



EMBASSY OF INDIA

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No. YAN/ADM/551/3/2017

03.05.2017

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

Embassy of India intends to empanel experienced travel and tour agencies in Yangon for providing various types of vehicles on need basis.

The EOI, complete in all respects, should be sent to Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon in a sealed cover superscribing "EOI for Empanelment of Travel Agencies for hiring of vehicles" before 1200 hrs. on 16.05.2017.

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 Embassies, UN Officers, INGOs and other multinational companies in Myanmar. 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 6 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.

3.0 SCOPE OF WORK

- 3.1 Providing various types of vehicles like Mercedes, other Salon Car, van, bus etc. to the Mission on need basis. The vehicle to be provided should be not be older than 5 years.
- 3.2 The agencies should press into service only good quality vehicles and in perfect running condition.

- 3.3 The vehicle should have valid commercial/private registration with up to date insurance, fitness, permit as the case may be.
- 3.4 The driver who **can communicate in English** will be provided by the Travel Agencies and driving license of the driver must be up to date.
- 3.5 In case of any accident, Service Provider shall be responsible to settle the case.
- 3.6 The travel agency shall nominate an experienced staff / official(s) for liaison with Embassy on day- to-day basis. The name of the concerned persons and their contact number shall be provided to Embassy.

4.0 INSTRUCTIONS TO APPLICANTS

- 4.1 Applicants are required to fill in all the details asked for Technical Bid document (Annexue-I) and Financial Bid document (Annexure-II).
- 4.2 All pages of the EOI document should bear the signature and seal of the authorized representative of the applicant.
- 4.3 Copies of credentials / documents are to be annexed with the EOI with self-attestation by the Applicant with official seal.
- 4.4 The EOI is liable to rejection in the event of non-adherence to the instructions given herein.
- 4.5 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

5.0 GENERAL

- 5.1 The Embassy 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 Embassy on the basis of rates quoted by the agencies.
- 5.2 The empanelment will be for a period of **one (01) 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 Embassy of India, Yangon for a further period of maximum **one (01) year** subject to satisfactory performance by the empanelled agency.
- 5.3 Invitation of EOI does not bind Embassy to empanel the applicants or place order for hiring of services.
- 5.4 Embassy of India, Yangon also 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.

5.5 In case of dispute the decisions of the Deputy Chief of Mission, Embassy of India, Yangon shall be final.

6.0 EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE GUARANTEE

6.1 An Earnest Money Deposit (EMD) of **USD\$200.00 (US Dollars Two Hundred Only)** in cash is required to be deposited with the EOI document. EMD of all empanelled agencies shall be retained by the Embassy as **Performance Guarantee** which shall be refunded after expiry of or termination of contract. In case, during the contract period, the services of the agency are not found satisfactory, Performance Guarantee shall be forfeited. Performance Guarantee money will not fetch any interest.

7.0 PAYMENT TERMS & MODE OF PAYMENT

7.1 Payment shall be made within **6 weeks** from the date of the submission of invoice.

7.2 The payment will be made preferably through Bank Transfer for which bidders are requested to submit their Bank Details.

8.0 TERMINATION OF CONTRACT

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



(Shweta Singh)

First Secretary (E&C) & Head of Chancery

ANNEXURE-I**Technical Bid for Empanelment of Travel/ Car Rental Agency Hiring of Vehicles**

SI 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	Year of Incorporation/Constitution of the Firm/Agency (Attach copy of proof)	
6	Whether the agency is providing transport services with English speaking driver to reputed customers like Embassies, UN Offices, INGOs, Multinational Companies etc. 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 also:	
8	Please indicate whether the agency is prepared to offer six (06) weeks credit	
9	Whether the firm is ready to accept payment through Bank Transfer. (Attach copy of Bank Details)	
10	Whether the agency has deposited EMD of US\$200/- along with tender	

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

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

Date :

Place :

Signature of authorized signatory

Name

Seal

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ANNEXURE-II**Financial Bid for Empanelment of Travel/ Car Rental Agency Hiring of Vehicles**

Type	Time	Yangon (USD)	YGN-NPT-YGN (Whole Day) (USD)	NPT (USD)	Mandalay (USD)	Bagan (USD)	YGN-NPT (Drop only) (USD)	YGN-NPT-YGN (One Night) (USD)
Mercedes Car	Full Day Half Day Transfer							
Salon (3) Seater Normal	Full Day Half Day Transfer							
Salon (3) Seater Delux (Crown / Mark-X or higher category)	Full Day Half Day Transfer							
Alphard (5) Seater	Full Day Half Day Transfer							
Hi-Ace 9-14 Seater	Full Day Half Day Transfer							
22 Seater	Full Day Half Day Transfer							
30 Seater	Full Day Half Day Transfer							
45 Seater	Full Day Half Day Transfer							
Baggage Van (Airport-City one Way)								
Charge for Extra Hour								

Date :

Place :

Signature of authorized signatory

Name

Seal