



**EMBASSY OF INDIA
ABU DHABI**

TENDER NOTICE NO. ABU/ADMN/873/01/2026 DATED 20.08.2026

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
TRANSPORT / CAR RENTAL / LIMOUSINE COMPANIES FOR HIRING OF
CHAUFFEUR DRIVEN VEHICLES**

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SECTION-1

TENDER NOTICE NO. ABU/ADMN/873/01/2026

DATED: 20 AUGUST 2026

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
TRANSPORT / CAR RENTAL / LIMOUSINE COMPANIES BY EMBASSY OF INDIA, ABU
DHABI**

Embassy of India, Abu Dhabi invites Expressions of Interest for empanelment under two bid system from established and professionally qualified transport /car rental / Limousine companies in United Arab Emirates for providing various types of chauffeur driven vehicles on need basis, as per details given in the tender documents.

2. The tender document can be downloaded from the website <https://www.indembassyuae.gov.in>, <https://www.eprocure.gov.in>, and <https://www.mea.gov.in> from 20/08/2026 onwards. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted in the website of the Embassy of India, Abu Dhabi, as given above.

3. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender document shall be entertained.

4. The interested firms/transport agencies should submit the bids in two separate sealed covers, superscribed as "Envelope A - Technical Bid" and "Envelope B - Financial Bid". Both sealed covers should be put in a separate single envelope superscribed as "Tender No. Abu/Admn/873/01/2026 for Empanelment of Transport/Car Rental /Limousine companies By Embassy of India, Abu Dhabi" and addressed to "The Head of Chancery, Embassy of India, Plot No. 10, Sector-W/59-02, Diplomatic Area, Near Pepsicola, Off the Sheikh Rashid bin Saeed Street, Abu Dhabi, United Arab Emirates". The envelope should then be dropped at the Reception of the Embassy of India, Abu Dhabi at the address given above. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose (25.09.2026 till 17:00 hrs). However, the Embassy reserves the right to extend the date/time for submission of bids, before opening of the Technical Bids.

5. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of tender documents, the bids not meeting the minimum eligibility criteria, Technical Bids and Financial Bids not submitted as per prescribed proforma, or any other requirements stipulated in the tender documents are liable to be rejected.

6. The Technical Bids will be opened on 28.09.2026 at 15:00 hrs by a Committee authorized by the Competent Authority of the Embassy. The financial bids of only those bidders, whose Technical Bids are found responsive as per minimum eligibility criteria prescribed in the tender document, shall be opened by the Committee authorized for the purpose. For any queries, please write to hoc.abudhabi@mea.gov.in and admn.abudhabi@mea.gov.in.

7. The Embassy reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the Mission shall be final and binding.

8. Important Dates:

Date of publishing	20.08.2026
Bid Document Download Start Date	20.08.2026
Clarification Start Date	20.08.2026
Clarification End Date	18.09.2026
Bid Submission Start Date (offline by sealed envelopes)	20.08.2026
Bid Submission End Date	25.09.2026 (17:00 hrs)
Date of Opening of Technical Bid	28.09.2026 (15:00 hrs)
Date of Opening of Financial Bid (of only those Bidders who qualify at Technical Bid stage)	Date to be intimated later

9. This notice inviting Expression of Interest is not a contract, offer or an agreement by Embassy of India, Abu Dhabi.

Sd/-
Head of Chancery
Embassy of India, Abu Dhabi
Tel: +97124492700
E-mail: hoc.abudhabi@mea.gov.in

SECTION-2

LETTER OF BID

(On Bidder's letterhead)

Dated: ____ ____ 2026

To,

The Head of Chancery,
Embassy of India,
Plot No. 10, Sector-W/59-02,
Diplomatic Area, Near Pepsicola,
Off the Sheikh Rashid bin Saeed Street,
Abu Dhabi, United Arab Emirates

Ref: Invitation for Tender No. Abu/Admn/873/01/2026 dated 20.08.2026.

I/We _____ Partner(s)/Legal
Attorney/Proprietor(s)/Accredited representative(s) of M/s _____ solemnly
declare that:

I/we am/are submitting tender documents for _____ (Company's name) against
Tender Notice No. Abu/Admn/873/01/2026 dated 20.08.2026.

I/we or our partners do not have any relative working in the Embassy of India, Abu Dhabi or
the Ministry of External Affairs (MEA), New Delhi.

