

Consulate General of India
Widenmayerstraße 15, 80538 Munich, Germany
WEBSITE: www.cgimunich.gov.in
EMAIL: hoc.munich@mea.gov.in
admn.munich@mea.gov.in

TENDER NOTICE

NOTICE INVITING TENDER FOR EMPANELMENT OF CHAUFFEUR DRIVEN VEHICLES (CDV) FROM PROFESSIONALLY QUALIFIED TRANSPORT COMPANIES REGISTERED IN GERMANY.

1. The Consulate General of India in Munich invites bids from the professionally qualified transport companies registered in Germany which can provide vehicles with drivers to this Consulate on need basis from time to time. The rates quoted by the bidder would be valid for a period of one year.
2. The sealed envelopes "A" and "B" consisting of the following documents shall be duly super-scribed with titles "Supply of Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Munich".

Cover A : Technical Bid Documents should contain:

Tenderer should demonstrate and explain their professional and practical experience of similar works undertaken in the last 3 years.

Introduction and Credentials of Tenderer:

1. Name of Company;
2. Full address with contact details;
3. Names of Directors/Partners with Nationality;
4. Type of Company (GmbH etc.);
5. Company Registration No.;
6. VAT No.;
7. Number and type of vehicles owned by the company etc.;
8. Past experience of work with big companies/Embassies etc.

There should be a brief introduction, background, company details, credentials and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc. Scope of work (duly signed: Annexure-I) Terms and Conditions of contract (duly signed: Annexure-II)

Cover B: The financial bid should contain:

- i. Vehicle hiring charges with driver with reference to Scope of work (duly signed: Annexure-III);
- ii. Form of Tender-to be provided on the letter Head of the Company and duly signed.

3. Both envelopes as indicated above should be kept in a outer cover/envelope indicating "Supply of Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Munich". Tender should be sent by Registered post to "The Consul (HOC), Consulate General of India,

Widenmayerstraße 15, 80538 Munich or may be handed over, against proper receipt, at the Consulate General of India, Munich.

Note: The financial bid that does not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

4. The schedule of submission, opening etc. of the Tender/Bid are as follows:

Published Date	17.04.2026
Bid Submission start date	17.04.2026
Bid Submission End date	08.05.2026
<i>Technical Bid Opening date</i>	11.05.2026
Financial Bid Opening date	11.05.2026

5. Tenderer can contact Consul (HOC), Consulate General of India, Munich by sending request by email at admn.Munich@mea.gov.in for any clarification.

6. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from the above mentioned officer of the Consulate General of India, Munich. All information requested by and supplied to one Tenderer will be supplied to all Tenderers.

7. The Consulate General of India, Munich reserves the right to reject any or all bids without assigning any reasons, if not found suitable.

Scope of Work:

The Consulate General of India, Munich would be hiring Chauffeur Driven Vehicles (CDV) of the following specifications from time to time. The quantity of vehicle ranges between 1 to 60 vehicles at a time:

Sl. No.	Type of vehicle required	Remarks of company, if any
1	MB S class/BMW 7/Audi 8	
2	MS E/BMW 5/Audi 6	
3	SUV	
4	7 seater Van (MB/VW)	
5	15 seater Mini Bus	
6	30-35 seater Bus	
7	50 seater Bus	

Note :

1. All the rates must include VAT;
2. The chauffeurs should be English and German speaking and familiar with topography of Germany.
3. Chauffeur must possess commercial driving license (P-Schein).
4. Vehicles must be in excellent running condition with proper documentation and have breakdown cover;
5. In view of extreme circumstances, the Consulate may sometimes request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last minute cancellation charges while bidding.

Certificate

This is to certify that we understood the requirement as mentioned above in Scope of Work and condition mentioned.

