

No. NY/PM/551/03/2022
Permanent Mission of India
New York

Date: 17.02.2026

TENDER NOTICE

The Permanent Mission of India requires transport services for high level delegations visiting New York including during the United Nations General Assembly (UNGA) Sessions. The estimated quantum of vehicles is variable as per delegation size, with a mix of Sedans, SUVs, 7-21 Pax Vans, and Luggage Vans/ Trucks; this number can be as high as 100+ vehicles during the UNGA Sessions/ VVIP visits. Unlike the UNGA Sessions, during which the demand for transport services increases compared to rest of the year, a **separate financial bid** must be submitted for the hiring of transport services for **non-UNGA Sessions** following the procedure stated below.

2. The next pages of the document may be referred to for the complete details, scope of work, and conditions of eligibility. The bids should be submitted in **three sealed envelopes** [Envelope-A: “Earnest Money Deposit” through a Check / Bankers’ Check / Demand Draft for **US\$ 5000.00 (US Dollars Five Thousand Only)** in favor of “Permanent Mission of India to the United Nations, New York”; Envelope-B: “Technical Bid Documents”, and Envelope-C: “Financial Bid Documents”]. Three envelopes containing A, B, & C shall be duly superscribed with above titles and put in another sealed envelope superscribed with the title **“Proposal for hiring of transportation during UNGA Sessions for the Permanent Mission of India, New York”**. This bid shall be valid for services hired only during the UNGA Session each year (which normally takes place in the month of September).
3. An additional financial bid containing rates applicable for the rest of the year (i.e. for periods other than the UNGA Session) must be submitted in a **separate sealed envelope** (Envelope-D) superscribed with the title **“Proposal for hiring of transportation during non-UNGA Sessions for the Permanent Mission of India, New York”**. This bid shall be valid for services hired during the remainder of the year (i.e. for periods other than the UNGA Sessions), irrespective of the nature of the visit.
4. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason thereof and the decision of the competent authority shall be final and binding.
5. Last date of receipt of bids is 13.03.2026 till 1800hrs EST.
6. Any questions regarding the bid document may be addressed to Shri Amit Kumar, APWO (apwo.newyorkpmi@mea.gov.in) only till 12.03.2026 1200hrs (EST).

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(Suman Sonkar)
Head of Chancery

Permanent Mission of India, New York
Tel: (212) 490 9660
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INVITATION TO BID

The Permanent Mission of India to the United Nations, New York, requires transport for the annual high level delegation visit during the UNGA Sessions (which takes place in September every year) as well as for occasional transport requirement during delegation visits throughout the year. The estimated quantum of requirement for the UNGA period is substantial and is likely to exceed 100 vehicles of various categories.

2. The Permanent Mission of India to the United Nations, New York, on behalf of the President of the Republic of India, hereby invites proposal for hiring of transportation to be used during the UNGA Sessions as well as throughout the year for other official purposes, as attached.

3. Details of the tender are as under:

S. No.	Particulars	Annexure
i.	Scope of Work	A
ii.	Eligibility Criteria	B
iii.	Instructions for bidding	C
iv.	Terms & Conditions	D

SCOPE OF WORK

The Permanent Mission of India to the United Nations, New York, requires hiring of transportation during the UNGA Sessions (usually in the month of September every year). The estimated quantum of requirement would be more than 100 vehicles. Transportation requirement would also be indicated on occasions other than the UNGA Sessions on need basis. The following category of vehicles may be considered while submitting **separate bids** (*in the same tabular format as below*) for the UNGA Session, and for the rest of the year:

S. No.	Type of Vehicle	Rate (per hour)	Trip Charges [#]	Flat rate pickup/ drop-off [@]		
				JFK	EWR	LGA
1.	Sedan*					
2.	Premium Sedan*					
3.	SUV*					
4.	7-Seater Van					
5.	15-Seater Van					
6.	21-Seater Van					
7.	Baggage Van/ Truck					

* Sedan car must have seating capacity for three passengers. SUV must be able to accommodate at least four passengers.

[#] From **New York to Washington DC** or vice-versa (for one-way trip); no separate hourly charges shall be admissible in addition to trip charges, except for the waiting-period which shall only be applicable for round-trip journeys

[@] Flat-rate pickup/ drop-off may be read as follows: passenger arriving at the airport (JFK/ EWR/ LGA) is to be picked up and dropped off at a hotel or place of stay within the five boroughs of New York City and vice-versa. In case Mission has to provide protocol for arrival/ departure, flat-rate shall **not** apply and only normal hourly rates shall apply.