All information furnished by me/us in respect of fulfilment of eligibility criteria and
information given in this tender is complete, correct and true. All documents/credentials
submitted along with this tender are genuine, authentic, true and valid.

My/our bid shall be valid for a period of 180 days from the last date fixed for the bid
submission in accordance with the Bidding documents and shall remain binding upon
me/us and may be accepted at any time before the expiry of the period.

The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".

If any information or document submitted is found to be false/incorrect, Embassy of India, Abu Dhabi may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.

I/we also declare that the Government of India, Government of the United Arab Emirates or any other Government body has not issued any show cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

I/we have examined Tender conditions. I/we offer to supply chauffeur driven vehicles to the Embassy of India, Abu Dhabi, as and when requirement of such services is received by us, in conformity with this Tender.

I/we also accept all terms and conditions of this bidding document and undertake to abide by them; including the condition that Embassy of India, Abu Dhabi is not bound to accept highest ranked bid/lowest bid or any other bid that the Mission may receive.

If this offer is accepted, I/we am/are ready to sign the contract for a period of one year with same terms and conditions as stipulated in the Tender Document.

Yours sincerely,

Signature of Authorised Signatory

Seal of Company

Name: _____

Place: _____

Date: _____

Note: Authorised representative shall attach a copy of Authorisation for signing on behalf of Bidding company.

SECTION-3

3. INTRODUCTION & SCOPE OF WORK

- 3.1 **Introduction:** Offline Bids in sealed envelopes are invited from experienced and reputed transport/car rental/Limousine companies as per eligibility criteria given, for providing various types of chauffeur driven vehicles to Embassy of India, Abu Dhabi on need basis.

Scope of Work:

- 3.2 Providing various types of vehicles like economy sedan, premium sedan car viz. Mercedes S-Class/BMW 7 series etc., 7-seater SUV/Van, Baggage Van, 13/15-seater Van/Coach, 30-seater Bus, 50-seater Bus etc. to the Embassy on need basis.
- 3.3 From time to time, the Embassy requires vehicles for use of delegations from India. These delegations are sometimes large and during VVIP visits/transits the requirement goes up to 50-60 vehicles per day. The agency should be able to provide these many vehicles when required.
- 3.4 **The Embassy shall empanel more than one agency. Lowest rate quoted by any agency for a particular category of vehicle (viz. economy Sedan, premium sedan, 7-seater SUV/Van, Baggage Van, 13/15-seater Van/Coach, 30-seater Bus, 50-seater Bus etc.) will be the L1 for that particular category of vehicle. Agencies which shall provide services at the lowest rate fixed by the Embassy on the basis of rates quoted by the agencies shall be empanelled.**
- 3.5 **Selection does not guarantee a minimum volume of business. The Embassy will distribute bookings among empanelled agencies based on rate competitiveness, vehicle availability, and performance history.**
- 3.6 The vehicle to be provided should be clean and in perfect running condition and mandatorily provided with license and comprehensive insurance etc. as per requirement and obligation of transport authorities in United Arab Emirates.
- 3.7 The drivers should possess valid driving licenses.
- 3.8 Only the driver who can communicate in English will be provided by the Transport Agencies.
- 3.9 Water bottles, napkin, umbrella etc. should always be available in the car.

- 3.10 In case of any accident, the agency shall be responsible to settle the case.
- 3.11 The travel agency shall nominate experienced staff/official(s) to liaise with Embassy on day-to-day basis. The name of the concerned person(s) and their contact number shall be provided to the Embassy.
- 3.12 Requirement of vehicles sometimes arises on short notice. The agency should be able to provide vehicles on short notices as and when necessitated. Similarly, at times, booking of vehicles requires to be cancelled at the eleventh hour due to unforeseen circumstances. Charges for any last-minute cancellation would not be paid.
- 3.13 The empanelment will be for an initial period of 01 (one) year from the date of communication confirming empanelment. There should not be any change in approved rates during the contract period. The period of empanelment may be extended at the discretion of Embassy of India, Abu Dhabi for a further period subject to satisfactory performance by the empanelled agency.
- 3.14 Invitation of EOI does not bind Embassy to empanel the agencies or place order for hiring of services.
- 3.15 Embassy of India, Abu Dhabi also reserves the right to accept or reject any or all the bids and/or withdraw or cancel or suspend this notification without providing any reason.

