

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

Embassy of India, Bratislava invites proposal for supply of vehicles (on rental basis) to be used, as per the 'scope of work' mentioned in paragraph (B) below.

A) ELIGIBILITY CRITERIA:

1. **Bidders should have technical, professional and practical experience of having provided similar services in the past, including to any of the other Diplomatic Missions.** Following criteria is also to be met by the bidders:

- a. All vehicles must be in excellent running condition and with proper documentation.
- b. All chauffeurs must have valid driving licenses.
- c. All chauffeurs should be dressed in suites and be able to communicate in English along with knowledge of traffic rules.

2. Bidders may also submit, in brief, the history of their company with annual turnover. They may also furnish the certificate/license, if any, that may indicate their qualification for providing the cars/services.

3. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing. Mode of communication would be email. Along with technical bids, it is also requested to provide the detail of contact – email and phone number both.

4. The Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and alter the required numbers of vehicle or rate offered and the tenderer shall supply the same at the rates quoted.

5. Bidders should not have been **barred/ black-listed** by any Governmental Department / Organization in India/Slovakia or elsewhere (*The bidder is requested to submit a self-declaration to this effect*).

6. The bids received after the due date & time of submission shall not be entertained.

7. In case the conditions mentioned above are found to be violated at any time before the opening of bids, the tender shall be summarily rejected.

8. The company/ firm shall submit only one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.

9. The bid proposals, all related correspondence exchanged by the Company/ firm w.r.t. the tender and the contract to be signed with the selected company shall be written in the English language.

10. Even though the bidding company may satisfy the above requirements, it would be liable to disqualification, if it has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

B) SCOPE OF WORK: Details of cars to be hired **between 4th to 18th June 2026** as per proforma given below:

S. No.	Type of vehicle	Requirement of vehicle (per day)	Model of vehicle	Rate per hour (excl. VAT)	Remarks, If any
1.	Mercedes E-Class and similar type	25-32			
2.	Mercedes S-Class and similar type	6-10			
3.	Van (8-10 seater)	8-12			
4.	Van (15-18 seater)	8-10			
5.	Baggage van/truck	5-7			

(Note: The requirement of vehicles may change/vary on different dates. The supplier should be capable to provide the above mentioned and additional requirement, if any.)

11. **Mode of Submission:** All bidders are requested to submit their **Technical bids** (details pertaining to para 1, 2 and 6) and **Financial bids** (as per Scope of work) in two separate envelopes (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Bratislava **on or before 1700 hrs on 08th May, 2026**. "Supply of Vehicles (on rental basis)" should be clearly mentioned on the top of the sealed cover and it should be addressed to the **Head of Chancery, Embassy of India, Bratislava**.

12. **Confidentiality:** Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company which submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract. After the publication the companies will be informed in case of their query.

13. **Proposal Validity:** The firm /company's bid must remain valid for 180 days from the closing date for submission of bids.

14. **Inquiry/ Clarification:** For any inquiry/ clarification please contact Embassy of India, Bratislava by Email accts.bratislava@mea.gov.in or by phone: + 421 - 2 - 52 96 29 16.

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