

F. No.ACC/ADM/14/2016

High Commission of India
9 Ridge Road,
Accra, Ghana

Date :12 September 2023

**INVITATION OF BIDS FOR PROVIDING SERVICES FOR HIRING OF
VEHICLES.**

Tender No. ACC/ADM/14/2016 dated 12 September 2023 .

Last Date for submission of tender bids : 20 September 2023 (1600 hrs)

Section I : Invitation for Tenders

Section II : Terms & Conditions

Section III : Special Conditions of Contract

F. No. ACC/ADM/14/2016
High Commission of India
Accra.

Dated: 12 September 2023

Notice Inviting Tender

Sealed tenders are invited under 'Open Tendering System' i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Tour and Taxi operators based in Accra for hiring of the following vehicles for the High Commission of India, Accra during an official visit from 29.09.2023 to 06.10.2023:

- a) Land Cruiser/Prado**
- b) Sedan – Toyota Corolla, Camry/Hyundai Elantra or equivalent**
- c) Van -10/12 seater**
- d) Baggage Van per transfer**

2. Schedule:

- i. Designation and address of the authority inviting tender:
- ii. Last date and time of depositing of tender bids: 20.09.2023 (1600 hrs)
- iii. Last date & time for withdrawal of tender bids: 22.09.2023 (1600 hrs)
- iv. Time, date & place of opening of tenders bids: 26.09.2023 (1200 hrs)
Conference Room, High Commission of India, 9 South Ridge Road (near Jack & Jill school, Roman Ridge), Accra (Ghana).
- v. Minimum requirement for submitting the tender: Companies with a minimum experience of 3 years of working with Government/ Ministries/ Reputed firms
- vi. Type of vehicle required: Company owned.
- vii. Number of vehicles required: Depending upon requirement
- viii. Duration of contract- 29.09.2023 to 06.10.2023
- ix. EMD (Bid Security): GHC. 20,000/-

3. Tender documents can be downloaded from High Commission of India, Accra website under 'What's New' and 'Important Announcements'.

4. The interested and eligible Company may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) GHC 20,000/- (Ghana Cedis Twenty Thousand Only) in favour of **High Commission of India, Accra** and other requisite documents by 20.09.2023. The tenders shall not be entertained if received after this deadline under any circumstances

5. High Commission of India, Accra reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Accra in this regard shall be final.

Vikram Singh Thakur
Head of Chancery
High Commission of India
Accra, Ghana
Mobile No. +233 263 211 711

Dated: 12 September 2023.

Terms and conditions for the opening tender for hiring of Vehicles

The High Commission of India, Accra, invites sealed tenders from reputed tours and taxi operators from Accra for hiring of the following for official use during an official conference to be held in Accra 29.09.2023 to 06.10.2023.

- a) Land Cruiser/Prado**
- b) Sedan – Toyota Corolla, Camry/Hyundai Elantra or equivalent**
- c) Van -10/12 seater**
- d) Baggage Van per transfer**

The duration of the contract will be from 29.09.2023 to 06.10.2023. The terms and conditions of the contract will be as follows:

1. The Company should be a registered tour/taxi operator with minimum 3 years experience of working with Government/ Ministries/ reputed firms.
2. The vehicles should be registered in the company's name and should not be registered before the year 2016. The vehicle/bus should not have completed the mileage of more than 50,000 kms.
3. The Company should provide a driver to drive the vehicle who should have a valid driving license, should be familiar with various locations within Accra and should be permanent employee of the company/firm.
4. The driver should be paid the minimum wages, allowances as prescribed by the Govt. of Ghana.
5. The driver should be well dressed.
6. The vehicles should be kept in a clean and neat & tidy condition. The company will be required to provide an undertaking to provide an alternative vehicle at its own cost if the deployed vehicle faces any technical snag.
7. The Company/firm will be responsible for the damages caused by any accident/technical snag either to the commuters in the bus or the people on road due to the driver's fault and/ or technical defect in the vehicle. High Commission of India, Accra will not be responsible for any such damages caused by the driver's / company's negligence.
8. The VATs/insurance any other fee prescribed by local authorities within Accra such as parking fee etc. will have to be borne by the company/firm.
9. The Company has to ensure that all necessary documents [Registration Certificate, insurance papers, Pollution Under Control (PUC) etc.] are available with the driver. The driver should always carry a mobile phone to facilitate quick contact. The name and full address with mobile number of the driver, who will attend the duty, should be furnished as and when deployed.
10. The Company shall not employ any driver who has not completed twenty-five years of age and who does not have at least three years of driving experience. The driver should be

physically fit as per the requirements of the job. Any change in cars or drivers will be allowed only in exceptional circumstances and that too with prior information/approval.

