



**भारत सरकार / GOVERNMENT OF INDIA**  
**विदेश मंत्रालय/ MINISTRY OF EXTERNAL AFFAIRS**  
**क्षेत्रीय पासपोर्ट कार्यालय/ REGIONAL PASSPORT OFFICE**  
**Videsh Bhavan, Bandra Kurla Complex, Plot No C-45**  
**G-Block, Bandra (East), Mumbai 400 051, Maharashtra.**  
**Telephone : 26520016 /26520017**  
**Fax No.26520091/26520092**  
**E-mail: rpo.mumbai@mea.gov.in**

File No: F17(2)III/2018

Date:21.08.2018

**E-Notice inviting Tender for 'HIRING OF CAR' at Regional Passport Office, Mumbai, Ministry of External Affairs, Government of India.**

<b>Tender No: RPO/MUMBAI/02/2018-19</b>	
<b>Published Date</b>	22.08.2018
<b>Bid Document Download Start Date</b>	22.08.2018
<b>Clarification Start Date</b>	23.08.2018
<b>Clarification End Date</b>	07.09.2018
<b>Bid Submission Start Date</b>	23.08.2018
<b>Bid Submission End Date</b>	11.09.2018
<b>Date of Bid Opening</b>	12.09.2018



  
**(Shivaji Patil)**  
**Deputy Passport Officer,**  
**Regional Passport Office, Mumbai.**  
**Tel. No. 26520063**  
**Email ID: rpo.mumbai@mea.gov.in**





**भारत सरकार / GOVERNMENT OF INDIA**  
**विदेश मंत्रालय/ MINISTRY OF EXTERNAL AFFAIRS**  
**क्षेत्रीय पासपोर्ट कार्यालय/ REGIONAL PASSPORT OFFICE**

Videsh Bhavan, Bandra Kurla Complex, Plot No C-45  
G-Block, Bandra (East), Mumbai 400 051, Maharashtra.

Telephone : 26520016 /26520017

Fax No.26520091/26520092

E-mail: [rpo.mumbai@mea.gov.in](mailto:rpo.mumbai@mea.gov.in)

**REF NO: F17(2)III/2018**

**Date: 21<sup>st</sup> August, 2018**

## **Tender Notice**

### **Hiring of Car at RPO, Mumbai.**

The Regional Passport Office, Mumbai is required to hire AC/ non-AC car (Tata Indigo or equivalent) for the official use. Therefore, sealed quotations are invited on behalf of Ministry of External Affairs by the Regional Passport Officer, Mumbai from prospective contractors/reputed Indian agencies for providing service of Car for a period of **Two years** as per following details:

**(A)**

Sr. No.	No. of Vehicles Make Model Indigo/Logan/ Swift Dezire <b>A/C</b> (Vehicle particulars in prescribed form alongwith supporting documents viz Registration Insurance PUC etc)	Rates per month including fuel Charges ( In Rs) For 176 hours@8 hours per day for 22 days & For 1760 kms @80 km per day for 22 days	Rate Extra per hour (in Rs.)	Rate Extra per Km (in Rs)	Rate Extra for night halt (in Rs)	Remarks if any
1						

**(B)**

Sr. No.	No. of Vehicles Make Model Indigo/Logan/ Swift Dezire <b>Non A/C</b> (Vehicle particulars in prescribed form alongwith supporting documents viz Registration Insurance PUC etc)	Rates per month including fuel Charges ( in Rs) For 176 hours@8 hours per day for 22 days & For 1760 kms @80 km per day for 22 days	Rate Extra per hour (in Rs.)	Rate Extra per Km (in Rs)	Rate Extra for night halt (in Rs)	Remarks if any
2						



2. All the bidders are requested to visit (<http://eprocure.gov.in>) for downloading tender documents and submit their sealed quotations for both A/C & Non A/C Vehicles separately to this office within latest by **11<sup>th</sup> Sept, 2018**. The office reserves the right to accept or reject the tender (for A/C or Non- A/C vehicle) without assigning any reasons thereof.

3. The agency should have experience of minimum period of two years in the tour and travel business. The car to be provided should not be more than two years old and should not have run more than 25,000 kms., as on date of hiring. The inner and outer condition of the vehicle should be good. The vehicle would normally be required for 8 hours during the office working hours for 22 days in a month @ 80 km. per day and 1760 km. in a month but it should be available at any time any day as needed by the office. The rates quoted should be valid for two years period from the date of contract and include all applicable taxes/toll charges (as the vehicle may be required for travel to Mumbai/Navi Mumbai on few occasions) Private vehicles will not be entertained for duty. Only vehicles holding commercial permit should be sent for duty.

4. The agency should abide by all statutory requirements for running the hiring contract. This office will have no responsibility and no way be liable towards taxes, fees, cost of diesel/petrol/Mobil oil/CNG, salary of driver maintenance etc. or any other charges payable in respect of running the car hiring contract except the contract price.

5. The agency have to ensure that all the necessary documents (Registration certificate , Insurance papers, PUC etc) are available with the driver and that the driver is well mannered and cleanly dressed. He should possess a valid driving license and proficient with some trouble shooting mechanism. The driver will also be required to carry a mobile phone with him to facilitate a quick contact.

6. It may also be ensured that the contractor has enough resources to repair the car in a minimum possible time. At time, he should also be in a position to arrange standby car in case of any breakdown.