NOTE:

1. All the rates must be tax exclusive. The Mission being a tax-exempt entity will not be taxed. Relevant Mission Tax exemption details will be shared with the vendor who is awarded the tender.
2. All chauffeurs should be English/ Hindi speaking and familiar with the street network/ navigation in New York State, adjoining tri-state area, and surrounding areas. All chauffeurs should have valid documents including, but not limited to, driver's license and legal stay in the USA.
3. Vehicles must be in excellent running condition with proper documentation, and have breakdown coverage.

4. In view of any extreme or unforeseen circumstances and in the event of Force Majeure events (natural calamities, governmental or societal actions, infrastructure failures, etc.), the Mission may request cancellation of vehicle booking at very short notice. The bidder must clearly specify last-minute cancellation charges while submitting bid documents. The absence of such declaration shall be deemed to constitute an express waiver of any claim/ damages arising out of such cancellation(s).
5. The vendor who is awarded the tender shall be compliant with all local laws to serve the purpose specified in this tender.
6. Occasionally vehicle(s) may be required to proceed on duty from New York to Washington DC, or vice-versa. The bidder may specify any trip charges that may be applicable for such duty. No separate hourly charges shall be applicable in cases where trip charges are billed. Waiting charges (on hourly basis) in this case shall be admissible only for round-trip journeys.

ELIGIBILITY CRITERIA

The following shall be the eligibility criteria for selection of bidders at technical bid stage of the bidding process:

(a) Legally Valid Entity: The Bidder/ Bidding Firm should be a registered entity under relevant local laws and have all valid required permits to conduct business in the jurisdictions as required under this tender. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached along with the bid. The Bidder/ Bidding Firm should have a registered office located in the New York State (preferably in the New York City) for which supporting documents must be submitted along with the bid document.

(b) Experience: The Bidder shall have prior experience in undertaking jobs as per the scope of work of at least last **three (3) years** in this field or **at least 2 years' experience** in working with the Embassy/ any Consulate of India within the United States of America.

(c) Bidder's profile and financial status: The bidder must provide the organization's profile and financial status in terms of annual turnover and taxes paid during the **last three years**.

1 INSTRUCTIONS FOR BIDDING:

- 1.1 For the purpose of the Bidding / Tender Document, the Permanent Mission of India to the United Nations, New York, shall be referred to as PMI / Mission / Client and the Bidder/ Successful Bidder shall be referred to as Contractor / Bidder / Vendor / Service Provider, or interchangeably.
- 1.2 **The last date of submission of bids is March 13, 2026 till 1200 hrs. (EST). The bids will be opened on March 16, 2026.**
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 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, Technical Bids not accompanied with EMD of the requisite amount, or any other requirements stipulated in the tender documents are liable to be rejected.
- 1.5 The Parties to the Contract/ Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Permanent Mission of India to the United Nations, New York.

2 EARNEST MONEY DEPOSIT:

- 2.1 The Earnest Money Deposit of **US\$ 5000.00 (US Dollar Five Thousand only)** in the form of Account Payee Cheque / Banker's Cheque / Demand Draft issued by any reputed Bank drawn in favor of "Permanent Mission of India to the United Nations, New York" has to be submitted along-with the bid. The Account Payee Cheque / Banker's Cheque / Demand Draft must remain **valid for forty-five (45) days** beyond the **final bid validity period** as defined in Para 3 on next page.
- 2.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid **EMD shall be forfeited** to the Government of India and will also render the bidder ineligible to submit bids for contracts with the Permanent Mission of India to the United Nations, New York, in future for a period to be decided by the Competent Authority.
- 2.3 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- 2.4 The EMD may be forfeited:
 - i. If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - ii. In case of successful bidder, if the bidder:

- a) fails to sign the contract in accordance with the terms of the tender document
- b) fails or refuses to honor his own quoted prices for the services or part thereof

3 VALIDITY OF BIDS:

- 3.1 Bids shall remain valid and open for acceptance for a period of **180 days** from the last date of submission of Bids.
- 3.2 In case the client calls the bidder for negotiation, this shall not amount to cancellation or withdrawal of original offer which shall remain binding on the bidder.
- 3.3 The client may request for extension of bid validity for another period of 60 days, without any modifications and without giving any reasons thereof.

