

**High Commission of India**  
**Lilongwe**  
WEBSITE: [www.hcililongwe.gov.in](http://www.hcililongwe.gov.in)  
EMAIL: [hoc.malawi@mea.gov.in](mailto:hoc.malawi@mea.gov.in) & [adm.malawi@mea.gov.in](mailto:adm.malawi@mea.gov.in)

## **TENDER NOTICE**

### **NOTICE INVITING TENDER FOR HIRING OF CHAUFFEUR DRIVEN VEHICLES (CDV) FROM PROFESSIONALLY QUALIFIED TRANSPORT COMPANIES REGISTERED IN MALAWI.**

1. High Commission of India, Lilongwe invites bids from the professionally qualified transport companies registered in Malawi which can provide the High Commission with vehicles with drivers during VVIP visit from 14 – 22 October 2024.
2. The sealed envelopes “A” and “B” consisting of the following documents shall be duly filled in with the titles ‘Supply of Chauffeur Drive Vehicles (CDV) to the High Commission of India, Lilongwe’.

**COVER A:** Technical Bid Documents should contain the following:

Tenders should demonstrate and explain their professional and practical experience of similar works undertaken in the last 3 years.

Introduction and Credentials of Bidding entity:

1. Name of the Company;
2. Full address with contact details;
3. Names of Directors/ Partners;
4. Type of Company ;
5. Company Registration No;
6. VAT No.;
7. Past experience of arranging high level visits etc.

There should be a brief introduction, background, company details, credentials and past performance of the tenderer and may attach any other documents such as company profile, company brochures, achievement of company etc. Scope of work (duly signed: Annexure-I) terms and conditions of contract (duly signed: Annexure-II)

**Cover B:** The financial bid should contain:

- i) Vehicle hiring charges with driver with reference to Scope of Work (duly signed: Annexure-III);
- ii) Form of Tender-to be provided on the Letterhead of the Company and duly signed.

3. Both envelopes as indicated above should be kept in an outer cover/envelope indicating “Supply of Chauffeur Driven Vehicles (CDV) to High Commission of India, Lilongwe”. Tender should be sent by Registered post to “HOC, High Commission of India, Lilongwe or may be handed over, against proper receipt, at the High Commission of India, Lilongwe.

**Note: The financial bid of those who could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.**

4. The schedule of submission, opening etc. of the Tender/Bid are as follows:

Published Date	16.09.2024
Bid Submission Start date	16.09.2024
Bid Submission End date	08.10.2024
Technical Bid Opening date	09.10.2024
Financial Bid Opening date	10.10.2024

5. Tendered can contact HOC, High Commission of India, Lilongwe on Tel; +265 111 759337 or send a request by email at [hoc.malawi@mea.gov.in](mailto:hoc.malawi@mea.gov.in) or [adm.malawi@mea.gov.in](mailto:adm.malawi@mea.gov.in) for any clarification.

6. Any further information or clarification which the Tenderer may require in order to complete the Tender may be obtained from the above-mentioned officer of the High Commission of India, Lilongwe. All information requested by and supplied to one Tenderer will be supplied to all Tenderers.

7. The High Commission of India, Lilongwe reserves the right to reject any or all bids with assigning any reasons, if not found suitable.

## Tender Documents

Quotations are invited from experience Transport Agencies/Companies registered with the local Government and with a capacity to provide vehicles for use of High Commission of India in Lilongwe during the VVIP visit in October 2024. The requirements may go up to 50-60 vehicles per day.

Vehicles	Airport Transfer	Hourly rates along with minimum hours to hire	Rates for additional hours inc. mileage conditions	Night supplements charges if any	Weekend Charges if any	Out of city trips per hour Rate	Last minute cancellation charges if any
Fortuner GD6 / Similar SUV							
Prado / Similar SUV							
Land Cruiser / Similar SUV							
Mid SUV							
Sedan							
MB / V W 7 Seater van							
Baggage Van or Similar							
Minibus or Van 15 Seater							
30-35 seater Bus							

- a) All the rates must include VAT and cancellation policies.
- b) The chauffeurs must speak English and have Lilongwe city knowledge.
- c) Additional information if any, about technical capabilities, the experience of similar service, list of firms/Embassies where such services are being provided etc.
- d) The offers along with experience certificates, if any, should be sent by Registered Post, to Head of Chancery, High Commission of India, Area 9, Plot No. 55, P.O. Box 1482, Lilongwe, Malawi. The envelope should marked clearly quotation for vehicle. Last date of submission of quotations **08.10.2024 (1730 hrs)**

**Scope of Work**

High Commission of India would be hiring Chauffeur Driven Vehicles (CDV) of the following specifications during the VVIP visit in October 2024 from India. . The quantity of vehicles ranges between 1 to 60 vehicles at a time:

<b>SI No.</b>	<b>Type of vehicle required</b>	<b>Remarks of Company, if any</b>
1	Fortuner GD6 / Similar SUV	
2	Prado / Similar SUV	
3	Land Cruiser / Similar SUV	
4	Mid SUV	
5	Sedan	
6	MB / V W 7 Seater van	
7	Baggage Van or Similar	
8	Minibus or Van 15Seater	
9	30-35 seater Bus	

**NOTE:-**

1. All the rates must include VAT
2. The chauffeurs should be English and have Lilongwe city knowledge.
3. Chauffeur must possess a valid driving license.
4. Vehicles must be clean, comfortable and in excellent running condition with proper documentation and have breakdown cover.
5. In view of the extreme circumstances the The High Commission may sometime request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last-minute cancellation charges while bidding.