SECTION-4

4 Minimum Eligibility Criteria

- 4.1 **Legally Valid Entity**: The Bidder/Bidding Firm shall necessarily be a legally valid entity and should be registered with appropriate authorities of Government of the United Arab Emirates for the said purpose. **The proof for supporting the legal validity of the Bidder/Bidding Firm (Incorporation Certificate, Trade Licence etc.) shall be attached with the bid.**
- 4.2 **VAT Registration**: The Bidder/Bidding Firm must have VAT registration with the concerned authority. **The proof in support of VAT registration shall be attached with the bid documents.**
- 4.3 **Experience**: The agency should have an experience of at least three (three) years for providing car rental services to reputed customers like Embassies, UN and other International Organisations, Government departments and other reputed agencies/companies in United Arab Emirates. **Client list and proof of documents in support of possession of requisite experience by the agency to be attached.**
- 4.4 **Company profile/information regarding key personnel**: The bidding company shall also include in its bid, as per proforma at **Section-12** of this document, **details about the company and its key personnel along with the copies of their Passports, Emirates ID.**
- 4.5 **Fleet Size**: The Bidding company should have at least 25 vehicles of different types (including sedan, SUV, van etc.) in its fleet. **Proof of ownership, Company Vehicle List (Muroor List), Commercial Vehicle Permits, Vehicle Insurance Certificates to be attached.**
- 4.6 **The agency should not be blacklisted by any Governmental institution in United Arab Emirates or elsewhere.**
- 4.7 **Agency must have at least one physical office in Abu Dhabi.**
- 4.8 **Driving Licence of Drivers**: The drivers should possess valid Driving Licence. **Copies of Driving Licence to be attached.**

- 4.9 **Notwithstanding the fulfilment of other minimum eligibility criteria, the qualification of the bidding company at Technical Bid stage will depend on security vetting of the company by the Embassy of India.**
- 4.10 The car rental agency should be connected by e-mail and telephone facilities for 24x7 customer service.
- 4.11 **Credit Facility:** The agency should extend credit facilities for minimum 30 days from the date of submission of acceptable/correct bills.

SECTION-5

5. SERVICE PROVIDER OBLIGATIONS: -

- 5.1 The Service provider shall agree to provide quality services as per the terms and conditions of the agreement.
- 5.2 The Service provider shall ensure that assigned vehicle and driver report as per schedule provided by the Embassy of India. In an event of delay in arrival beyond 15 minutes, the Embassy of India shall have right to hire other vehicles (which may or may not be of similar hired vehicle.) The fare charges shall be charged to the Service provider.
- 5.3 The Service provider to ensure that all maintenance works related to the assigned vehicle shall be carried out during off duty hours.
- 5.4 The Service provider to ensure that vehicles deployed shall arrive at the designated location on time with full tank of fuel.
- 5.5 In the event of any breakdown and repairs of vehicles during service hours, the service provider at his own cost shall make an alternate arrangement by providing a similar or higher class of vehicle(s) for which the agreement is entered into.
- 5.6 The Service provider shall not be allowed to sub-let the Contract.
- 5.7 **Police verification of deployed staff shall be ensured by the service provider.**
- 5.8 All attempts shall be made to provide quality services.

DRIVER/ STAFF DEPLOYED: -

- 5.9 The Service provider shall be responsible for the acts and deeds of drivers of the vehicle including following:
 - a) The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, the Embassy shall have full rights to terminate the contract with immediate effect.
 - b) The driver / staff of the vehicles deployed for duties for the Embassy of India maintains polite & courteous behaviour.

- c) Driver must be provided a working mobile phone with map application and contact number be provided to the Embassy of India. The driver should be proficient in using mobile applications.
- d) The driver shall always be reachable during duty hours.
- e) Only drivers that possess a valid driving license shall be deployed by the Service provider.
- f) The driver should be properly dressed in neat and clean formal attire.
- g) Any complaints from the staff/ users of the Embassy of India with respect to their behaviour / attire will be viewed seriously and it will be brought to the notice of the Service provider, who shall take suitable action.

STATUTORY RULES COMPLIANCE: -

- 5.10 The Service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the Embassy of India's requirement. Service Provider shall be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and during deployment of vehicle.
- 5.11 The Service provider shall be solely responsible for any claims by any third party and/ or employees/delegates of the Embassy of India traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- 5.12 The Embassy of India will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of vehicle or by the Service provider. The driver as well as Service provider will comply with the contract and as may be enforced from time to time for which Embassy of India would not be held liable/ responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/ Acts/ Rules including those under Road Transport Act/ Rules shall rest with the service provider only and the Embassy of India will not be liable in any manner.
- 5.13 The Service providers shall be personally responsible for any theft, misconduct and / or disobedience on the part of drivers so provided by them.

