

No. Hon/Adm/551/4/2017

January 15, 2018

Consulate General of India  
Hong Kong

**Press Notice**

Consulate General of India, Hong Kong, invites on behalf of President of India, sealed quotations from Transport companies/Travel agencies for hiring of vehicles by the Consulate.

Period of completion: 15 Days

Last date and time of submission of quote: 29<sup>th</sup> January, 2018

The form for quote along with all relevant information is also available on Consulate's website [www.cgihk.gov.in](http://www.cgihk.gov.in).



**(Narayan Singh)**  
**Head of Chancery**  
**Consulate General of India**  
**hoc.hongkong@mea.gov.in**

## Terms and Conditions

1. Mere submission of quote shall not confer any right whatsoever on the submitting entity.
2. The quotes shall remain valid for a period of 90 days from the date of submission and once selected the company will not change rates for 2 years
3. It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by Consulate General of India, Hong Kong.
4. Consulate General of India, Hong Kong may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained herein.
5. The firm shall be a legal entity as per the Government of Hong Kong SAR rules/regulations and laws of the land.
6. The company must ensure that the drivers employed have valid driving license and clean driving record. The drivers are fully conversant to traffic rules and all other regulations as prescribed by the local authorities. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed. The drivers should be well versed with the roads and places in Hong Kong and should have experience.
7. The driver should be provided with a mobile phone which should not be in switch off mode at any point of time during duty. The driver should not have any criminal/adverse police record against him and he should not have any past history of accidents. The driver should not be addicted and should be ready and prepared for outstation journeys at short notice.
8. Payment will be made in Hong Kong dollar within seven working days after receipt of invoice. Payment will be made either through bank transfer or cheque. The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the Consulate within 1<sup>st</sup> week of every subsequent month. The Consulate will not make any advance payment.
10. The liabilities of the Consulate will be restricted to the hiring/parking/tunnel charges agreed in the contract. The responsibility for safety and security of the vehicle provided to the Consulate solely lies with the agency/company. The vehicle must be clean, odor free, in excellent condition, mechanically fit and worthy for the road in terms of rules and regulations of local transport department.

11. All expenditure in connection with petrol/diesel/maintenance/insurance/ taxes and another other incidental expenditure shall be borne by the agency/company. The vehicle must be made available at short notice and in case of breakdown or disruption due to any other reason, the vehicle shall be replaced immediately.

12. The service providers are hereby clearly informed that fulfilment of conditions, as mentioned above, are mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the stage of opening of quote.

13. Both parties shall have right to terminate the contract at an earlier date by giving no less than 30 days' notice in writing to other party. Delivered e-mail will also be considered as notice. The contract may be extended for one/two year on mutual understanding on same terms & conditions.

Signature \_\_\_\_\_

Stamp of Company \_\_\_\_\_

Date \_\_\_\_\_

(To be submitted by the Company)  
No: Hon/Adml/551/4/2017  
Consulate General of India  
Hong Kong

To: Consulate General of India

We have examined and read the terms & conditions for providing vehicles to the Consulate General of India, Hong Kong, on as and when required basis. We offer to execute and complete the services, in conformity with this quote for a period of **2 years**, in respect of the following vehicle:

S. No.	Type of Vehicle	Minimum Hours	Rate per Hour (HKD)	Rate for full day (HKD)
1.	Alphard			
2.	MB(Sedan)			
3.	Light Bus(16 seater)			
4.	Luggage Van			

If this offer is accepted, we will commence the services immediately on receipt of work order and signing of Service Agreement.

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

Signature \_\_\_\_\_

Stamp Company \_\_\_\_\_

Date \_\_\_\_\_

**Introduction and credentials of Bidder**  
**(Proforma to be filled by the Company)**

1. Name of the Company
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone No:

Fax No:

E-mail:

S. No	Requirements	Response
1.	a) Brief introduction of the company.	
	b) Registration certificate and license for the service.	
	c) Nos. and type of vehicles the company have. Do the company have tie up with other service providers in case more vehicles are required.	
	d) Whether you have English speaking drivers?	
2.	Details of major contracts handled in the last 2 years	
	<b>Please attach copies</b>	

Signature \_\_\_\_\_

Stamp of Company \_\_\_\_\_

Date \_\_\_\_\_

### **Scope of work**

1. Provide vehicles for visiting delegations.
2. Usually the duties will be to carry VIPs, senior beaurocrates from airport to hotel and taking them to various locations for meetings/engagements. And on day of departure drop the delegates at HK airport.
3. There could be requirement of vehicle on weekend or holidays for official functions to be attended by other officers of the Consulate. In such cases, the driver is required to report directly at the residence of the officer concerned at given time.