7. The agency will be responsible for its driver in terms of its services, payment of salary, compensation etc. and the office would not be responsible for any dues other than the agreed contract amount for hiring of car. The driver would also not have any claim for regularization of his services or enhancement of the wages with RPO, Mumbai. Contract amount, once agreed to by the agency would not be enhanced during the period of contract.

8 The payment will be made directly to the successful tenderer by electronic payment system on production of the bill, in triplicate, for the preceding month subject to deduction of statutory levies and taxes.

9 The Regional Passport Office, Mumbai shall reserve the right to cancel/withdraw the hiring contract any time without assigning any reason thereof for which the contractor shall have no right to contest against the said decision of the office.



10. The tenders shall be accompanied by Earnest Money Deposit (EMD) of Rs. 10,000/- only in the form of Demand Draft/Pay Order (only on nationalized bank) drawn in favour of 'Regional Passport Office, Mumbai ' which will be returned to unsuccessful tenders as early as possible. No interest shall be payable by the Department towards Earnest Money Deposit. The EMD of successful tenderer will be converted into Performance Security Deposit. The Tender responses will be opened by the Tender Committee at RPO, Mumbai after 21 days from the date of publishing i.e. **12.09.2018**. All the valid bids will be forwarded to the Ministry for necessary approval/sanction.

**Other terms and conditions:**

- (i) RPO, Mumbai reserve rights to accept either of the Bid for A/C or Non-AC staff car.
- (ii) All the bidders should submit Bids for both A/C and Non-A/C Vehicle separately.
- (iii) Contractors who are already empanelled with RPO, Mumbai are required to re-apply enclosing RPO, Mumbai's valid empanelment also.
- (iv) The bids of the applicants who do not accept the terms and conditions and who do not furnish the requisite documentary evidence within the time prescribed shall be summarily rejected. Any misleading information shall lead to disqualification of response.
- (v) Submission of response to EOI will be construed to mean that the applicant has agreed to all the terms and conditions of this EOI.
- (vi) The applicant shall also bear all expenses in connection with the preparation and submission of his application. Each page of the application shall be signed by person/persons on behalf of the organization, having necessary authorization/Power of Attorney to do so. Incomplete applications as well as the applications not submitted in the prescribed format are liable to be rejected. RPO, Mumbai reserves right to reject any or all the applicants without assigning any reasons. The final decision on empanelment rests with the RPO, Mumbai and RPO, Mumbai reserves the right to reject any or all of the responses submitted, without assigning any reason.



  
(Shivaji Patil)

Dy. Passport Officer(Admn & DDO),  
RPO, Mumbai.



**Annexure- I**

**(On Company / Firm Letter Head)**

To,

The Regional Passport Officer,  
Videsh Bhavan, C-45, G-Block,  
Bandra Kurla Complex (BKC),  
Mumbai 400 051

Sub: Application for Specialized Agencies for providing of Car Services on rental basisat RPO, Mumbai...reg.

I/ We have read and understood the contents of the ePublishing for pre-qualification for the agencies and conditions for pre-qualification. I/We do hereby declare that the information furnished in the prescribed format from pages \_\_\_\_ to \_\_\_\_ & in the supplementary sheets is correct to the best of my/our knowledge and belief and we are fully aware that our applications for pre-qualification will be liable to be rejected in the event of concealment or misrepresentations of true and correct to the best of my/our knowledge and belief and we are fully aware that our applications for pre-qualification will be liable to be rejected in the event of concealment or misrepresentations of true and correct facts and information therein.

2. We submit the prescribed application along with all relevant documents as received/stipulated for the purpose in the terms and conditions.

Yours faithfully,

Signature

Name:

Designation:

Address:

Agency/ Company Seal



**Annexure - II**

**(On Company /Firm Letter Head)**

To,

The Regional Passport Officer,  
Videsh Bhavan, C-45, G-Block,  
Bandra Kurla Complex (BKC),  
Mumbai 400 051

Sub: Application for Specialized Agencies for providing of Car Services on rental basis at RPO, Mumbai...reg.

Sir,

With reference to tender No. RPO/MUMBAI/02/2018-19, we submit the following price quote:

**(A)**

Sr. No.	No. of Vehicles Make Model Indigo/Logan/ Swift Dezire <b>A/C</b> (Vehicle particulars in prescribed form alongwith supporting documents viz Registration Insurance PUC etc)	Rates per month including fuel Charges ( In Rs) For 176 hours@8 hours per day for 22 days & For 1760 kms @80 km per day for 22 days	Rate Extra per hour (in Rs.)	Rate Extra per Km (in Rs)	Rate Extra for night halt (in Rs)	Remarks if any
1						

**(B)**

Sr. No.	No. of Vehicles Make Model Indigo/Logan/ Swift Dezire <b>Non A/C</b> (Vehicle particulars in prescribed form alongwith supporting documents viz Registration Insurance PUC etc)	Rates per month including fuel Charges ( in Rs) For 176 hours@8 hours per day for 22 days & For 1760 kms @80 km per day for 22 days	Rate Extra per hour (in Rs.)	Rate Extra per Km (in Rs)	Rate Extra for night halt (in Rs)	Remarks if any
2						

Yours faithfully,

Signature

Name:

Designation:

Address:

Agency/ Company Seal