- 5.14 During the service period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.
- 5.15 The vehicle deployed for duty for the Embassy of India shall at no point of time carry any person other than personnel authorized by the Embassy of India. The service provider must ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

TAXES DURING JOURNEY: -

- 5.16 The rates quoted by the Agencies shall be comprehensive and inclusive of chauffeur, fuel, Toll tax, Parking Charges, and other statutory levies, if any, paid during the journey. Toll tax, parking charges, Salik charges, any other charges etc. shall be paid by the Service Provider/Agency, and not by the Embassy of India, Abu Dhabi.

SECTION-6

6 Validity of Contract & Payment Terms

- 6.1 **Validity of Contract:** The empanelment will be for an initial period of 01 (one) year from the date of communication confirming empanelment. There should not be any change of approved rates during the contract period. The period of empanelment may be extended at the discretion of Embassy of India, Abu Dhabi for further period(s) subject to satisfactory performance by the empanelled agency and mutually agreed terms and conditions.
- 6.2 In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Embassy of India shall have the right at any time to terminate the contract with 30 days' notice. The Embassy shall also have the right to initiate administrative actions for blacklisting etc. solely at the discretion of the competent authority in the Mission.

Payment Terms

- 6.3 The payment shall be made within 30 days of receipt of acceptable/correct original invoices as per agreed rates by the company. The invoices shall be accompanied by duty slips/log sheets duly signed by the user of the vehicle (delegation member/Embassy official, as the case may be).
- 6.4 Mode of payment shall be electronic transfer to a bank account in the local currency i.e. UAE Dirhams, provided by the bidder for the purpose at the time of award of contract/empanelment.
- 6.5 The payment will be made only after completion of the service.
- 6.6 No payment shall be made in advance.

SECTION-7

7 Force Majeure, Penalty & Termination of Contract

- 7.1 **Force Majeure:** For the purpose of this Empanelment Agreement, "Force Majeure" means an exceptional event or circumstance that is beyond the reasonable control of either the Embassy of India, Abu Dhabi or the empanelled Agency. It must be an event that was completely unforeseeable at the time of empanelment, unavoidable or irresistible in its execution, and not attributable to the fault, negligence, or financial insolvency of either party.
- 7.2 Such events include, but are not restricted to:
- Acts of God: Floods, earthquakes, hurricanes, severe sandstorms, or other extreme weather events making road transport completely unsafe or prohibited by local UAE authorities.
 - Sovereign & Political Acts: War (declared or undeclared), invasions, revolution, insurrection, terrorism, riots, civil commotion, or acts of the Government of India or the UAE Government in their sovereign capacities.
 - Public Safety & Health: Epidemics, pandemics, or formal quarantine restrictions resulting in government-mandated lockdowns or mobility restrictions within Abu Dhabi or across Emirates.
- 7.3 Explicit Exclusions: Force Majeure shall not include the following occurrences:
- Standard mechanical breakdowns, vehicle wear-and-tear, or lack of spare parts.
 - Driver shortages, industrial strikes, or labour disputes isolated *only* to the Agency's internal workforce.
 - Changes in market traffic conditions, standard road closures, or routine traffic fines.
 - Insufficiency of funds, financial hardships, or economic downturns affecting the profitability of the Agency.
- 7.4 Relaxation of Penalties and Obligations: Neither party shall be considered in breach or default of its obligations under this empanelment if performance is prevented by a Force Majeure event. The Embassy may consider relaxing service level penalties, liquidated damages, or vehicle deployment timelines if the failure to perform is directly caused by a verified Force Majeure event.

- 7.5 If a Force Majeure situation arises, the service provider shall promptly notify the Embassy in writing of such conditions and the cause thereof. Unless otherwise directed by the Embassy in writing the service provider shall continue to perform its obligations under the agreement as far as is reasonably practical and shall seek all reasonable alternative means not prevented by the Force Majeure event.

Penalties:

- 7.6 Failure to perform obligations as per terms and conditions of the tender would attract a penalty of **AED 500** per instance, plus reimbursement of alternative arrangements made by the Embassy.
- 7.7 The amount of penalty would be recovered by way of adjustment in the pending bills/future bills of the service provider, at the discretion of Embassy of India.
- 7.8 The decision of Embassy of India, Abu Dhabi with regard to levy of penalty would be final and binding.

