

Embassy of India, Berlin  
(Admn Section)  
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## Tender document

Quotations are invited from the experienced & reputed Transport Agencies /Companies who has capacity of provide large number vehicles (at least 75-100) and also registered with the local Government. The agencies/company is capable to provide vehicle at short notice for the official guests. The offers shall comprise the following:-

Vehicles Mercedes	Rates for 8hrs per day	Additional rates per hour, after 8hrs	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.
- (b) The chauffeurs must speak English and have city knowledge.
- (c) Additional information if any, about technical capabilities, experience of similar service, list of firms/Embassies where such services are being provided etc.
- (d) The offers along with experience certificates if any should be sent **only by post to Head of Chancery, Embassy of India, Tiergartenstr 17, 10785, Berlin. The envelope should be marked clearly quotation for vehicle. Last date of submission of Quotation 12<sup>th</sup> April 2017 (before closing the office)**