



CONSUL GENERAL

No.MED/561/1/2019

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 (Annexue-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.