Termination of Contract

- 7.9 The Embassy reserves the right to terminate the contract or remove any agency from the empanelment list with **30 days' written notice** on account of unsatisfactory services, misconduct of drivers, or breach of terms of the tender document.

SECTION-8

8 MISCELLANEOUS IMPORTANT CONDITIONS: -

- 8.1 The bidder should have a local office in Abu Dhabi and should have an arrangement for establishing contact and round-the-clock service. An alternative contact number must be provided.**
- 8.2 The vehicle shall be provided on any day including Saturday, Sunday and Public Holidays 24*7 as and when required by the Embassy of India.
- 8.3 The vehicle shall not be very old and shall be kept neat and clean and in perfect running condition with a shining body with good upholstery by the service provider.
- 8.4 In case the vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Embassy of India shall have the right to hire a vehicle from the market and the additional cost incurred by the Embassy will be borne by the Service Provider.
- 8.5 The rates quoted shall be in UAE Dirhams (AED) and shall be inclusive of VAT.
- 8.6 The vehicle should be registered with the concerned Road Transport authorities. The vehicles should have necessary registration/ license as required under the Road Transport Act or any other acts.
- 8.7 The driver provided should strictly comply with the laws in force and they should be adequately experienced, and maintain decency, politeness, neat dress, and good habits. The driver's attitude and behaviour should be humble in nature and well-disciplined in following the instructions of the Embassy of India officers. The rude behaviour of the driver shall not be tolerated at all and if found any such incidence, an alternative arrangement should be made as the top priority.
- 8.8 The Agency should have an adequate number of telephones or contact numbers round the clock.
- 8.9 The quoted rates shall remain firm throughout the tenure of the contract. No revision is permissible for any reason.**

- 8.10 The Embassy of India, Abu Dhabi reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of hired vehicles by this office, and to reject any or all tenders without assigning any reason thereof.
- 8.11 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 8.12 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 8.13 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 8.14 At any time prior to the deadline for submission of bids, Mission may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the bid document.
- 8.15 Any amendment in the bidding document, at any time prior to the deadline for submission of bids, shall be uploaded as 'Corrigendum' or 'Addendum' on the website: <https://www.indembassyuae.gov.in> of Embassy of India, Abu Dhabi. Such amendments/modification shall be binding on all the prospective bidders.
- 8.16 The Embassy at its discretion may extend the deadline for submission of bids, if the bid document undergoes changes during the bidding period, in order to give prospective bidder time to take into consideration the amendments while preparing their bids.
- 8.17 The Embassy reserves the right to amend, withdraw or reject any of the terms and conditions contained in the tender document or reject any or all the tenders in whole or in part without giving any notice or assigning any reason. The decision of the Embassy in this regard shall be final and binding.
- 8.18 In case of any complaint, either as regards the nature of service or as regards the behaviour of the staff of the service provider on duty or otherwise, the agency would be intimated and would be required to take corrective measures promptly.

- 8.19 **Conflict of Interest:** Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity in serving the best interest of the Embassy, or that may reasonably be perceived as having this effect. Failure to disclose said situation may lead to disqualification of the bidder or the termination of contract.
- 8.20 Each bidder will submit only one proposal. If a bidder submits or participates in more than one proposal, all such proposal shall be disqualified.
- 8.21 This tender is non-transferable. Incomplete and conditional tenders will be summarily rejected.
- 8.22 No bidder will be allowed to withdraw after submission of bids/opening of the tender.
- 8.23 **Integrity:** The bidder must observe highest standards of ethics during the selection process and later during the execution of the work. Mission may reject a proposal at any stage if it is found that the entity selected has indulged in corrupt or fraudulent activities in competing for or in executing the assigned work in question and may also declare the entity ineligible or blacklist it either indefinitely or for a stated period of time.
- 8.24 **Dispute Settlement:** In case of any dispute of any kind and in any respect whatsoever, the decision of the Embassy of India, Abu Dhabi, shall be final and binding.

SECTION-9

VALIDITY OF BIDS

9.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

9.2 In case, the Embassy calls the Bidder for negotiation, then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the Bidder.

9.3 The Embassy may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

PREPARATION OF BIDS

9.4 **Language:** Bids and all accompanying documents shall be in English only.

