TUN/551/05/2025
Embassy of India
Tunis
***

dated 26 November, 2026

Notice Inviting Tender/Request for Proposal
for Hiring of Vehicles (on rental basis)

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SECTION-1

(Notice Inviting Tender)

The Embassy of India in Tunis (Tunisia) invites proposals for supply of vehicles (on rental basis) from reputed/established firms for the period **07th to 17th January, 2027** as per the "Scope of Work" given in the tender document.

Important Dates	
Date of publishing	26 November, 2026
Bid Submission Start Date	27 November, 2026
Bid Submission End Date	17 December, 2026

(Amit Kumar)
Head of Chancery (HOC)
Embassy of India, 4, Rue Didon,
Place Notre Dame,
Mutuelleville, Tunis
Email: hoc.tunis@mea.gov.in

SECTION- 2

(Affidavit/Bid Security Declaration)

I/We....., ... representative(s) of M/s. ....., ... solemnly declare that:

a) I/we am/are submitting tender documents for.....(Company's name) against Tender No. TUN/551/05/2025 dated 26.11.2026.

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

c) All information/documents furnished by me/us in respect of fulfillment of eligibility and information given in this tender is complete, correct and true. If any information or document submitted is found to be false/incorrect, Embassy of India, Tunis may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.

d) My/Our bid shall be valid for a period of 120 days from the last date fixed for the bid submission and shall remain binding upon me/us and may be accepted at any time before the expiry of the period.

e) I/we also declare that the Government of India, Govt. of Tunisia 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.

f) 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, Tunis is not bound to accept highest ranked bid/lowest bid or any other bid that Mission may receive.

g) I/We declare that I/we understand the tender conditions regarding the Bid Securing Declaration. I/We accept potential disqualification or suspension from bidding if we withdraw or modify our bid during its validity period, or fail to execute the contract. This declaration expires if we are not the successful bidder or upon the expiration of the bid validity period.

Signature of the authorized
signatory of the Bidder with
seal of the firm/company
Name: _____
Mob No. _____
Date: _____

SECTION-3
(Introduction & Scope of work)

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

3.2. **Scope of Work:**
(i) To provide cars and other vehicles on rent to the Embassy from **07th to 16th January, 2027** as per the following:

S. No.	Type of Vehicle (tentative)	Quantity (tentative)	Dates (tentative)
1.	Mercedes S Class (Bullet Resistant)	01	14th to 17th January, 2027.
2.	Mercedes E Class	02	
3.	Mercedes C Class	05	
4.	15 Seater Luxury Van	02	
5.	15 Seater Normal Van	02	
6.	Baggage Van	02	14th and 17th January, 2027 **(Two Days Only)**
7.	Baggage Truck	02	
8.	Sedan	10	14th to 17th January, 2027.
9.	Sedan	02	12th to 17th January, 2027.
10.	Sedan	02	7th to 17th January, 2027.
11.	Sedan	01	10th to 17th January, 2027.
12.	8 Seater Van	05	11th to 17th January, 2027.
13.	8 Seater Van	05	12th to 17th January, 2027.
14.	Sedan	13	12th to 17th January, 2027.

(ii) The requirements of the vehicle may change on difference dates and number of vehicles required may also change. The service provider should be capable to provide the above-mentioned requirements on difference dates, if changed. Interested bidders must submit their bids based on daily rate for each category of cars as the dates/requirements of vehicles are tentative and may change.

(iii) The company should be in possession/control of a large pool of different kinds of vehicles.

(iv) The vehicles provided to the Embassy should be in excellent running condition, clean and with updated maintenance schedule. The vehicle should have valid registration, insurance and other various required permits.

(v) The driver should hold valid driving license and able to understand basic English. The drivers should be polite, well dressed, disciplined, courteous and obey the instructions of the guests/Embassy staff. The drivers should report on duty sharp at the given time/ date.

