

High Commission of India
Port Moresby

PNG/122/3/2023

March 25, 2023

Tender Notice

Sealed Tender/quotations are invited from interested transport companies for providing approximately 70 vehicles in the month of May, 2023. The vehicles should be in good condition. Following category of good quality vehicles are required:

- (i) Sedan
- (ii) SUV
- (iii) Vans

2. Terms/other details:

- I. Rate should be inclusive of vehicle rent for 10 hours per day and should include charges for Chauffeur, Petrol, Insurance, GST and any other extras.
- II. Per hour rate for additional hours may also be indicated. The required details are available on CPP Portal and High Commission's website and the tender can be submitted online at CPP Portal. Offline bids can be submitted to Head of Chancery, High Commission of India, Port Moresby.
- III. The quotation should be submitted in sealed covers in tow bid system {First envelope should indicate Technical Bid for vehicles and the 2nd Envelope should Indicate Financial Bid} to the Head of Chancery, High Commission of India, Port Moresby by 10 AM on 18th April 2023. The tender will be opened on same day at 2.30 PM in the presence of parties and TEC Members in the High Commission.

(Ashok Kumar)
Head of Chancery

INSTRUCTIONS TO BIDDERS

1. **Tender No** : PNG/122/3/2023.
2. **Tender Document Details** : Available on website <https://www.hcipom.gov.in/>, CPP and Newspapers w.e.f. 28th March 2023.
3. **Time and last date of depositing Tender / Bid** : 18th April 2023 (10 AM).
4. **Time and date of opening of Bids** : 18th April 2023 (14.30 Hrs)
5. **Time and Date of Opening of Financial Bid** : 18th April 2023 (15.30 Hrs.)
6. The intending and eligible bidders may submit the tenders online/offline (in sealed covers) in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tender document can be seen at our website <https://www.hcipom.gov.in/>
7. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever. Any corrigendum/addendum regarding this tender will be available on the above said website only.
8. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid.
9. This High Commission of India, Port Moresby reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Port Moresby in this regard shall be final and binding on all.
10. The Bidder is expected to examine all instructions/terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
11. The rates (Sedan, SUV and Vans) should be indicated clearly both in figures and in words. If there is variation between the rates in Figures and words, the lower rate will be taken for evaluation.
12. The rates quoted shall be fixed during the contract period, irrespective of the increase in fuel rates, if any, occurring during the contract period. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle
13. The bidder should satisfy the following conditions as mentioned below:

- i. The bidder should have an established car rental / travel agency firm having sufficient number of latest models of vehicles for hiring. The vehicle provided should be in good running condition.
 - ii. All vehicles should be registered under appropriate permit as per PNG regulations and should be kept neat and clean, also should be in good and sound running condition. Vehicle should report for duty with sufficient fuel for the day's duty.
 - iii. Punctuality will have to be ensured.
 - iv. The accident risks for drivers and vehicles be covered by insurance appropriately and HCI, Port Moresby shall not take any liability on this account.
 - v. The duties can be for 12-15 hours in a day during and before the high level visit. The chauffeur should not be changed for a particular vehicle in a day.
 - vi. The rates approved through the bid will be effective from the date of the approval of bid. The contractor must also ensure that all the necessary documents (Registration certificate, Insurance papers, etc. as required by PNG Government) are available with the driver deployed for duty for the.
14. The driver provided by the contractor should fulfill the following conditions:
- a) Should be in possession of valid driving license issued by competent authority of PNG for the class of vehicle he is driving.
 - b) Should wear uniform which should be properly washed and ironed.
 - c) Should not smoke; chew buai inside the car both while driving and otherwise.
 - d) Should not indulge in any activity inimical to security of the officers traveling in his car.
 - e) Should be in possession of Mobile phone with valid connection.
15. The names of the drivers should also be furnished beforehand to the HCI, Port Moresby.
16. The payment will be made by bank transfer or by cheque. Payment in cash will not be made.
17. The contractor should submit details of his Bank Account for making payments through bank transfer.
18. The tender process or contract can be terminated at any time without any notice at the discretion of the HCI, Port Moresby, if the service of the contractor are not found satisfactory.
19. The vehicle should be with standard seats, which should be agreed with seating capacity as the RC book and other relevant documents.
20. All expenditure in connection with Fuel, Pollution check, maintenance of vehicle, road taxes, insurance and any other incidental expenditure shall be borne by the service provider.
21. The vehicle must be made available at any given time and day as desired by this office. In case of break down or disruption due to any other reason, the vehicle shall be replaced by a substitute vehicle & driver immediately so that there shall be no loss of time.

22. The rates quoted should specifically mention the Service Tax/GST component. No Service Tax will be paid if the operator fails to provide proof of valid Service Tax registration.
23. The rates once quoted should not be altered for any reasons.

UNDERTAKING

1. Having read and understood the conditions of contract and services to be provided, we, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening date and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2023.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Time and Date of Opening of Technical Bid 13th September at 2:30 PM

Time and Date of Opening of

Financial Bid The Financial bid will be opened after evaluation of technical bid.

Minimum Validity of tender offer 90 days from the date of Opening of tender.

Services to be offered

Sealed tenders are invited under two bid system from the reputed transporters / agencies for the following

The firms fulfilling the following criteria, may deposit their bids super scribed as "Hiring of vehicles and address it to hOC< HCI, Port Moresby so as to reach on or before -----PM, or the tender may be dropped in Tender Box placed HCI

The technical/commercial tender in two separate sealed covers with technical bid marked clearly as "Technical Bid" and financial proposal marked as "Financial Bid".

HCI, Port Moresby will not be responsible for any delay or loss of document in transit due to any reason.

TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under

I. Technical Bid

II. Financial Bid

I. TECHNICAL BID: Envelope should have subscribed "Technical Bid for hiring of AC vehicles on monthly basis, AC/ Non-AC vehicles on daily basis and AC vehicles on as and when required basis (outstation)" and it should contain the following.

All details as mentioned in Section VI(Proforma for Technical Bid)

NOTE:

The Committee constituted by the Director will technically evaluate the contents as per Section VI. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence.

Decision of the Director, NCDIR Bengaluru on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

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II. FINANCIAL BID

The second envelope should have subscribed "Financial bid for hiring of AC vehicles on monthly

basis, AC/ Non-AC vehicles on daily basis and AC vehicles on as and when required basis" and it should contain the rates etc. as per Section VII Part-1 for AC vehicles on monthly basis, Part-2

(A) for AC vehicles on daily basis and Part-2 (B) for Non-AC vehicles on daily basis. Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances. The rates should be indicated clearly both in figures and in words. If there is variation between the rates in Figures and words, the lower rate will be taken for evaluation.

The rates quoted shall be fixed during the contract period, irrespective of the increase in fuel

rates, if any, occurring during the contract period. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle

will be borne by the contractor.

The successful bidder will have to enter into an agreement of Rs. 100 Non-Judicial Stamp paper.