

SECTION-1

NOTICE INVITING TENDER

SUBJECT: TENDER FOR HIRING OF VEHICLES BY THE EMBASSY OF INDIA, KATHMANDU.

Embassy of India, Kathmandu invites bids from established firms for hiring of vehicles by it, as per details given in the tender documents.

Important Dates

Date of publishing	17.08.2026
Bid Document Download Start Date	17.08.2026
Clarification Start Date	17.08.2026
Clarification End Date	06.09.2026
Bid Submission Start Date (online/ offline by sealed letter)	17.08.2026
Bid Submission End Date (online/ offline by sealed letter)	06.09.2026
Date of Technical Bid Opening	09.09.2026
Address	First Secretary(Admn, DP & R) Embassy of India, Kathmandu P.O. Box No. 292, 336 Kapurdhara Marg, Kathmandu, Nepal-44600 Contact:-4434276 Email: transport.kathmandu@mea.gov.in

2. The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. Offline bids submitted to the Embassy would also be accepted. Sealed envelope submitted to this effect should be superscribed as **‘Tender for hiring of vehicles by Embassy of India, Kathmandu’** and should reach to the undersigned by 1500hrs on 06.09.2026.

3. The Competent Authority reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding. This notice inviting tender/ e-tender is not a Contract, offer or an agreement by Embassy of India, Kathmandu.

Sd/-
(Head of Chancery)
Embassy of India, Kathmandu

SECTION-2

(AFFIDAVIT)

I/we Partner(s)/
Legal Attorney/ Proprietor(s)/ Accredited representative(s) of
M/ssolemnly declare that:

2. I/we am/are submitting tender for ----- against Tender Notice No. KAT/ADM/873/01/2026 Dated 17.08.2026.

3. I/we or our partners do not have any relative working in the Embassy of India, Kathmandu or the Ministry of External Affairs (MEA), New Delhi.

4. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5. My/our bid shall be valid for a period of 120 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall remain binding upon me/us and may be accepted at any time before the expiry of the period.

6. If my/our bid is accepted, I/ we commit to submit a Performance Guarantee in accordance with the Bidding Documents.

7. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".

8. If any information or document submitted is found to be false/incorrect, Embassy of India, Kathmandu may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Performance Guarantee/Earnest Money Deposit (EMD) and blacklisting of my/our firm and all partners of the firm etc.

9. I/we also declare that the Government of India, Govt. of Nepal or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

10. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them; including the condition that Embassy of India, Kathmandu is not bound to accept highest ranked bid / lowest bid or any other bid that Mission may receive.

(Signature of the Tender with Seal)

Seal of Notary with date:

SECTION-3

(Introduction & Scope of work)

3.1). Introduction: Online/ offline bids are invited from experienced and reputed service providing entities as per eligibility criteria given, for providing vehicles on rent to the Embassy of India, Kathmandu.

3.2) Scope of Work:

1) The company should be in possession/control of a large fleet of different kinds of vehicles (minimum 10 vehicles).

2) To provide cars and other vehicles on rent to the Embassy as and when required on the mutual agreed rates.

3) The vehicles provided to the Embassy should be clean and in good running state with updated maintenance schedule.

4) To nominate an **English-speaking contact person** for all correspondence and communication with the Embassy.

5) The vehicle should have valid registration, insurance and other various required permits i.e. registration, licenses, servicing etc.

6) The driver should hold valid driving license, well dressed, disciplined and able to understand basic English.

7) The drivers should be polite, courteous and obey the instructions of the guests/ Embassy staff.

8) The drivers should report on duty sharp at the given time/ date.

9) Water bottles, napkin, umbrella and air purifier should always be available in the car.