4 PREPARATION OF BIDS:

- 4.1 **Language:** Bids and all accompanying documents shall be in English only.
- 4.2 **Earnest Money Deposit:** Earnest Money Deposit of **US\$ 5000.00** in the form of Account Payee Check / Demand Draft / Pay Order to be submitted separately in a sealed envelope superscribed as “**Envelope A – Earnest Money Deposit**” and it **must remain valid for a period of forty-five (45) days** beyond the **final bid validity period**.
- 4.3 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information and documents in support of the eligibility criteria. All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope B – Technical Bid”.
- 4.4 **Financial Bid:** Bidder shall prepare the Financial Bid as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as “Envelope C – Financial Bid”.

5 SUBMISSION OF BIDS

- 5.1 The Bidding firms have to submit the tenders in two bid system i.e. (i) Technical Bid and (ii) Financial Bid. Bids are to be submitted to the Head of Chancery, Permanent Mission of India to the United Nations, New York, 235 East 43rd Street, New York, New York-10017. All the documents in support of eligibility criteria, etc. and other required documents are to be submitted along with the Bid Documents.
- 5.2 Two separate financial bids are to be submitted – **one valid for the UNGA Sessions only** and **the other valid for the rest of the year (non-UNGA Sessions)** – in accordance with the instructions given in the Tender Notice.

5.3 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Mission reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

6. PERFORMANCE BANK GUARANTEES (PBG)

6.1 The prospective service provider should submit the requisite irrevocable Performance Bank Guarantees (PBGs) amounting to USD 5,000.00 to the Permanent Mission of India to the United Nation, New York which can be cashed by the Permanent Mission of India to the United Nation, New York for not adhering to the provisions of the contract.

6.2 PBG should be valid for a period of 60 (sixty) days beyond the expiry of the contract period. Performance Bank Guarantee shall be irrevocable and must be submitted at the time of signing of the Contract. Whenever the Contracts are required to be extended, the Bank Guarantees should be extended accordingly with a further extension of additional 60 (sixty) days to determine and settle any dues arising out of non-compliance of warranty obligations etc.

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TERMS & CONDITIONS

For the purpose of this Annexure, the terms PMI/ Mission/ Client shall be used interchangeably to refer to the Permanent Mission of India to the United Nations, New York, and the terms vendor/ service provider/ contractor shall be used interchangeably to refer to the successful bidder/ contractor selected to provide the requisite services. The term “party(ies)” shall be used to refer to either or all of the parties that are part to this agreement upon successful signing.

1. AGREEMENT:

PMI agrees to hire Chauffeur-driven vehicles at the agreed rates for official purposes only. All parties agree to the rates (at Annexure-I), all of the terms and conditions contained in this Agreement only, and any supplement signed by all parties subsequently, which together are a complete statement of the Agreement regarding the listed vehicles (“Agreement”). This Agreement may be modified only by written Agreement and not by course of performance. This Agreement becomes valid upon execution by both parties. This Agreement will continue from the date of signature by concerned parties for a period of **three years (thirty-six months)** after which increase in rates and period of extension can be mutually negotiated. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others. Nothing in this Agreement shall prevent the Mission from utilizing services of another agency offering same or lower rates.

2. LANGUAGE AND MEASUREMENT:

English language will be used in all written communication, data, and documents exchanged between the PMI and the vendor with respect to the services to be provided. All reports, documents, and other information procured or prepared by the vendor shall employ metric units of measurements. Gregorian calendar will be followed for the execution of this Agreement.

3. CONDITIONS:

The vendor agrees to the following conditions:

- i. Quality of vehicles:
 - a) Vehicles should be thoroughly clean from the inside and outside, should be in excellent working condition, free from any foul odors/ smell, and dust. In case any issue with the quality of vehicles is brought to the vendor’s notice, the vendor shall make necessary amends or replace the vehicles immediately as per PMI’s requirements.
 - b) A sedan car must have seating space for 03 delegation members and have adequate luggage space. An SUV must be able to accommodate a minimum of 04 delegation members and maximum of 06 delegation members, and have adequate luggage space.
 - c) All vehicles should have enough boot-space for comfortable sitting of all delegation members.
 - d) Packaged drinking water, and umbrellas should be available for delegation members.
 - e) USB multi-port phone chargers should be available to accommodate all types of phones.

