF INDIA
19, JL. USKUP AGUNG A, SUGIOPRANOTO
MEDAN - 20152 (INDONESIA)

Dated 19.01.2019

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CAR RENTAL AGENCIES FOR HIRING OF VEHICLES

The Consulate General of India, Medan intends to empanel experienced travel and tour agencies in Medan for providing various types of vehicles on need basis. The EOI, complete in all respects, should be sent to **Head of Chancery, Consulate General of India, 19, Jalan Uskup Agung A. Sugiopranoto, Medan 20152** in a sealed cover superscribing "CGI, Medan for Empanelment of Travel Agencies for hiring of vehicles" before **1200 hrs. on 15.02.2019**.

The EOI document shall be opened on the same date at 1500 hrs at the above mentioned office in the presence of EOI Participant's representatives who choose to attend.

1.0 QUALIFYING CRITERIA

1.1 The agency should be in travel/car rental business and should have been providing transport services to reputed customers like Consulates, UN Offices, Government Offices, reputed NGOs and other reputed companies in Sumatra. The agency should submit documentary evidence.

1.2 The agency should be connected by Fax, e-mail and telephone facilities for 24x7 for customer service.

1.3 The agency should extend credit facilities for minimum 4 weeks from the date of submission of bills.

1.4 Preference will be given to those agencies who accept payment by Bank transfer rather than cash.

2.0 SCOPE OF WORK

2.1 Providing various types of vehicles like Small Car, Sedan, SUV etc. to the Consulate on need basis.

2.2 The Vehicles provided should be of good quality and in perfect running condition.

2.3 The vehicle should have valid commercial private registration with up to date insurance, fitness, permit as the case may be.

2.4. The driver who can communicate in English will be provided by the Travel Agencies and should have a valid driving license.

2.5. In case of any accident, the travel agency shall be responsible to settle the case.

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

3.0 INSTRUCTIONS TO APPLICANTS

3.1 Applicants are required to fill in all the details asked for Technical Bid document (Annexure-I) and Financial Bid document (Annexure-II).

3.2 All pages of the EOI document should bear the signature and seal of the authorized representative of the applicant.



3.3 Copies of credentials / documents are to be annexed with the EOI with self-attestation by the Applicant with official seal.

3.4 The EOI is liable to rejection in the event of non-adherence to the instructions given herein.

3.5 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

4.0 GENERAL

4.1 The Consulate shall empanel more than one agency. Lowest rate quoted by any agency will be the L1 for that particular category. All agencies shall provide services at the lowest rate fixed by the Consulate on the basis of rates quoted by the agencies.

4.2 The empanelment will be for a period of one year from the date of communication confirming empanelment. There should not be any change of rate during the contract period. The period of empanelment may be extended at the discretion of the Consulate General of India, Medan for a further period of maximum one (01) year subject to satisfactory performance by the empanelled agency.

4.3 Invitation of EOI does not bind Consulate to empanel the applicants or place order for hiring of services.

4.4 Consulate General of India, Medan reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without showing any reason.

4.5 In case of dispute the decisions of the Head of Chancery, Consulate General of India, Medan shall be final.

5.0 PAYMENT TERMS & MODE OF PAYMENT

5.1 Payment shall be made within 4 weeks from the date of the submission of invoice.

5.2 The payment will be made preferably through Bank Transfer/Cheque/Cash for which bidders are requested to submit their Bank Details.

6.0 TERMINATION OF CONTRACT

6.1 The contract with the successful bidder may be terminated if bidder fails to perform its obligations specified in the contract agreement or if in case the service provided is found to be unsatisfactory.



Shalia
(Dr. Shalia Shah)
Head of Chancery
Dr. SHALIA SHAH
CONSUL GENERAL
Consulate General of India
Medan - Indonesia

Annexure-I**Technical Bid for Empanelment of Car Rental Agency for Hiring of Vehicles**

S.No	Particulars	Details to be filled-up by the Agency/Firm
1.	Name of Firm/Agency:	
2.	Business Address of the Agency:	
3.	Name of Contact person(s):	
4.	Address. Phone/FAX No., E-mail Address	
5.	Year of establishment of the Agency/Firm	
6.	Whether the agency is providing transport services with English speaking driver to reputed customers like Consulates, UN Offices, local government offices, reputed NGOs and companies, etc. in Medan. Give names of institutions where the agency is empanelled/providing such services (Attach copy of Orders /proof).	
7.	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days.	
8.	Please indicate whether the agency is prepared to offer four (04) weeks credit.	
9.	Whether the firm is ready to accept payment through Bank Transfer (Attach copy of Bank Details).	

I/We _____ hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be found by the acts of my/our duly constituted attorney. I/We hereby understand that the submission of application does not guarantee for empanelment as transport agency of Consulate General of India, Medan. I/We further understand that in case of any information submitted by me/us is found to be incorrect either before or even after the empanelment, the Consulate General of India, Medan will have the right to summarily reject the application/cancel the empanelment at anytime without assigning any reason whatsoever.

Date:

Signature of authorized signatory

Place:

Name:

Seal:

Financial Bid for Empanelment of Car Rental Agency for Hiring of Vehicles

S.No	Particulars of travel	Fare for 4 seaters/ Sedan (in IDR)	Fare for 6 seater SUV (in IDR)	Fare for 12 seater Minivan (in IDR)	Remarks
1.	Airport transfer				
2.	Within Medan city: I) 1hr II) 2hr III) 3hr	I) II) III)	I) II) III)	I) II) III)	
3.	Within Medan City for: (I) Half-day (6hrs) (II) Hourly charges beyond half-day	I) II)	I) II)	I) II)	
4.	Within Medan City for full day (more than 6hrs)				
5.	Outside Medan: a) Medan-Belawan- Medan: I) Half-day II) Full-day b) Medan-Siantar-Medan: I) Half day II) Full day c) Medan-Brastagi- Medan: I) Half-day II) Full day III) Night halt d) Medan-Simaleu- Medan: I) Half day II) Full day III) Night halt e) Medan- Samosir- Medan: I) Half day II) Full day III) Night halt f) Medan-Prapat-Medan: I) Half day II) Full day III) Night halt g) Medan-Other places- Medan: I) Half day II) Full day III) Night halt				