(vi) **The service provider should nominate an english-speaking contact person for all correspondence and communication with the Embassy**. It should also provide a list with name of chauffeurs, their license details, vehicle number, type/model in advance to the Embassy of India, Tunis.

(vii) Water bottles, napkin, umbrella etc should always be available in the car.

SECTION-4

(Eligibility Criteria and Other Conditions)

4.1 Embassy of India, Tunis invites bids from the car rental companies who fulfill the qualifying criteria as listed below:

i. The Bidder shall necessarily be registered with appropriated authorities of Govt. of Tunisia for the said purpose.

ii. Bidders should have technical, professional and practical experience of having provided similar services in the past, including to any of the other Diplomatic Missions. Bidder may also submit, in brief, the history of their company with annual turnover.

iii. The Bidder may also furnish the certificates/license, if any, that may indicate their qualification for providing the vehicles.

iv. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.

v. The Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and alter the numbers of vehicle or rate offered and the tenderer shall supply the same at the rate quoted.

vi. Bidders should not have been **barred/black-listed** by the Governmental Department/Organization in India/Tunisia or elsewhere.

vii. The bids received after the due date & time of submission shall not be entertained.

viii. The Embassy reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contact.

ix. Each bidder will submit only one proposal. If a bidder submits or participates in more than one proposal, all such proposal shall be disqualified.

x. Bidders should be able to provide vehicles on one month credit basis to the Embassy.

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

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

Name: _____

Mob No. _____

Date: _____

SECTION-5

(Mode of Submission of Bids)

All bidders are requested to submit their Technical Bids (as per Technical Bid Profroma Section-6) and Financial Bids (Section -7) in two separate envelops (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Tunis on or before **17 December, 2026**. "**Tender for Hiring of Vehicle (on rental basis)**" should be clearly mentioned on the top of the sealed covers. It should be addressed to:

Head of Chancery (HOC)
Embassy of India, 4, Rue Didon,
Place Notre Dame, Mutuelleville, Tunis

SECTION-6

(Technical Bid Checklist)

Cover-I: **Technical Bid: Tender for Hiring of Vehicle (on rental basis)**	
Sl. No.	**Document**
1.	Brief introduction/background of the company along with Annual Turnover
2.	Work Experience/Details of Similar work done in past.
3.	Copy of Company Registration/License (if any)
4.	Copy of VAT/MF Certificate
5.	Duly Signed Affidavit/Bid Security Declaration (Section-2)
6.	Duly signed Minimum Eligibility Criteria (Section-4)
7.	Contact Details Form (Section-8)

SECTION-7

(Financial Bid Proforma)

Cover-II: **Financial Bid: Tender for Hiring of Vehicle (on rental basis)**

S. No.	Type of Vehicle	Quantity	Dates	Daily Rental Charges for full day (including VAT) [Including fuel, chauffeur and incidental (parking, toll etc) charges].
1.	Mercedes S Class (Bullet Resistant)	01	14th to 17th January, 2027.	
2.	Mercedes E Class	02		
3.	Mercedes C Class	05		
4.	15 Seater Luxury Van	02		
5.	15 Seater Normal Van	02		
6.	Baggage Van	02	14th and 17th January, 2027 **(Two Days Only)**	
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10.	Sedan	02	7th to 17th January, 2027.	
11.	Sedan	01	10th to 17th January, 2027.	
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13.	8 Seater Van	05	12th to 17th January, 2027.	
14.	Sedan	13	12th to 17th January, 2027.	

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

Name: _____

Mob No. _____

Date: _____

SECTION 8
(Contact Details Form)

10.1 Details of Bidder/Bidder Representative

S. No.	Details	
1.	Name of the Company	
2.	Name and Designation of authorized representative	
3.	Name of the contact person	
4.	Designation	
5.	Communication Address	
6.	Telephone No.	
7.	Mobile No.	
8.	Email ID	

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

Name: _____
Mob No. _____
Date: _____