

NYCG/ADM/551/3/2019
Consulate General of India
New York

Date : May 01, 2019

Tender Notice

Consulate General of India, New York is in the process of expanding / renewing the empanelment of transport companies interested in providing services for use of its official purpose and the high level official delegations visiting New York, USA and therefore invites bids from such companies who may provide required vehicles as per following terms and conditions.

1) The bidding companies may provide rental charges for chauffeur driven car sedan/SUV/Van/premier sedan with AC/heating for the services as per details below in a tabulated format as given in Annexure - I:

a. Airport pick-up/drop off charges from/to the city include five boroughs (please indicate separate charges for JFK, LGA and EWR airports)

b. Hourly rates within the five boroughs and City of New York (clearly indicate the minimum charges, if any)

c. Trip charges/hourly charges (clearly indicating the waiting charges, if any) for Greater New York (long Island/Upstate New York) and New Jersey, Connecticut, Philadelphia, Rhode Island, Washington DC, Boston, Syracuse, Ohio, Pennsylvania. Ithaca. (**refer Annexure-I**)

d. Any other charges (toll, parking, gratuity etc., if any)

2) Other terms & conditions of the contract would be:

a. Vehicles, for which the charges are quoted, should be in good condition with functional AC and heating system.

b. The Chauffeur should have a valid driving license, legal resident status, should be English speaking and should also have good knowledge of City routes and traffic rules. The Chauffeur must be polite and courteous to the passenger all the time. We expect very high courteous behavior from the Chauffeur.

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- c. The Vehicles should preferably be registered in the New York State.
- d. The rates indicated should be tax exempt. We would welcome diplomatic discounts and other facilities which the transport companies can offer.
- e. Bills for the transportation services provided would be settled within a reasonable time after submission of invoices along with log of utilization of the vehicle duly certified by the officer using the vehicle.
- f. Charges for any last minute cancellation due to unavoidable circumstances would not be paid.
- g. The transport company should be in a position to offer monitoring and back up services in case of any exigencies that may arise for what so ever reason.
- h. The rates quoted should be effective for one year from the date of publishing of the circular. The revision of rates will be considered after one year.

Interested parties may send their bids by filling all columns of **annexure-I** along-with company profile in a sealed envelope (with “**Bids for transport Services**” written on the cover) at the following address latest by **15th May 2019**:-

**Head of Chancery
Consulate General of India
3 East 64 Street,
New York NY 10065.**

Bids received after 1730 hrs on 15th May, 2019 will not be accepted.

Please note that Annexure-I must be filled in all respect in case you may not able to provide service to a particular state/area please mention “service not available”.
Incomplete Annexure-I will be rejected.

Annexure-I

Bids for transport Services for Consulate General of India, New York

Please specify type of vehicle you will provide under following class/categories:-

Name of the transporter:-				
Sedan				
SUV				
Premium Sedan				

(A) In New York (Excluding tolls/parking charges)

Name of the transporter:-				
Type of car	Price for airport pickup/drop off			Per hour rate for use within all four boroughs of city and nearby areas like jersey city, long island
	JFK	LGA	EWR	
Sedan				
SUV				
Premium Sedan				

- All pick up and drop off are from and to include all four boroughs of NYC (in case of extra charges same may please be mentioned specifically including waiting charges)
- Please specify minimum number of hours will be charged for hourly rates.
- Any other extra charges involve , like trip charges to be mentioned clearly (if any)

(B) Trip charges from New Your to surrounding states and return journey (if required) and for use of the car within these states and also indicate airport pick up/drop off:-

Name of states	Name of transporter:						
	Price for Airport pick up & drop off			Trip charges from NY	Per hour rate for use within the state		
	Sedan	SUV	Premium sedan		Sedan	SUV	Premium sedan
New Jersey							
Connecticut							
Boston							
Washington DC							
Philadelphia							
Rhode Island							
Syracuse							
Ohio							
Pennsylvania							
Ithaca							

- Please specify minimum number of hours.
- Any other extra charges involve, like trip charges to be mentioned clearly (if any)
- You may add extra page with service conditions and charges if required.
- In case you have any query may write e-mail to vcprotocol.newyork@mea.gov.in