

NY/PM/551/03/2022
Permanent Mission of India
New York

Dated: 08 July 2022

The Permanent Mission of India to the United Nations, New York, located at 235 East 43rd St NY – 10017, invites proposals for supply of various category chauffeur-driven vehicles on hiring basis during the annual UNGA events, as well as during other delegation visits, or as needed otherwise.

2. Interested service providers/ vendors/ firms/ companies [hereafter referred to as ‘company(ies)’] may submit their detailed proposals in accordance with instructions contained in this document. The proposals should invariably furnish the following information:

1.	Name and business address of the firm	
2.	Contact person details	
3.	Company profile along with experience details	Please attach a separate sheet
4.	Details of vehicle fleet (Number of vehicles – category-wise, with details like, make, model, seating capacity, etc.)	Please attach a separate sheet as per <u>Annexure-I</u>
5.	*Drivers’ details (Number of active drivers, nationality, driving experience, etc.)	Please attach separate sheet
6.	Ability to provide vehicles (on demand) other than those already available in the fleet as stated in response to S. No. 4 above This could include cargo trucks, vans/ buses with larger seating capacity, etc.	

** Under certain circumstances, drivers may need to undergo and/or comply with security check requirement(s) as deemed appropriate by the concerned agencies. Mission of India remains absolved from any liability arising out of such security check(s)*

3. Interested companies should have a minimum of three years’ experience in the field. Proof of experience is to be submitted along with the proposal.

4. The following instructions may be taken into account while submitting the proposals:

- i. The minimum duration of hire of vehicles for this proposal will be **four (04) hours** on any given day. The duration of hire for this purpose will be reckoned from the time a vehicle is required to be present at Mission premises/ elsewhere as specified at the time of requisition **or** till the time that the said vehicle actually reports at the Mission premises/ designated location, as the case may be, **whichever is later**, till the time the vehicle is released from duty by the controlling authority in the Mission. **Vehicles overstaying for any reason, unless directed to do so by the controlling authority in the Mission, will not be entitled to any compensation for such period of unauthorized overstay.**
- ii. The **normal working hours** for this proposal will be from **0800hrs to 1800hrs (10 hours)**. Overtime rate, if any, will be applicable for hire outside of ‘normal working hours’.

iii. **Rates for airport pickup/ drop-off:** Airport pickup/drop-off may be read as follows: passenger arriving at the airport is to be picked up and dropped off at a hotel or place of stay in the city center within the five boroughs and vice-versa.

5. Pro-forma for rates of hire for different category vehicles:

*Vehicle Category/ Seating capacity	#Hourly rate for normal hours (0800-1800hrs)		#Hourly rate after normal hours (1800-0800hrs)		#Flat-rate for Airport pickup/ drop-off		
	Within five boroughs, Jersey City, and Long Island	Outside five boroughs, Jersey City, and Long Island	Within five boroughs, Jersey City, and Long Island	Outside five boroughs, Jersey City, and Long Island	JFK	LGA	EWR
Standard Sedan 4 passengers							
SUV 6-7 passengers							
Van up to 11 passengers							
Sprinter/ Van up to 15 passengers							
Bus/ Minibus up to 25 passengers							
9' Cargo Van	Only for airport transfers						
15' Cargo Truck	Only for airport transfers						

* Please specify the vehicles' make and model in a separate sheet (preferably with images)

Parking charges and tolls extra, as applicable

6. General service conditions to be complied with (*indicative only*):

i. Quality of vehicles:

- a) Vehicles should be thoroughly clean from the inside and outside, should be in excellent working condition, and free from any foul odors/ smell.
- b) A sedan car must have luggage space for two big pieces of (carry-on) luggage and two small pieces of (cabin) baggage and seating for 4 passengers. An SUV must be able to accommodate a minimum of 04 passengers and 08 pieces of (carry-on) luggage and maximum of 07 passengers and 04 pieces of (carry-on) luggage.
- c) All vehicles should have enough boot-space for comfortable sitting of all passengers.
- d) Packaged drinking water should be available for passengers.
- e) USB multi-port phone chargers should be available to accommodate all types of phones.

ii. All drivers must be familiar with routes as well as tech savvy to use GPS in the vehicle and/ or on other GPS enables devices.

iii. All drivers must be in presentable dress (formal attire preferred) with neat appearance.

iv. All drivers must be courteous and respectful towards all passengers. They will not, under any circumstances, misbehave, argue, or otherwise act in a prejudicial manner, with any of the

passengers, In case an undesirable situation occurs, the concerned driver should immediately report the matter to Attache (Administration)/ Attache (Events/ Protocol) or the officer in-charge of vehicles.

- v. The company must provide a centralized phone number which must be answered 24x7 for response regarding booking and/ or locating a vehicle on duty. A dedicated person must be in-charge of Mission's requirements during UNGA or other high-level delegation visits and should be available on call/ messaging.
- vi. After completion of a job, invoices must be submitted in a prompt manner. For major events, the company will be required to submit duty logs in the prescribed format along with invoices. Mission will process payments within 05-07 business days after receipt of invoices and supporting documents, as the case may be, in case of no dispute. For major events, processing time may be more than 15 business days after receipt of invoices and supporting documents in case of no dispute.
- vii. Payments will be made by check/ Bank ACH.

7. The rates quoted will be valid for a period of **three years** from the date of approval by the Competent Authority in the Mission. Subsequent to which, extension of rate contract for a period of twelve months may be done by mutual agreement and at the **same rates and terms and conditions**.

8. All details sought in this proposal are mandatory. Proposals incomplete in any respect are liable to rejection without further notice.

9. Interested companies must submit their proposals, complete in all respects, in a sealed envelope (by registered post or in person) addressed to:

**The Head of Chancery
Permanent Mission of India to the UN
235 East, 43rd Street
New York, NY – 10017**

10. Any queries regarding the submission of proposals may be addressed in writing at admnewyorkpmi@mea.gov.in and gnewyorkpmi@mea.gov.in, and/or by phone during business hours (Mon-Fri between 0930hrs and 1800hrs) at 212-490-9660 Ext. 210

11. The last date for submission of proposals is **Thursday, 28 July 2022**.

Details pertaining to the fleet of available vehicles

S. No.	Vehicle Category (i.e. Sedan, Luxury Sedan, SUV, Van, etc.)	Vehicle Make and Model	Number of such vehicles available in fleet	Additional number of such vehicles that can be made available in case of requirement