**No. JAK/ASEAN/666/1/2019**  
**India Mission to ASEAN**  
**Jakarta**

**Notice Inviting Tender dt. 16.1.2019**

<table>
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<th>1. Reference no.</th>
<th>JAK/ASEAN/666/1/2019</th>
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<td>2. Issuing Authority</td>
<td>Head of Chancery, Indian Mission to ASEAN (IMA), Jakarta</td>
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<td>3. Notice Inviting Tender</td>
<td>Provision of cars/vans to the IMA, Jakarta on need basis from time to time</td>
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| 4. Specifications | - Airport pick up / drop off charges  
                   - Rate of Charges within the city Jakarta (for minimum hours/kms; maximum hours/kms; extra hours/kms)  
                   - Cancellation Policy and fees – A flexible cancellation policy is expected.  
                   - Settlement of the bill – To be settled within 14 days after receipt of the invoice  
                   - The tariff should include charges towards driver (English speaking preferably), gasoline and toll. Charges towards parking on actual basis.  
                   - Tax element (VAT) to be indicated separately. |
| 5. Address for submission of quotation | The quotation should be sealed in the official envelop of the bidder, superscribed with ‘Provision of cars/vans to the IMA, Jakarta’ and send/delivered to:  
Head of Chancery, Indian Mission to ASEAN,  
Jalan Patra Kuningan XII No 3, RT.6/RW.4, Kuningan Tim.,  
Kota Jakarta Selatan, Daerah Khusus Ibukota, Jakarta 12950 |
| 6. Pre-qualifications | Bid is open only to well reputed, licensed and experienced service providers registered and domiciled in Jakarta. Relevant documents would be required for verification by the Mission. Following information to be included in the bid document:  
(i) Strength of the fleet of the bidder should not be less than 50 vehicles  
(ii) Bidder should have all category of cars/vans from lower to higher end  
(iii) Details of previous/present clients (including diplomatic missions) in Jakarta. Bidders with prominent organizations/diplomatic missions as their customers would be given preference.  
(iv) Bidder with adequate no. of English speaking chauffeurs will be given preference. Percentage of the English speaking chauffeurs of the full strength of the staff is required to be mentioned. |
| 7. Conditions | (i) The tender would be subject to approval of the competent authority.  
(ii) The Tender issuing authority reserves to right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract.  
(iii) The contract will be signed for a period of one year during which the rate of charges will remain unchanged. The contract may be renewed for another one year subject to the satisfactory performance of the service provider and acceptance of the revised rate of the charges, if any, by the Mission. |
| 8. Start / Last date of submission of quotation | 17 January 2018 (1000 hrs) / 31 January 2018 by 1700 hrs |
| 9. Additional Information | In case of clarifications, interested parties may contact Mr. Pawan Bakshi / Ms Zarina at phone number +62 21 5221430 or email ids: admin.asean@mea.gov.in / indianmission.asean.admn@gmail.com |

(Jitendra S Rawat)  
Head of Chancery  
Indian Mission to ASEAN, Jakarta