**CERTIFICATE**

This is to certify that we understood the requirement as mentioned above in the Scope of Work and condition mentioned.

**Sign and Stamp of the Company owner/authorized Representative**

**TERMS AND CONDITIONS**

1. To assist evaluation and comparison of the Tender, the client may at its discretion, ask Tenderers for clarification of their bids. The clarification and response from the Tenderers shall be in writing.
2. The High Commission will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
3. If the Tenderer is asked to competitively quote for the work, the Client is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of tender altering the quantities offered by a Tenderer shall supply the same at the rate quoted. Nothing extra shall be payable if any additional information or details is provided later as stated in the tender documents.
4. The quoted rates for the hiring of Chauffeur Driven Vehicle are inclusive and complete in all respect as per the requirements of tender by High Commission of India, Lilongwe.
5. The finalized Bid(s) would be valid for a period of one month.
6. Tenderers should not have been barred/black-listed by any central government department/organisation of India (please submit a self-declaration to this effect) and /or local body including in Malawi.
7. The successful Tenderer/Bidder will be required to present plans based on the specific requirements, secure any necessary regulatory permissions before supplying Chauffeur Driven Vehicles (CDV) to High Commission of India, Lilongwe.
8. High Commission of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
9. All Tender documents must be properly filled in and completed in all respects in accordance with the Conditions and Provision of the Tender Documents. No alternation shall be made by Bidders to the Tender Documents unless otherwise permitted.
10. The acceptance of the Tender shall be conditional and not finally binding upon the High Commission of India, Lilongwe.
11. At any time prior to the date of opening of the proposals, the High Commission of India may issue an addendum in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this acknowledged and so noted in the space provided in the Tender. Unless it is informal manner described above, any representation or explanation to the Tenderer shall not be considered valid or binding on the High Commission of India as to the meaning of anything connected with the Tender document.

12. The date and time for submission may be deferred by an official notification in writing issued by the High Commission of India to all Bidders. Tenders received after this date will not be considered.

13. Tender may be disqualified for any reason including, but not limited to the following:

I. If Tenderers sets forth any conditions which are unacceptable to the High Commission.

II. If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender documents.

III. If there is evidence of collusion between Bidders.

IV. If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.

V. If Bid price disclosed before the opening of Financial Bid.

14. The attention of Tenderer is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, company's tax, input tax and output tax (VAT) etc. All rates and sum of work/Tender shall be inclusive of Value Added Tax.

15. In view of extreme circumstances the High Commission may sometimes request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last-minute cancellation charges while bidding.

16. The financial bid of those who could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

### **Eligibility Criteria (Based on the Scope of work)**

- 1.** The Tenderer should have at least three years of experience for supplying Chauffeur Driven Vehicles (CDV) to well-established Organisations in Lilongwe. This should be supported by duly vetted letters from such organisations.
- 2.** The Tenderer should have audited accounts of the company at least for the last three consecutive financial years through a Chartered Accountant or should be supported by bank statement /yearly balance sheet etc.
- 3.** The Tenderer should have sufficient manpower in case a large number of vehicles with drivers are ordered/required during VVIP visits.
- 4.** The chauffeurs should be English speaking and have Lilongwe city knowledge.
- 5.** Chauffeur must possess a valid driving license.

**Annexure – III****Proforma for Technical Bid****Name of the company:**

S.no	Description	Details	Remarks
1	Type and Registration of firm (attach proof)		
2	Name of Directors/Partners		
3	VAT No.		
4	Details of vehicles owned by the company		
5	Whether Chauffeurs possess valid driving licenses		
6	Company turnover in last three years (attach Proof)		
7	Years of experience solely in field of providing vehicle services (attach relevant proof)		
8	Number of Ministries/ Embassies to which service has been provided ( Attach letter of Recommendation from concerned Institution/ References/ Bank Proof Statement)		
9	Previous Experience with Embassies / Govt. Organisations. If yes, please provide details		
10	Whether Chauffeurs know English and have Lilongwe city knowledge		

**NOTE:**

1. No proof older than one year would be entertained.
2. The financial bid of those who could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

**Date & Place:****(Signature & Stamp)**



**Financial Bid Proforma****Name of the Company:**

Vehicles	Airport Transfer	Hourly rates along with minimum hours to hire	Rates for additional hours including mileage conditions	Night supplements charges if any	Weekend Charges if any	Out of city trips per hour Rate	Last minute cancellation charges if any
Fortuner GD6 / Similar SUV							
Prado / Similar SUV							
Land Cruiser / Similar SUV							
Mid SUV							
Sedan							
MB / V W 7 Seater van							
Baggage Van or Similar							
Minibus or Van 15 Seater							
30-35 seater Bus							

**NOTE**

1. Rates to be inclusive of all Charges (VAT, Mileage, service etc).
2. In view of the extreme circumstances the High Commission might sometime request for cancellation of booking at the eleventh hour. The bidder must clearly specify last- minute cancellation charges while bidding.

**Date & Place:****(Signature & Stamp)**

## **FORM OF TENDER**

(To be submitted by the bidder in the following format)

**To:**

**High Commission of India**

**Lilongwe,**

We have examined Tender conditions. We offer to supply Chauffeur Driven Vehicles (CDV) to the High Commission of India, Lilongwe, as and when the requirement of such services are received by us during VVIP visit, in conformity with this Tender.

If this offer is accepted, we are ready to sign the contract for with the same terms and conditions as stipulated in the tender documents.

We understand that you are not bound to accept the lowest or any tender you may receive.

**Signature** \_\_\_\_\_

**In the capacity of** \_\_\_\_\_

**Duly authorized to sign tenders for and on behalf of**

**Stamp:**

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_