SECTION-4

(Minimum Eligibility Criteria)

4) MINIMUM ELIGIBILITY CRITERIA:

Embassy of India, Kathmandu invites bids from the vehicle hire companies who fulfill the qualifying criteria as listed below:

a) Legally Valid Entity: The Bidder shall necessarily be a legally valid entity and should be registered with appropriated authorities of Govt. of Nepal for the said purpose. The bidder must be in existence for a minimum period of 5 years as on 31.07.2026 and have its registered office in Kathmandu. The agency should have a valid PAN and Registration Number. Documentary proof is to be attached.

b) Registration and licenses: The Bidder must have appropriate licenses and registrations from all relevant authorities. If it was found at a later stage that one or more relevant license and/ or registration is not obtained by the bidder, the work order may be cancelled and entire amount of Performance Guarantee/Earnest Money Deposit(EMD) would be forfeited at the discretion of the Mission.

c) Experience:

i) The agency should have experience of minimum 05 years in such type of work.

ii) Preference will be given to those agencies which has experience in working with Diplomatic Missions/Govt. Departments/Hotels. Certificates from the clients showing such experience shall also be attached, if any.

d) Turnover: The contractor should have a minimum turnover of NRs 7 lakhs or more per year (copies of previous three years turnover documentary proof is required).

d) VAT/GST: Certificate that the contractor pays VAT regularly and its VAT dues are cleared.

e) No. of vehicles: The company should be in possession/control of a large fleet of different kinds of vehicles (minimum 10 vehicles).

I/we accept all the terms and conditions of this bidding document mentioned above (Section 4).

(Signature of the Tender with Seal)

Seal of Notary with date:

** The above-mentioned eligibility criteria must be supported by documentary proofs and the same may be provided at the time of submitting bid.*

SECTION-5

(Validity of Contract & Payment terms)

5.1 VALIDITY OF CONTRACT

The contract/ panel of companies, if awarded, shall be valid for a period of TWO YEARS (02 years). The contract may be extended annually for further 01 year [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the service provider. In case of breach of contract or in the event of not fulfilling the minimum requirements/ statutory requirements, the client shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission and/ or the Ministry of External Affairs, New Delhi.

5.2. Other Conditions:

a) At any time prior to the deadline for submission of bids, Mission may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the bid document.

b) Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as **‘corrigendum’** on <http://eprocure.gov.in/epublish/app> and [www. Indembkathmandu.gov.in](http://www.Indembkathmandu.gov.in). Such amendments/modification shall be binding on all the prospective bidders.

c) Mission at its discretion may extend the deadline for the submission of bids, if the bid document undergoes changes during the bidding period, in order to give prospective bidder time to take into the consideration the amendments while preparing their bids.

d) Mission reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. The decision of the Mission in this regard shall be final and binding.

e) In case of any complaint, either as regards the nature of service or as regards the behaviors of the staff of the service provider on duty or otherwise, the agency would be intimated and would be required to take corrective measures promptly.

f) Quotation/ bid should be valid for four months (120 days) from the last date of submission of bids, which would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders at the Embassy. Their authorized representative may like to be present at that time.

g) Normally the company quoting the lowest amount (L-1) would be awarded the work, if not found ineligible or the offer has not been considered by the Mission for any other reason. Only becoming the L1 firm would not be the sole criteria for availing the contract. Mission may select more than one companies and prepare a panel of agencies for this purpose. Mission’s discretion in this regard shall be final.

h) The Mission reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.

i) Termination:

(I) The Mission may, by written notice sent to the agency, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination

is for the Mission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

(II) The company may terminate the contract with a written notice of 03 months to Mission specifying the reasons for termination. The agency would, however, may be requested by Mission to carry out the work till the alternative arrangements are made by the Mission and the agency would agree to the same.

j) Draft Contract: A draft contract (in English language or along with certified English translation) must also be provided by bidders which will be signed with the successful bidder after completion of tender process, with the amendments, if any, proposed by the Embassy and agreed by the company.

k) Conflict of Interest: Bidders, and any of their affiliates shall be considered to have a conflict of interest and shall not be eligible for selection as operator under any of the circumstances set forth below:

(i) Conflicting Assignment/job: A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with this Assignment/job of the bidder to be executed for the same Employers.

(ii) Conflicting Relationship: A bidder that has a business or family relationship with a member of the Mission's staff who is directly or indirectly involved in any part of (a) the Preparation of the terms of reference of the Assignment /job, (b) the selection process for such Assignment /job, or (c) supervision of the contract, may not be awarded a Contract, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to Mission.

(iii) Bidder have an obligation to disclose any situation of actual or potential conflict that impacts their capacity in serving the best interest of Mission, or that may reasonably be perceived as having this effect. Failure to disclose said situation may lead to the disqualification of the bidder or the termination of this contract.