9.5 **Technical Bid:** Technical Bid should be prepared as per Proforma provided in Section-10 as per the instructions given in the Tender Documents along with all required information, documents in support of minimum eligibility criteria. All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “**Envelope A - Technical Bid**”. Documents comprising the Bid:

- a. Letter of Bid on Company's letterhead (as per **Section-2**).
- b. Power of Attorney/Authorisation by the company for signing the bid documents.
- c. All attested supporting documents in proof of having fully adhered to the minimum eligibility criteria as referred in **Section-4** above.
- d. Duly filled, signed and stamped Technical Bid Proforma as per **Section-10**.
- e. Contact Details Form (as per **Section-12**) duly filled, signed and stamped.
- f. Draft Agreement to be signed with the Company as per **Section-14**.

9.6 **Financial Bid:** Bidder shall prepare the Financial Bid in the Proforma as provided in **Section-11** of the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as “**Envelope B - Financial Bid**”.

SUBMISSION OF BIDS

- 9.7 The Bidders have to submit the tenders in two bid system – i) Technical Bid and ii) Financial Bid, in the prescribed proforma. Tenders are to be submitted to the Head of Chancery, Embassy of India, Plot No. 10, Sector-W/59-02, Diplomatic Area, near Pepsicola, Off the Sheikh Rashid bin Saeed Street, Abu Dhabi, United Arab Emirates. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender documents.
- 9.8 The tender shall be submitted in sealed envelopes described below:

Envelope A – Technical Bid

Envelope B – Financial Bid

Both the above sealed envelopes then should be put in a separate single envelope superscribed as “Tender No. Abu/Admn/873/01/2026 for Empanelment Of Transport / Car Rental / Limousine Companies by Embassy Of India, Abu Dhabi” and addressed to “The Head of Chancery, Embassy of India, Plot No. 10, Sector-W/59-02, Diplomatic Area, Near Pepsicola, Off the Sheikh Rashid bin Saeed Street, Abu Dhabi, United Arab Emirates”. The envelope should then be dropped at the Reception of the Embassy of India, Abu Dhabi at the address given above.

- 9.9 No bid shall be accepted after the specified date and time. However, the Embassy reserves the right to extend the date/time for submission of bids, before opening of the Technical Bids.

BID OPENING PROCEDURE

- 9.10 The Technical Bids (Envelope A) shall be opened at the Embassy of India, Abu Dhabi on 28.09.2026 at 15:00 hrs in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy. The Financial Bids (Envelope B) of only those bidders, who qualify at Technical Bid stage, will be opened on subsequent date, which will be intimated to the shortlisted bidders, by e-mail.

- 9.11 Bids shall be declared as valid or invalid based on the preliminary scrutiny i.e. verification of documents submitted by the bidders by the Tender Evaluation Committee. The Financial bids will be opened on result of such scrutiny. However, in case anything found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 9.12 The date fixed for opening of bids, if subsequently declared as holiday by the UAE Government/Embassy, the revised date will be notified. However, in absence of such notification, the bids will be opened on the next working date, the time remaining unaltered.
- 9.13 A letter of authorisation shall be submitted by the Bidder's representative for opening of the Bids.
- 9.14 Absence of bidder or their representative shall not impair the legality of the bid opening procedure.

CLARIFICATION ON TECHNICAL BID EVALUATION

- 9.15 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Embassy may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Embassy shall not be considered. The Embassy's request for clarification and the Bidder's response shall be in writing.
- 9.16 If a bidder does not provide clarifications of its bid by the date and time set in the Embassy's request for clarification, its bid may be rejected.
- 9.17 The Embassy reserves the right to seek confirmation/clarification from the issuer agency/departments on the supporting documents submitted by the Bidder as per Section-4.
- 9.18 **Notwithstanding the fulfilment of other minimum eligibility criteria mentioned in the tender document, the qualification of the bidder/bidding company at Technical Bid stage will depend on security vetting of the bidder/bidding firm by the Embassy.**

SECTION-10

TECHNICAL BID PROFORMA (on company's letterhead)

(To be submitted in a separate sealed cover superscribed as "Envelope A – Technical Bid")

BID No. Abu/Admn/873/01/2026

Date:.....

