

**EMBASSY OF INDIA**

545-547, Merchant Street

Post Box No. 751

Yangon, Myanmar

Tel: (951) 391219, 243972, 388412

Fax: (951)254086, 250164, 388414

Email: hoc.yangon@mea.gov.in

No. YAN/ADM/551/9/2023

22nd February 2024**EXPRESSION OF INTEREST (EOI) FOR
EMPANELMENT OF CAR RENTAL AGENCIES FOR HIRING OF VEHICLES**

Embassy of India, Yangon 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 1700 hrs. on 18 March 2024.

The EOI document shall be opened on 19 March 2024 at 1600 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 clients like Embassies, UN Offices, International NGOs and other multinational companies in Myanmar. The agency should submit documentary evidence.
- 1.2 The agency should have cars/vehicles in good condition with year of manufacture not older than 2018. The agency should submit documentary proof of car's manufacture dates.
- 1.3 The agency should be connected by Fax, e-mail and telephone facilities for 24x7 for customer service.
- 1.4 The agency should extend credit facilities for a minimum 6 weeks from the date of submission of bills.

2.0 SCOPE OF WORK

- 2.1 Providing various types of vehicles like Mercedes, other Salon Car, van, bus etc. to the Mission on need basis.
- 2.2 The agencies should press into service only good quality vehicles 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 and comply with all the local laws.
- 2.4 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.
- 2.5 In case of any accident/mishap, Service Provider shall be fully responsible to settle the case.
- 2.6 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.

3.0 INSTRUCTIONS TO APPLICANTS

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

4.0 GENERAL

- 4.1 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.
- 4.2 The empanelment will be for a period of **02 years** 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 with mutual consent for a further period of **one (01) year, at a time**, subject to satisfactory performance by the empanelled agency.
- 4.3 The agency, at its own expenses arrange for safety provisions as per rules, regulations and laws as applicable in respect of drivers and vehicles provided by the agency. Embassy will not be responsible for any kind of safety and security of the drivers and vehicles on duty at workplace.
- 4.4 The personnel/drivers deployed by the agency will not be treated as employee of the Embassy in any manner whatsoever or under any condition whatsoever.

- 4.5 **The agency shall be responsible for all acts** of commission, omission on the parts of its personnel/drivers and vehicles deployed and it shall take such preventive measures and precautions as may be deemed necessary for the safety of the personnel / property / materials which contained in above mentioned premises.
- 4.6 The Agency hereby indemnifies and shall keep Embassy indemnified against all acts of omission or negligence, dishonesty or misconduct of the drivers/staff engaged by the company at Embassy of India in Yangon. Embassy shall not be liable to pay for any damages or compensation to such person or to third party. The Agency shall at all times indemnify Embassy against any claim whatsoever which would arise under any statutory notification thereof or otherwise in respect of any damages or compensation payable in consequence of any accident, death of injury sustained to personnel/drivers/vehicle engaged by the Agency, which may arise out and in the course of their duties in **Embassy nor shall be liable to pay damages or compensation to such persons or to third parties.**
- 4.7 The empanelled agencies should not sub-contract any part of the Scope of Work to be undertaken by them without written permission from the Embassy. The agency to whom the contract is awarded is solely responsible to the Embassy for providing the services.
- 4.8 Invitation of EOI does not bind Embassy to empanel the applicants or place order for hiring of services.
- 4.9 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 assigning any reason.
- 4.10 In case of dispute the decisions of the Deputy Chief of Mission, Embassy of India, Yangon shall be final and binding.

5.0 PAYMENT TERMS & MODE OF PAYMENT

- 5.1 Payment shall be made within **6 weeks** from the date of the submission of invoice.
- 5.2 Payment shall be made in USD in cash. The agency should be able to arrange collection of payment from the Embassy.

6. Penalty:

- 6.1 If the agency, after written confirmation of providing the services on stipulated date and time, fails to provide the services, an amount of 10% of the total cost of the services will be imposed, on each occasion, on the agency as penalty, which the agency will be liable to pay to the Embassy within 6 weeks of imposition of the penalty.


- 6.2 If the agency keeps on defaulting repeatedly in providing the services satisfactorily, the Embassy reserves the right to de-panel the Agency from its panel list.

6.0 Force Majeure

Notwithstanding the provisions of contract, the agency shall not be liable for penalty if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the agency and not involving the agency's fault or negligence. If a Force Majeure situation arises, the agency shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Embassy in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical.

6.0 TERMINATION OF CONTRACT

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


(Raj Kapoor)
Head of Chancery

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 agency has cars/vehicles in top condition with year of manufacture not older than 2018 (please submit documentary proof)		

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 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

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)	Mandala y (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:

Signature of authorized signatory

Place:

Name

Seal