11. The vehicle should be provided with duty slips. The vehicle engaged for duty must be certified by the representative, indicating clearly the kilometers reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper case.
12. Payment will be made on submission of pre-receipted bill(s) supported by duty slips/log books duly signed by the High Commission of India, Accra.
13. The vehicle provided to High Commission of India, Accra should be insured.
14. Operation and function of vehicle(s) and driver(s) shall be governed by Ghana's Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the contractor.
15. No employee of the High Commission of India, Accra who is involved in this tendering process shall have any fiduciary interest or connection with the Company or its owner directly or indirectly in any manner.
16. The tender must be accompanied with the following documents failing which the tender will be rejected:
 - a) Earnest money deposit of GHC 20,000/- in the form of Account Payee Demand Draft/Bankers Cheque in favour of High Commission of India, Accra which will be returned to the unsuccessful bidder after completion of tender process. The Company with qualifies as a successful bidder but refuses or fails to fulfill the terms of the contract shall forfeit the bid amount (Earnest Money Deposit) of GHC 20,000/-
 - b) Ghana Card no. allotted to the owner of the Certificate of Incorporation of Company and VAT number allotted to the Company should be clearly mentioned in the tender and copies should also be enclosed.
 - c) Copies of Ownership/Registration Certificate of the vehicle in the name of the bidder Company should be enclosed. The registration should be 2016 onwards.
17. The High Commission of India, Accra reserves the right to reject any or all the bids, without assigning any reason(s). High Commission of India, Accra also reserves the right to vary/alter/modify the terms and conditions in public interest.
18. Bidder shall furnish the documents as per Technical Bid Form at **Annexure-I**. Every page of the bid documents should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.
19. The Financial bid may be submitted in the prescribed format as given in the **Annexure-II** other wise the bids are liable to be rejected.
20. The Technical bid and the Financial bid shall be submitted in separate sealed cover.
21. For more information and details please log on to High Commission of India, Accra website <https://www.hciaccra.gov.in> under 'What's New' and 'Important Announcements'.

Vikram Singh Thakur
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Tender Ref:

Date:

TECHNICAL BID

To be filled in by the bidder (enclose copy of documents to support your statement)

1.	Name and Postal Address of the Company: Address:	Phone: Mobile: E-mail:
2.	Name and Postal Address of the Owner: Address:	Phone: Mobile: E-mail:
3.	Is your Company Recognized/Registered by Government of Ghana: Tick as applicable: <ul style="list-style-type: none"> ■ Recognized by Govt of Ghana as Tourist Transport Operator: ■ Recognized as firm: ■ proprietorship/Any other category (please specify): 	
4.	TIN/VAT account number of Company: (attach copy)	
5.	Service Tax Registration Number of Company:	
6.	Experience (attach performance Certificate form the Govt./PSU Companies/Public Agencies/Firms. Total years in operation.	
7.	Detailed Statement of Registered vehicle:	
8.	Bid documents duly signed and self attested.	

Note: Use additional sheets if required.

Declaration: The details as above furnished are true and correct. I undertake to produce original documents of the above said vehicles for verification as and when called for:

DATE:**BIDDER'S SIGNATURE****OFFICIAL SEAL**

Tender Ref:

Date:

TECHNICAL BID

To be filled in by the bidder (enclose copy of documents to support your statement)

1. Name of the Company in BLOCK LETTERS, with complete address and telephone number/email:	
2. Name of the authorised Contact person of the Company with complete address and telephone number/email:	
3. Description of the vehicle (including make, registration year, mileage etc.)	
4. Rates for plying of the following vehicles (including fuel and driver) a day basis: a) Land Cruiser/Prado b) Sedan – Toyota Corolla, Camry/Hyundai Elantra or equivalent c) Van -10/12 seater d) Baggage Van per transfer	
5. Rates for each additional hour respect of all the requested vehicles	
6. Rates for each additional Kms beyond 80 kms in respect of all requested vehicles	