



**CONSULATE GENERAL OF INDIA**  
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No. Sit/Adm/551/10/2018

January 11, 2023

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CAR RENTAL AGENCIES FOR HIRING OF VEHICLES**

The Consulate General of India, Sittwe intends to engage experienced travel and tour agencies in Sittwe for providing various types of vehicles on need basis.

The EOI, complete in all respects, should be sent to Head of Chancery, Consulate General of India, No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe, Rakhine State in a sealed cover superscribing “EOI for Empanelment of Travel Agencies for hiring of vehicles” before 1200 hrs. on 03.02.2023.

The EOI document shall be **opened on the same date at 1500 hrs** at the above mentioned office in the presence of representatives of those agency who choose to attend.

**1. QUALIFYING CRITERIA**

1.1 The agency should be in travel/ car rental business and should have been providing transport services to reputed customers like Embassies/ Consulates, UN Officers, INGOs and other multinational companies in Myanmar.

1.2 The agency should extend credit facilities for minimum 4 weeks from the date of submission of bills.

1.3 The agency should be available to be connected by telephone, e-mail facilities for 24x7 for customer service.

**2.0 SCOPE OF WORK**

2.1 Providing different types vehicles suitable to local conditions on rotaional basis with different drivers to the Consulate on need basis.

2.2 The vehicle to be provided should be in good and perfect running condition. The vehicle should have valid commercial/ private registration with up to date insurance, fitness, permit as the case may be.

2.3 A driver with working knowledge in English only, will be provided by the Travel Agencies and driving license of the driver must be valid.

2.4 In case of any accident, theft, damage to the vehicle, the travel agency shall be responsible for any liability. There would NOT be any liability, legal or financial to the Consulate General of India, Sittwe in such cases.

2.5 The travel agency shall nominate an experienced staff/ official(s) for liaison with the Consulate on day-to-day basis. The name of the concerned persons and their contact number shall be provided to the Consulate.



### **3. INSTRUCTIONS TO INTERESTED AGENCIES**

- 3.1 Interested agencies are required to fill in all the details in Annexue - I and Annexure - II.
- 3.2 All pages of the EOI document should bear the signature and seal of the authorised representative of the applicant.
- 3.3 Copies of credentials/ documents are to be annexed with the quotation with self-attestation by the Applicant with official seal.
- 3.4 The EOI is liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

### **4. GENERAL**


- 4.1 The Consulate 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 Consulate on the basis of rates quoted by the agencies.
- 4.2 The empanelment will be for a period of **one (01) year** 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 at the discretion of Consulate General of India, Sittwe for a further period of another one (01) year with the same rates, terms and conditions subject to satisfactory performance by the empanelled agencies.
- 4.3 Invitation of EOI does not bind Consulate to engage the applicants or place order for hiring of services.
- 4.4 Consulate General of India, Sittwe reserves the right to accept or reject any or all the applications and/ or withdraw or cancel or suspend this notification without showing any reason.
- 4.5 In case of any dispute, the decisions of the Consul General, Consulate General of India, Sittwe shall be final.

### **5. PAYMENT TERMS & MODE OF PAYMENT**

- 5.1 Payment shall be made within 4 weeks from the date of the submission of invoice.
- 5.2 The payment will be made either through Bank Cheque or Cash for which bidders are requested to submit their Bank Details.

### **6. TERMINATION OF CONTRACT**

- 6.1 The Consulate will be at liberty to terminate the contract by giving one month's prior notice for unsatisfactory performance or even without showing any reason.

  
(Jay Krishna)  
Consul & Head of Chancery



**Technical Bid for Engagement of Travel/ Car Rental Agency for Hiring of Vehicles**

Sl. 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.	Whether the agency is providing transport services to reputed customers like Embassies, UN Offices, INGOs, Multinational Companies, etc. Give names of institutions where the agency is empanelled/ providing such services (please write <b>Yes</b> or <b>No</b> . If <b>yes</b> , <b>attach copy of Orders/ proof</b> )	
6.	Whether the agency is in a possession of minimum of three/ four vehicles which may be provided for services to the Consulate on rotational basis (please write <b>Yes</b> or <b>No</b> )	
7.	Whether the agency is prepared to provide the services on Sundays/ Holidays besides normal working days (please write <b>Yes</b> or <b>No</b> )	
8.	Whether the firm is ready to accept payment through Bank Cheque (Attach copy of Bank Details) (please write <b>Yes</b> or <b>No</b> )	

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 contract as service provider of Consulate General of India, Sittwe.

I/We further understand that in case of any information submitted by me/ us, found to be incorrect either before or even after the contract, Consulate General of India, Sittwe will have the right to summarily reject the application/ cancel the contract at anytime without assigning any reason whatsoever.

Date:

Place:

Signature of authorised signatory  
Name  
Seal



**Financial Bid for Engagement of Travel/ Car Rental Agency for Hiring of Vehicles**

Sl. No.	Type of vehicles proposed to be provided	Rates quoted for Monday to Friday, 10 hours a day for a month (in USD)	Rate quoted per extra hour usage (in USD)
1.			

Date:

Place:

Signature of authorised signatory  
Name  
Seal