- f) All vehicles should have air fresheners, should be thoroughly cleaned every day, and maintain high standards of hygiene and cleanliness throughout the period of hire.
- ii. All drivers must be familiar with routes as well as be tech savvy to use GPS in the vehicle and/ or on other GPS enabled 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 delegation members. They will not, under any circumstances, misbehave, argue, or otherwise act in a prejudicial manner, with any of the delegation members. In case an undesirable situation occurs, the concerned driver should immediately report the matter to Attache (Administration)/ Attache (Events/ Protocol) in the PMI, or the officer in-charge of vehicles.
 - v. The vendor 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 Sessions or other high-level delegation visits and should be available on-site in Mission's Control Room for this purpose at no additional cost.**
 - vi. The minimum duration of hire of vehicles for this proposal will be **four (04) hours** on any given day **(inclusive of one hour on account of garage-to-garage charges to be allowed to reach the place of duty)**. *For example*, if a vehicle is indented for **duty starting at 8am** at a specified location on a specified date, the **hire charges will be permissible from 7am** on that specified date to allow the vehicle ample time to report for duty and cover the travel-time from the garage. No additional garage-to-garage charges shall be admissible after completion of duty on that date. **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 to the officer in-charge 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 officer in the Mission.** Vehicles overstaying for any reason, or not reporting/ reporting late to the concerned officer in-charge, will **not** be entitled to any compensation for such period of overstay/ late reporting. It is the sole responsibility of the chauffeur concerned/ vendor's dedicated person in-charge to report arrivals and departures of vehicle(s) to the Mission's officer in-charge.
 - vii. **Rates for airport pickup/ drop-off:** Airport pickup/ drop-off may be read as follows: Passenger arriving at the airport (JFK/ EWR/ LGA) is to be picked up and dropped off at a hotel or place of stay within the five boroughs area of New York City, and vice-versa. Wherever Mission has to make protocol arrangements for the arrival/ departure of a delegate, flat-rate pickup/ drop-off shall **not** be applicable and normal hourly rates shall apply.
 - viii. **Trip Charges:** Trip charges shall be applicable for journeys between New York and Washington DC. When trip charges are billed, no additional hourly charges shall be billed. Waiting time charges (on hourly rate basis) shall be admissible in addition to trip charges only in case of round-trip journeys between New York and Washington DC.

4. INDEMNITY, PERFORMANCE SECURITY, AND PAYMENT:

The vendor shall be liable for and shall defend, indemnify, and hold the PMI, its officers, agents, and employees, free and harmless for all losses, injuries, claims, demands, liens and judgments of any description arising out of performance or non-performance of this Agreement to the extent that such losses, injuries, claims, demands, liens, and judgments are the result of an actual or alleged error, omission, or negligent act of the vendor or any person employed or agent engaged by the vendor. The vendor undertakes to provide vehicles/ services as per the agreed rates and as per requirement indicated by the PMI from time to time. In the event of non-performance of obligations by the vendor as required under this Agreement (except in the events of Force Majeure), the PMI is authorized to deduct the amount equivalent to the period of non-performance of obligations in accordance with agreed rates herein or at the rates actually incurred for that period of non-performance of contract obligations by the vendor, whichever is higher.

After completion of a job, original invoices must be submitted by the vendor in a prompt manner. 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. Payment(s) will be made by check/ Bank ACH.

The bidder must clearly specify any last-minute cancellation charges, and/ or any other charges that may apply in case the Mission requests cancellation of vehicle booking due to any extreme or unforeseen circumstances and/ or in the event of Force Majeure events (natural calamities, governmental or societal actions, infrastructure failures, etc.), while submitting the bid documents itself. The absence of such declaration shall be deemed to constitute an express waiver of any claim/ damages arising out of such cancellation(s). Any additional charges shall only be incorporated in the main contract or through an addendum/ rider to the main contract upon mutual agreement and shall be valid only when duly signed by all concerned parties.

5. TERMINATION:

Failure on part of the vendor to honor the Agreement or to provide the required vehicles/ services at the prescribed time and location, and/ or issues related to service quality/ security, and/ or actions which may constitute or be deemed to constitute a breach of any of the terms of this agreement, may result in termination of this Agreement by the PMI without assigning any notice/ reason thereof. Under overall circumstances, if the PMI terminates the Agreement either in whole or portion thereof, the vendor shall be compensated for the vehicles/ services already provided and any unpaid dues on part of the PMI till the date of termination, less any disputed amount.