To,

The Head of Chancery
Embassy of India,
Plot No. 10, Sector-W/59-02,
Diplomatic Area, Near Pepsicola,
Off the Sheikh Rashid bid Saeed Street, Abu Dhabi,
United Arab Emirates

**Subject: Technical Bid for Empanelment of Transport / Car Rental / Limousine
Companies by Embassy of India, Abu Dhabi**

Sl. No.	Particulars	Details to be filled by the Agency
1	Name of the Firm/Agency	
2	Registered office/business address of the agency (please attach a copy of your company registration/permission from Govt. to carry out business). Attach copies of Trade Licence, Incorporation Certificate and Address Proof.	
3	Name(s) and Nationalities of Owner(s)/Director(s)/Partner(s). Attach copies of their Passports and Emirates IDs.	
4	Tax Registration Number (TRN). Attach copy of Tax returns for the last three years.	
5	Name of Contact Person(s), Address with telephone, FAX numbers, Email	
6	Whether the agency is providing transport services with English speaking chauffeurs to reputed customers like Embassies, UN Offices, Multinational Companies/Govt. departments etc. if yes, give names of institutions where the agency is empanelled/providing such services. (If yes, attach copy of orders/proof/contracts)	

7	Whether chauffeurs possess valid driving licences. Attach proof. Also attach copies of Integrated Transport Center (ITC) permits of the chauffeurs, if obtained.	
8	Confirm whether Vehicles are owned by the Agency. In case of No, details of the mode of arrangement	
9	Number of vehicles owned by the Agency? Please provide company vehicle list (Muroor list), Commercial Vehicle Permits, Vehicle Insurance Certificates.	
10	Agency's annual turnover for the last three years (attach proof)	
11	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also.	
12	Please indicate whether the agency is prepared to offer 30 days credit facility	

Note: The financial bid of the bidders not qualified at the technical stage will not be opened and would be handed over unopened.

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 constitute attorney. I/We hereby understand that the submission of application does not guarantee for empanelment as service provider of Embassy of India, Abu Dhabi.

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

Date:

Place:

Signature of authorized signatory

Name

Designation

Company Seal

Note: The following documents must be submitted with the Technical Bid:

- a. Letter of Bid on Company's letterhead (as per **Section-2**).

- b. Power of Attorney/Authorisation by the company for signing the bid documents.
- c. All attested supporting documents in proof of having fully adhered to the minimum eligibility criteria as referred in **Section-4** above.
- d. Contact Details Form (as per **Section-12**) duly filled, signed and stamped.
- e. Draft Agreement to be signed with the Company as per **Section-14**.

SECTION-11

FINANCIAL BID PROFORMA (on company's letterhead)

(To be submitted in a separate sealed cover superscribed as "Envelope B – Financial Bid")

BID No. Abu/Admn/873/01/2026

Date:.....

To,

The Head of Chancery
Embassy of India,
Plot No. 10, Sector-W/59-02,
Diplomatic Area, Near Pepsicola,
Off the Sheikh Rashid bid Saeed Street, Abu Dhabi,
United Arab Emirates

Subject: Financial Bid for Empanelment of Transport/Car Rental/Limousine Companies by Embassy of India, Abu Dhabi

Name of Company:_____

Sl. No.	Type of Vehicle	Hourly rate with minimum hours to hire	Rates for half day (5 Hrs)	Rates for full day (10 Hrs)	Airport Pick up	Airport Drop off	Rate for Additional hours	No. of normal check-in baggage that can be accommodated
Abu Dhabi								
1	Economy Sedan (Brand and Model to be specified)							
2	Premium Sedan Mercedes S-Class/ BMW 7 series or equivalent cars of other brands (Brand and Model to be specified)							

3	7 Seater (excluding driver's seat) SUV/Van (Brand and Model to be specified)							
4	13/15 Seater Van/Coach (Brand and Model to be specified)							
5	30 Seater bus							
6	50 Seater bus							
7	Baggage Van							

Rates for all above types of vehicles to be quoted separately for:

Dubai / Northern Emirates / Al Ain / Ruwais / Madinat Zayed (Beda Zayed)

Note:

1. Price should be quoted in UAE Dirhams (AED) only and should be inclusive of VAT and all other applicable charges viz. fuel, driver, toll, parking etc.
2. Price quoted shall be considered firm and no price escalation will be permitted during the period of the contract i.e. for a minimum period of one year from the date of empanelment.