Sign and Stamp of the Company owner/authorized Representative

Terms and conditions

1. To assist evaluation and comparison of the Tender, the client may at its discretion, ask Tenderers for clarification of their bids. The clarification and response from Tenderers shall be in writing.
2. The Indian Consulate will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
3. If the Tenderer is asked to competitively quote for the work, the Client is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of tender and altering the quantities offered. Tenderer shall supply the same at the rate quoted. Nothing extra shall be payable if any additional information or details is provided later as on stated in the tender documents.
4. The quoted rates for hiring of Chauffeur Driven Vehicles are inclusive and complete in all respect as per the requirement of tender by the Consulate General of India, Munich.
5. The finalized Bid (s) would be valid for a period of one year.
6. Tenderers should not have been barred/black-listed by any central government department/organization of India (please submit a self-declaration to this effect) and/or local body including in Germany.
7. The successful Tenderer/Bidder will be required to present plans based on the specific requirements, secure any necessary regulatory permissions before supplying Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Munich.
8. The Consulate General of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
9. All Tender documents must be properly filled in and completed in all respects in accordance with the conditions and Provisions of the Tender Documents. No alteration shall be made by Bidders to the Tender Document unless otherwise permitted.
10. The acceptance of the Tender shall be conditional and not finally binding upon the Consulate General of India, Munich.
11. At any time prior to the date of opening of the proposals, the Consulate General of India, Munich may issue an addendum in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this acknowledged and so noted in the space provided in the Tender. Unless it is in formal manner described above, any representation or explanation to the Tenderer shall not be considered valid or binding on the Consulate General of India as to the meaning of anything connected with the Tender Document.

12. The date and time for submission may be deferred by an official notification in writing issued by the Consulate General of India to all Bidders. Tenders received after this date will not be considered.
13. Tender may be disqualified for any reason including, but not limited to the following:
 - I. If Tenderers sets forth any conditions which are unacceptable to the Consulate.
 - II. If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender Document.
 - III. If there is evidence of collusion between Bidders.
 - IV) If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
 - V) If Bid price is disclosed before opening of Financial Bid.
14. The attention of Tenderer is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, company's tax, input tax and output tax (VAT) etc. All rates and sum of work/Tender shall be inclusive of Value Added Tax.
15. In view of extreme circumstances, the Consulate may sometime request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last minute cancellation charges while bidding.
16. The financial bid of those could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

Eligibility Criteria (Based on the Scope of work)

1. The Tenderer should have at least three years experience for supplying Chauffeur Driven Vehicles (CDV) to well established Organizations in Germany. This should be supported by duly vetted letters from such organizations.
2. The Tenderer should have an average annual financial turn-over of Euro 50,000.00 during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant or should be supported by bank statement/yearly balance sheet etc.
3. The Tenderer should have sufficient number of manpower as well as vehicles in case large number of vehicles with drivers are ordered/required during VVIP visits.
4. The Chauffeurs should be German/English speaking and well versed with topography of Germany.
5. Chauffeurs must possess commercial driving license (P-Schein).

Technical Bid Proforma**Name of Company :**

Sl No.	Description	Yes/No	Remarks
1.	Type and Registration of Firm (Attach proof)		
2.	Name of Directors/Partners (with Nationality)		
3.	Type of Firm/company		
4.	VAT No.		
5.	Details of vehicles owned by the company (Nos. and make)		
6.	Whether member of Bundesverband der Chauffeurs & Limousine Service Unternehmen in Deutschland, if so since when?		
7.	Whether Chauffeurs possess commercial driving licences (P-Schein)		
8.	Company's yearly turnover for the last three years (attach proof)		
9.	Experience solely in field of providing vehicle services (Attach proof)		
10.	Reliability proof (Attach proof)		
11.	Whether Chauffeurs know English and well versed of German		
12.	Whether Chauffeurs are well aware of German cities		
13.	No. of govt. departments/Embassies/ big companies to which services have been provided		

Note:

1. No proof older than three years would be entertained.
2. The financial bid of those could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

Sign and Stamp of the Company owner/authorized Representative

Financial Bid Proforma

Name of Company :

Type of vehicle	Hourly rates along with minimum hours to hire	Rates for additional hrs. including mileage condition	Full day rates within city limit	Full day rates for outside city limit	Night supplement hrs. if any	Weekend supplement hrs. if any	Last minute cancellation charges, if any
MB S class/BMW 7/Audi 8							
MS E/BMW 5/Audi 6							
SUV							
7 seater Van (MB/VW)							
15 seater Mini Bus							
30-35 seater Bus							
50 seater Bus							

Note:

1. All the rates must be inclusive of VAT;
2. In view of extreme circumstances, the Consulate might sometime request cancellation of CDV booking at the eleventh hour. The bidder must clearly specify last minute cancellation charges while bidding.

Sign and Stamp of the Company owner/authorized Representative

Form of Tender

(To be submitted by the Bidder in following format)

To : **The Consulate General of India, Munich**

We have examined Tender conditions. We offer to supply Chauffeur Driven Vehicles (CDV) to the Consulate General of India, Munich, as and when requirement of such services are received by us, in conformity with this Tender.

If this offer is accepted, we are ready to sign the contract for a period of one year with same terms and conditions as stipulated in the tender documents.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Stamp:

Address: _____

Date: _____