



सत्यमेव जयते

**EMBASSY OF INDIA  
SEOUL**

**TENDER NOTICE**

The Embassy of India, Seoul invites sealed quotation from reputed Transport Agencies for hiring of vehicles as and when required. Bids may be submitted on or before **1600 hrs by 19 June 2023**.

2. For further enquiries, Please visit our website:  
**www.indembassyseoul.gov.in** or email to  
**admn.seoul@mea.gov.in** or **admn3.seoul@mea.gov.in**

**SEO/ADM/873/01/2021**  
**Embassy of India**  
**Seoul**

**TENDER NOTICE**

**Subject: INVITATION OF BIDS FOR hiring of vehicles**

The Embassy of India, Seoul invites sealed quotations from reputed Transport Agencies for hiring of vehicles for official use by this Embassy and to enter into a contract for no less than a period of one year as per scope of work given below:

2. The scope of work are as under:

(a) The agency will be responsible for providing vehicles for use within municipal limits of Seoul and other provinces of Republic of Korea as and when required by the Embassy during and beyond office hours including public holidays.

(b) The vehicle will be required for 'on purely temporary basis' as and when required by Embassy.

**(C) Price should be quoted clearly an all-inclusive basis in the following format:**

SI No	Vehicle Type	Seating Capacity	Normal rate (per day hiring) (KW)	Normal rate (half day hiring) (KW)	Overtime/Night duty/ Excess duty rate (per hour)- KW
1	Normal Sedan car	2			
2	Luxury Sedan car	2			
3	Van	5-7 seater			
4	Van	10-12 seater			
5	Bus	25-30 seater			
6	Bus	40-45 seater			
7	Truck (Luggage Van)	1.0 ton			
8	Truck (Luggage Van)	2.5 ton			

3. Price should include the cost of all services viz. Hiring of car/vehicle, driver, fuel, taxes, consumables etc. The Embassy of India would not be responsible for any dues other than the quoted amount.

4. The company will maintain a log-book for the hired vehicle and maintained all details of mileage covered, start and end of service time, signature of user etc. and submit a copy of log book along with invoice to settle payment.

**5. Eligibility Criteria:**

(a) The firm should possess all the necessary registration and certificates required under local regulations to carry business and providing such services. Necessary proof may be furnished.

(b) The firm should have minimum 3 years of work experience in the similar field and having experience serving Embassies in Seoul. Necessary proof may be submitted along with bid.

(c) All the vehicles should be duly registered and insured under local regulations for operation in ROK.

(d) All the drivers should possess valid driving license and be well versed to communicate in English language.

(e) The firm will be responsible to bear or settle entire cost of damage/repairs etc. in case of accident of vehicle.

(f) Vehicles should not be of old model and should be provided neat and clean.

6. While submitting bids, firms may also provide their company profile as well as the details of similar work done previously along with copy of necessary documents that confirming their eligibility.
7. The Embassy of India, Seoul reserves the right to reject all or any bid/s without assigning any reasons thereof.
8. Interested firms may send their quotation by hand or by courier in sealed envelopes **on or before 1600 hrs. by 19 June 2023**, clearly mentioning on envelop "**Quotation for hiring of transport services at Embassy of India, Seoul**" along with company details and it should be addressed to:

Mr. Swapnil D. Thorat  
Head of Chancery  
Embassy of India  
101, Dokseodang-ro, Yongsan-gu  
Seoul, Republic of Korea

9. The bids will be opened on **June 21, 2023 at 1600 hrs.** at Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea. Interested bidders or their authorized representative may attend opening of bids on above date.



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