6. CONFIDENTIALITY:

This Agreement, all communications, and information obtained by the vendor from the PMI relating to this Agreement, and all information developed by the vendor under this Agreement are strictly confidential. Except with prior written consent of the PMI, the vendor shall neither divulge to nor discuss with any third party either the work and/ or services provided here-under, or any communication and/ or information in connection with such services and/ or work. The vendor shall not publish or cause to disseminate through any press/ media release, public statement, private communication and/ or marketing/ selling effort, any information which relates to this Agreement without the prior written approval of the PMI.

7. REPRESENTATIONS, WARRANTIES AND DISCLAIMERS:

The vendor represents and warrants to the client that:

- i. It has full power and authority to execute, deliver, and perform its obligations under this Agreement, and to provide the requisite services specified herein;
- ii. This Agreement constitutes the vendor's legal valid and binding obligation enforceable against the vendor in accordance with the terms hereof. The vendor is subject to Laws of the New York State with respect to this Agreement and the vendor hereby expressly and irrevocably waives any immunity in any jurisdiction in respect thereof;
- iii. There are no actions, suits, proceedings, or investigations pending or to the vendor's knowledge, threatened against it at law, or in equity, before any court or other judicial, quasi-judicial, or any other authority, the outcome of which may result in the breach of, or constitute a default of the vendor under this Agreement or materially affect the discharge by the vendor of its obligations under this Agreement;
- iv. No representation or warranty by the vendor contained herein or any other document furnished to the PMI contains or will contain any untrue statement of material fact, or omit, or will omit to state a material fact necessary to make representation or warranty, and/ or is misleading.

8. WAIVERS:

No waiver of any condition, requirement, or right expressed in this Agreement shall be implied by any forbearance of the PMI to declare a default, or failure to perform or to take any other action on account of the violation of such condition, even when such violation is continued or repeated.

9. SURVIVAL:

The termination of this Agreement shall not relieve the vendor or the PMI of any obligations here-under which expressly or by implication survive the termination hereof. Except as otherwise provided in any provision of the Agreement expressly limiting the liability, either party shall not relieve the other party of any obligations, or liabilities for loss or damage to the other party arising out of, or caused by acts of omissions of such party prior to the effectiveness of such termination or arising out of such termination.

10. CONSENT TO LAW, JURISDICTION, AND VENUE:

This Agreement shall be deemed fully executed and performed in the state of New York, and shall be governed by and construed in accordance with its laws. Any judicial proceedings in relation to any matter arising under the Agreement may be adjudged or determined in any court or courts in the state of New York.

11. RENEWAL:

After the expiry of the Agreement term, the parties shall have an option to renew the Agreement with an increase in rates by mutual negotiation.

12. NOTICES:

All notices to be given by either Party to the other in connection with rights and obligations of both Parties under or pertaining to this Agreement shall be sent by post, postage prepaid, or by courier, and if given by facsimile, e-mail, telephone or verbally, they shall be confirmed by registered letter or courier.

No. NY/PM/551/03/2022
Permanent Mission of India
New York

Rates for hiring of vehicles during UNGA Sessions (all figures in US\$)

Vehicle type	Hourly rate*	Trip Charges [#]	Flat rate pickup/ drop-off		
			JFK	EWR	LGA
Sedan					
Premium Sedan					
SUV					
7-seater Van					
15-seater Van					
21-seater Van					
Baggage Van/ Truck					

Rates for hiring of vehicles during non-UNGA Sessions (all figures in US\$)

Vehicle type	Hourly rate*	Trip Charges [#]	Flat rate pickup/ drop-off		
			JFK	EWR	LGA
Sedan					
Premium Sedan					
SUV					
7-seater Van					
15-seater Van					
21-seater Van					
Baggage Van/ Truck					

* Minimum period of hire for any category of vehicle(s) is **four (04) hours** which **includes** one hour of “garage-to-garage” charges

[#] From **New York to Washington DC** or vice-versa (for one-way trip); no separate hourly charges shall be admissible in addition to trip charges, except for the waiting-period which shall only be applicable for round-trip journeys

(Ms. Suman Sonkar)
 Designation: First Secretary & HOC
 Permanent Mission of India to the United Nations
 Dated: ___ March 2026

Name:
 Designation:
 Company: Diplomat Limousine Services Corp
 Dated: ___ March 2026
