

Embassy of India

Berlin

Sub: Empanelment of vehicles

Quotations are invited from the experienced & reputed Transport Agencies /Companies registered with the local Government for providing cars to Embassy of India. The firm should have their own cars for meeting requests of the Embassy. They should also have the capacity to provide 50 or more cars for State / VVIP visits. Rates of the firm for different types of vehicles may be provided in the table given below:-

Vehicles Mercedes	Airport Transfer (TXL/SXF/ BER).	Rates along with minimum hours to hire	Rate for Additional hours including mileage	Full day rates City limits	Night supplement hrs if any	Weekends supplement hrs if any	Out of city day trips per hour/ mileage
E class							
S class							
6/7 Seater van							
Mini bus							
Bus							

- a) All the rates must include VAT and cancellation policies. The rates should also include validity period.
- b) The chauffeurs must speak English and have knowledge of the geography of Berlin.
- c) Firms are requested to attach experience certificates and their association with some other Embassy.
- d) The offers along with experience certificates, if any, should be sent either by post to Head of Chancery, Embassy of India, Tiergartenstr 17, 10785, Berlin or by email to hoc.berlin@mea.gov.in
- e) The offers may be sent by 20 May 2016.