Date:

Place:

Signature of authorized signatory

Name

Designation

Company Seal

SECTION-12
CONTACT DETAILS FORM

Name of the Bidding Firm	
Name of Partner(s) & Nationality (attach copies of Passports and Emirates ID)	
Name of the Authorized Signatory, Nationality (Attach Passport copy)	
E-mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration Number	
Tax Registration Number (TRN)	
Registered Office & Address	
Branch offices (with address and Contact details), if any	
Average Annual turnover in the <i>last three</i> financial years	
Total Staff Strength with Nationality of Employees	
Nationality of drivers working in Company and to be deputed for work (Please attach Passport and Emirates ID copies)	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY
(With ID proof/supporting documents)

- 1.
- 2.
- 3.
- 4.
- 5.

Bidder information

(More detailed information on the following aspect may be given in typed form)

Business background

How many years has your firm been in business? How many years under its present business name?

Attach a current organizational chart and include the total number of employees in your firm.

Claims and Suits (Explain any "Yes" answers)

Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy?

Has your firm ever failed to complete work awarded to it?

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?

Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?

Financial Information

Please provide copies of your firm's audited financial statements (income statement, balance sheet, cash flow statements) for the last 3 years.

How long has your company been providing the services outlined in this Tender?

Please list your top five (5) customers and indicate what percent of your business they represent.

Who are your bankers?

SECTION-13

LETTER OF AWARD

No.

Date:

To:

[Name and Address of Agency]

Reference: *Tender Notice No. Abu/Admn/873/01/2026 dated 20.08.2026.*

Subject: **Offer of Empanelment with Embassy of India for providing hired vehicles.**

Sir/Madam,

This is to notify you that your Tender dated *[insert date]* for empanelment with the Embassy of India, Abu Dhabi for providing rented vehicles as per requirement has been accepted.

2. As per terms and conditions of the Tender Document under reference, the lowest quoted rates for different types of vehicles are annexed to this letter of award for empanelment.

3. You are requested to convey your acceptance and willingness to provide vehicles as per the lowest quoted rates approved by the Embassy.

4. In case of acceptance of the offer of empanelment, you are also requested to proceed with the execution of the works on the basis that this Letter of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days.

5. We attach the Contract Agreement for your perusal and signature.

Sd/-
Head of Chancery
Embassy of India,
Plot No. 10, Sector-W/59-02,
Diplomatic Area, Near Pepsicola,
Off the Sheikh Rashid bin Saeed Street,
Abu Dhabi, United Arab Emirates

SECTION-14

AGREEMENT

THIS AGREEMENT made the *[day]* day of *[month]* *[year]* between the Embassy of India, Abu Dhabi (hereinafter called “the Embassy”) of the one part and *[name and address of transport/car rental/Limousine company]* (hereinafter called “the Agency”) of the other part:

WHEREAS the Embassy invited Tenders for empanelment of transport/car rental/Limousine companies and has accepted a Tender by the Agency to provide vehicles as and when required in accordance with the terms and conditions of the Tender and as per approved rates attached with this Agreement.

AND WHEREAS the terms and conditions of this Agreement have been fully negotiated between the Embassy and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing hired vehicles to the Embassy as required, failing which the Agreement is liable to be terminated with thirty (30) days’ notice, without assigning any reasons by the Embassy.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The documents forming the Agreement shall be interpreted in the following order of priority:
 - a) the signed Contract Agreement between the Embassy and the Agency;
 - b) the Letter of Award by the Embassy along with approved rates for hiring of vehicles;
 - c) the Letter of Acceptance by the Agency;
 - d) the completed Bids submitted by the Agency; and
 - e) the Tender Document No. Abu/Admn/873/01/2026 dated __.07.2026;
 - f) The Addenda/Corrigenda, if any, issued by the Embassy;
 - g) Any other documents forming part of this Contract Agreement till date.
2. The Agreement will be valid for a period of one (1) year and may be extended at the discretion of Embassy of India, Abu Dhabi for a further period subject to satisfactory performance by the empanelled agency and the same terms and conditions. Nothing in this agreement shall stop the Embassy from utilising the services of another agency offering same or lower prices.

3. The Embassy hereby covenants to pay the Agency within 30 days of receipt of undisputed/correct original invoice along with duty slips/log sheets duly signed by the user of the vehicle, after rendering of service.

4. Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

5. This Contract Agreement shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Agency

Signed on behalf of Embassy of India,
Abu Dhabi

(Authorized Signatory)

(Authorized Signatory)

Name

Name

Designation

Designation

Company Seal

Official Seal