(l) Only one proposal: Each bidder will submit only one proposal. If a bidder submits or participates in more than one proposal, all such proposal shall be disqualified.

(m) Non-Transferability: This tender is non-transferable. The incomplete and conditional tenders will be summarily rejected.

(n) Non withdrawal of bids: No bidder will be allowed to withdraw after submission of bids/ opening of the tender; otherwise, the Performance Guarantee/Earnest Money Deposit (EMD) submitted/any dues by/of the firm will be forfeited.

(o) Integrity: The bidder must observe highest standards of ethics during the selection process and later during the execution of the work. Mission may reject a proposal at any stage if it is found that the entity selected has indulged in corrupt or fraudulent activities in competing for or in executing the assigned work in question and may also declare the entity ineligible or blacklist it either indefinitely or for a stated period of time.

5.3. PAYMENTS

(a) After acceptance of LoA (Letters of Agreement), a price schedule shall be annexed to the Contract according to which all payments shall be made to the Service Provider.

(b) The prices so mentioned shall exclude any kind of Service Tax/VAT or any other applicable taxes as may be **levied by the Government of Nepal** from time to time and the same shall be charged in addition to the applicable rates.

(c) No payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of award of work.

(d) Mode of payment shall be electronic transfer to a bank account provided by the bidder for the purpose at the time of award of contract preferably in the local currency i.e. Nepali Rupees. Acceptance of any other mode of payment or payment in any other currency would be at the discretion of the Mission.

5.4 Performance Guarantee: The Performance Security/ Performance Guarantee of Nepali Rupees 2,00,000/- (Nepali Rupees Two Lakh only) in the form of bank transfer, demand draft drawn on any acceptable Bank or a Bank guarantee in favour of Embassy of India, Kathmandu shall be submitted by the successful bidder(s). The Performance Security/ Bank Guarantee shall remain valid for a period to cover the execution of the Contract and additional 60 days thereafter. It would be returned thereafter, after adjusting the dues if any, towards the service provider.

SECTION-6

(Instructions for submission of online Bids / Offline Bids)

6.1 : Instruction for submission of online Bids :

(a) The bid shall along with documents as per tender documents shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> along with an email on transport.kathmandu@mea.gov.in. Original draft towards Performance Guarantee/Earnest Money Deposit (EMD) shall be submitted on or before closing date of tender submission. Complete set of documents uploaded shall be submitted within 02 working days after the bid submission date.

(b) Bids submitted online without required documents will be summarily rejected.

(c) The bids are to be submitted and duly digitally signed on the Central Public Procurement Portal.

(d) The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidder.

(e) Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.

(f) The online bids (complete in all respect) must be uploaded online in PDF Format.

6.2: Instruction for submission of offline Bids :

(a) The bids shall be submitted by the Bidder in a sealed envelope marked as **“Tender for hiring of vehicles by Embassy of India, Kathmandu”**. This sealed envelope shall contain the tender bids in **two separately sealed & superscribed covers**, namely **“Technical Bid”** and **“Financial Bid”**, along with the name of the Firm on each envelope. The bids shall be submitted offline at the following address:

First Secretary (Admn, DP & R)
Embassy of India, Kathmandu
P.O. Box No. 292, 336 Kapurdhara Marg, Kathmandu, Nepal-44600
Contact:-4434276
Email: transport.kathmandu@mea.gov.in

(b) Earnest Money Deposit(EMD):

i) Each Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of NRs. 1,00,000/- (Nepali Rupees One Lakh only) or in equivalent Indian Rupees in the form of a Bank Guarantee (BG)/Demand Draft(DD) only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu.

ii) The BG/DD should be valid for a period of 180 days from the date of opening of Technical Bids and should be payable at Kathmandu only.

iii) EMD must be attached with Technical Bid only, without which the tenders shall not be considered for opening of financial bid.

iv) Earnest money will be forfeited:

- 1) If the bidder withdraws his bid during the period of bid validity.
- 2) In case of the successful bidder, if the bidder fails to sign the contract.

v) Refund of Earnest Money Deposit (EMD):

- 1) Refund of EMD (without any interest) to the unsuccessful bidders shall be made after expiry of the bid validity and latest on or before 30th day after the award of contract.
 - 2) EMD of successful bidder shall be refunded after award of the contract (without any interest).
- (c) All other conditions remain same as per Para 6.1

SECTION-7
(Technical Bid)

ANNEXURE-A

The sealed envelope (containing Technical and Financial bids separately) supporting all the documents certifying the eligibility criteria along with registration certificate and work experience must be submitted as per schedule to the Embassy of India, Kathmandu (Address: Embassy of India, P.O. Box No. 292, 336 Kapurdhara Marg, Kathmandu, Nepal-44600).

