



**Embassy of India,  
Paris**

No. MAR/PER/873/01/2024

May 14, 2024

**TENDER NOTICE**

Sealed Expression of Interest/bids are invited from companies to submit Tender for **hiring of car rental services for the official duties of the Consulate General of India, Marseille.**

2. The bidding companies/firms should have the following requirements:
  - i. Having a registration in France including Siret Number and VAT account in France.
  - ii. Office in Marseille or suburb of Marseille and other cities in France will be preferred.
  - iii. Having experience of undertaking work of similar nature in France for 3 years or more.
3. Documentary evidences of the above qualifications may be submitted along with sealed bids.
4. Enquiry, if any, may please be sent on the mail [pol.marseille@mea.gov.in](mailto:pol.marseille@mea.gov.in). Enquires shall be entertained only till June 04, 2024.
5. Interested parties may send their bids/quotations in sealed envelopes to the Second Secretary (Consul), Embassy of India, 15 Rue Alfred Dehodencq, 75116 Paris by June 04, 2024 (latest by 05:30 PM) superscribed **“Tender for hiring of car rental services for Consulate General of India, Marseille”**.
6. The bids received would be opened at 1100 hrs on June 05, 2024 by a Committee of Officers. Interested parties are welcome to send a representative for opening of the bids in the office of the Second Secretary (Consul), Embassy of India, in Paris.
7. The Embassy of India, Paris reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

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**TENDER NOTICE**

**TARIFF FOR THE BELOW MENTIONED ITEM**

**Quotation for car hiring rate for Consulate Official purposes:**

**Disposal of car rate per hour:** Vehicle Type: Berlin – Sedan – Van -Mercedes Class E 450 -SUV (Small-Medium-Large)

**Disposal of car rate half day (6 hrs):** Vehicle Type: Berlin – Sedan – Van -Mercedes Class E 450 -SUV (Small-Medium-Large)

**Disposal of car rate per day (12 hrs):** Vehicle Type: Berlin – Sedan – Van - Mercedes Class E 450 -SUV (Small-Medium-Large)

**Car Rate for Outside of Marseille (200 km):** Vehicle Type: Berlin – Sedan – Van - Mercedes Class E 450 -SUV (Small-Medium-Large)

- Rate for per day:
- Rate for extra kilometers/Extra hours:

**NOTE: Separate rates, if applicable, need to be quoted for the following:**

- Working days
- Overtime charges
- Weekends/Holidays

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सत्यमेव जयते

**Embassy of India,  
Paris**

**Subject: Invitation of Expression of Interest (EOI) for hiring car rental services for Consulate General of India, Marseille.**

Embassy of India, Paris invites offers for hiring of car rental services. Well established agencies having registration in France and having an experience of 03 years or more in the booking/hiring cars may send their offers in the sealed cover as per the terms and conditions mentioned in this document and Annexure 1 & 2 to this document.

**2. Scope of Work**

- i. Providing quotations for hiring of car rental services. The quotation may be sent for the net payable amount.
- ii. The ID Card and other personal details of driver as well as vehicle registration number should be conveyed to the Embassy.
- iii. The booking will be done on **credit basis**. The specialized agencies should be in a position to provide credit limit for a period of minimum one month.
- iv. The agency shall be available 24\*7 for hiring of transport.
- v. Cancellation charges, if any, shall be paid as per actual as charged by transportation.
- vi. The company should provide a dedicated English speaking contact person who will deal the requests of the Embassy.

**3. Terms & Conditions**

- i. Agency should be registered in France under companies act or relevant act for operating travel agency business (copy of registration to be enclosed) and have experience of at least 3

- years in relevant field (proof to be enclosed).
- ii. Bills for bookings shall have to be submitted on a regular basis and subject to the correctness of the bill(s) the payment will be generally made within a month's time of the receipt of the bills in the Embassy.
  - iii. Consulate reserves the right to avail/discontinue the services of one or more ~~special~~ agents at its discretion, without assigning any reason.
    - a) Name, Citizenship and contact details of the owner, partner, shareholder etc. of the Agency are to be provided to the Embassy.
    - b) The Consulate reserves the right to reject any or all the applications without assigning any reason thereof.
    - c) The specialized agency shall not assign the contract or any part thereof (sub-let) to any other Agency/party without the prior written consent/approval of Consulate.
  - iv. **Confidentiality:** The correspondence (details of passport, names of the officials, hiring of transport, etc.) between the Agency and the Consulate shall be kept confidential by the Agency, during and even after the Contract period.
  - v. **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
  - vi. **Blacklisting/debarring:** Consulate reserves the right to cancel the services offered and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit.
  - vii. **Rejection of Application:** The application is liable to be rejected if:
    - Not in prescribed forms and not containing all required details.
    - Not properly sealed and signed as per requirements.
    - Received after the expiry of due date and time.
  - viii. **Submission Details:** Interested parties may send their applications along with the profile and other details inside a

sealed envelope super-scribing '**Application of Car rental services for Consulate General of India, Marseille**' to:

Second Secretary (Consul),  
Embassy of India  
13-15, Rue Alfred Dehodencq  
Paris, France- 75016

- ix. The applications must reach this office by the evening of June 04, 2024. For any further queries, you may write to: [pol.marseille@mea.gov.in](mailto:pol.marseille@mea.gov.in)

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Cover Letter Proforma for submission of EOI by the prospective Agencies

(On Agency's Letter Head)

To

Second Secretary (Consul),  
Embassy of India  
13-15, Rue Alfred Dehodencq  
Paris, France- 75016

Subject: EOI for car rental services

Dear Sir,

Having examined the EOI document on the subject indicating scope of work and terms and conditions, I/We hereby submit our proposal together with all the necessary information and relevant documents for providing car rental services to the Consulate General of India, Marseille as a Specialize Agency for providing hiring of local transportation in France. The proposal is made by me/us on behalf of.....(Company/Firm/Association of individuals) in the capacity of ..... duly authorized to submit the proposal.

I/We understand that Consulate reserves the right to reject any proposal without assigning any reasons thereof.

I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief.

**AUTHORIZED SIGNATORY**

(Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Stamp / Seal of the Agency

Company details and other information sought in the EOI

1.	Name of the specialized agency/company	
2.	Registration number and year of registration	
3.	Full address of the company (Including email id & telephone/mobile number)	
4.	Years of expertise in the field of hiring of local transportation	
5.	Working Hours	
6.	Provision of Credit Facility for short period (After completion of journey, the payments will be made immediately)	
7.	Is it possible to provide transportation without VAT for diplomatic passport holders?	
8.	Acceptable mode of payment?	
9.	Please specify how much fee/commission towards providing services such as hiring of local transportation will be charged in addition to the actual costs?	
10.	Contact number for urgent assistance in hiring of local transportation after office hours?	
11.	Contact number for urgent assistance in hiring of local transportation on Weekends/Holidays?	
12.	Any other details that company like to mention?	

**AUTHORIZED SIGNATORY**

(Name and Designation)

Name of Firm:

Address:

E-mail Id:

Contact details:

Stamp / Seal of the Agency

**DATES TO REMEMBER**

<b><u>Events</u></b>	<b><u>Date</u></b>
<b>Notice Inviting Tender</b>	<b>14/ 05/ 2024</b>
<b>Starting date of Tender submission</b>	<b>15/ 05/ 2024</b>
<b>Last date of Tender Submission</b>	<b>04/ 06/ 2024</b>
<b>Opening of Bids</b>	<b>05/ 06/ 2024</b>