

**High Commission of India
Suva**

(REQUEST FOR PROPOSAL)

Subject : Hiring of cars for use of the High Commission of India, Suva

Background : This RFP for engaging two SUV cars with drivers on hiring basis for use of the High Commission of India, Suva for around 50 days starting from 30.07.2023.


Scope of work : The SUV cars in good condition along with drivers must be available to carry four persons in each within Suva and nearby areas, when and where required between 08.00 am and 08.00 pm. The two cars would be required tentatively from 30/07/2023 to 16/09/2023. Fuel and other maintenance charges should be included in the quotation itself.

Eligibility criteria :

1. All cars must be in excellent running condition and with proper documentation. (The High Commission may check the cars condition before awarding the job.)
2. All chauffeurs must have valid driving licenses and should be in proper attire.
3. The chauffeurs must speak English and they must be well versed with local routes and traffic rules.
4. The quoted rates must be all inclusive summing up the charges for hiring of car with driver, fuel, maintenance, VAT, etc.
5. The company must be in a position to provide immediate replacement for the car or the driver in case the same is failed to meet the required standards or stops working during the course of hiring period.

Bid submission: The advertisement would be placed on the Central Public Procurement Portal (CPPP), Mission's website and social media pages. Interested companies are requested to submit their bids to the High Commission by **05:30 pm on 26.07.2023**. The quotations in sealed covers super-scribed as "**Bid for hiring of cars**" should be submitted in Administration Section (Tele – 00679 3301125,) at Level-5, LIC Building, Butt Street, Suva.

Evaluation & Selection : It is proposed to open quotations at **11:00 am on 27.07.2023**. The quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would rest with High Commission of India, Suva and we would owe no explanation to anyone about the selection process of the company for the job.


(Neerupma S. Kararha)
Head of Chancery

(Neerupma S. Kararha)
Head of Chancery
High Commission of India
Suva