Cover-I (Technical Bid) (following documents to be submitted/ uploaded online in .pdf format)		
Sl. No.	Document	File Type
1	Contact Details Form	.pdf
2	Earnest Money Deposit (EMD) of Nepali Rupees 1,00,000/- (scanned copy of bank transfer)	.pdf
3	Scanned copy of Affidavit	.pdf
4	Certified copies of Registration and Incorporation particulars of Company/Firm from appropriate authorities (must be registered before 01.04.2014)	.pdf
5	Certified copies relevant registration and licenses	.pdf
6	Proof of work experience from 01.08.2021 to 31.07.2026	.pdf
7	Proof of having ongoing Contracts as on 31.07.2026	.pdf
8	Power of Attorney/Authorization by the company for signing the bid documents	.pdf
9	Draft contract to be signed with the agency	.pdf
10	Duly filled in Price Schedule/ Financial bid	.pdf

Signature of the authorized
signatory of the Bidder with
seal of the firm/company

Name:_____

Mob No._____

Date:_____

Proforma for “Bidder Details”

1.	Name/Address of Agency including PIN Code	
2.	Name of proprietor/Director of Company/ Firm / Agency	
3.	Registrations Details of the Company/Firm/Agency with date	
4.	Income Tax PAN No.	
5.	VAT Registration No.	
6.	Telephone No. of Office and Mobile	
7.	E-mail id/website address of the agency	
8.	Annual turnover of previous 3 financial years	
9.	List of Major Clients	

Declaration by the Firm/Agency

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

Address:

Date:

Phone No.

(O):

Evaluation/Exclusion Criteria

a) The bids of Companies will be rejected if its bid does not meet any of the eligibility criteria mentioned in this tender.

b) All the copies of the document submitted with the bid shall be self-attested. The originals of the submitted copy may be asked for Verification (if required). Non-production of the original document (if asked for) will make the bid liable to be rejected.

c) The bidders will be evaluated on the following criteria as under :

(i) The Minimum marks required for technically qualifying the bid is 60 Marks when calculated as weighted average as per the weightages for various criteria as mentioned below.

(ii) Only those bidders who qualify in technical evaluation criteria will be eligible for opening of financial bids. Date of opening of financial bids will be intimated to technically qualified bidders separately.

d) Unprecedented situation: if after opening of financial bids it is found that there is more than one lowest bidder, in that case preference shall be given to the agency which scores more evaluation marks in the technical bids.

Evaluation Criteria/Weightage	Range	Marks
Experience Weightage: 20%	5-7 years	60
	7-10 years	80
	More than 10 years	100
Experience in working with Diplomatic Missions/Govt. Departments/ Hotels Weightage: 10%	1-3 years	60
	3-5 years	80
	More than 5 years	100
Turnover (NRs.) Weightage: 30%	7-12 Lakh per year	60
	12-17 Lakh per year	80
	More than 17 Lakh per year	100
Fleet of vehicles Weightage: 40%	10-15 Vehicles	60
	15-20 Vehicles	80
	More than 20 Vehicles	100

Proforma for Financial Bid

Sl. No.	Type of vehicle	Rate per hour (inclusive of waiting charges/Overtime allowance of Chauffeurs/night charges etc.) but excluding VAT
1	Standard Sedan Car AC	
2	Mahindra Scorpio 4 WD AC	
3	Toyota Land Cruiser/Prado 4WD AC	
4	Compact SUV (Ford-Ecosport/Hyundai Creta/Nisssan X-trail, Nissan Kicks etc.)	
5	Toyota Coaster	
6	Luggage Van Toyota Hiace	
7	Toyota Hiace Jumbo AC (16-seater)	
8	Van AC (20-seater)	
9	Mini Bus (32 Seater)	
10	Bus (50 Seater)	
11	Mini Truck/Truck (10 Tonnes)	