

**Consulate General of India
Hambantota**

**

Notice Inviting Tender for Hiring of Vehicles

Tender No. Hamb/Admn/551/02/2025

Dated 13th July 2026

Sealed tenders are invited under two bid system i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound tour and taxi operators in Sri Lanka for hiring of the following types of vehicles for the Consulate General of India, Hambantota, on “**as and when required**” basis:

- i. Sedan car - Toyota or equivalent with AC
- ii. AC van (08 - 09 seater)
- iii. AC van (12 - 15 seater)
- iv. Double Cab (Crew Cab)

2. Tender Schedule:

Last date and time of submission of bids : **2nd August 2026 (1700 hrs)** at
Consulate General of India,
No. 107-B, New Road,
Hambantota-82000

Date and time of opening of tenders bids : **4th August 2026 (1200 hrs)** at
Consulate General of India,
No. 107-B, New Road,
Hambantota-82000

3. Eligibility : The bidding firm shall be a tour/taxi operator with a minimum of five (5) years of experience in providing transportation services to Government agencies, Ministries, or other reputed organizations. Preference will be given to firms/companies that are registered with a valid TIN/VAT number.

4. Instructions for bidders :

- i. The tender must be accompanied with the following documents, failing which the tender will be rejected:
 - a) Technical Bid must be in the format prescribed in **Annexure-I**.
 - b) Financial Bid must strictly be in the format prescribed in **Annexure-II** only, otherwise it will be rejected. The rates offered by all bidders shall be valid for atleast **90 days** from the last date of submission.
 - c) Earnest Money Deposit (EMD) as **Annexure-III** of SLR **25,000/-** in the form of Account Payee Demand Draft / Bankers Cheque / Bank Guarantee in favour of Consulate General of India, Hambantota, valid for atleast **90 days** from the last date of submission. The EMD which will be returned to the unsuccessful bidders after completion of tender process. If the successful bidder withdraws his bid or refuses or fails to fulfill the terms of the contract, his EMD of SLR **25,000/-** shall be forfeited.
- ii. The Technical bid, Financial bid and Earnest Money Deposit (EMD) shall be submitted in separate sealed covers.

- iii. Bids submitted after the last date & time of submission shall not be accepted.
- iv. No employee of the Consulate General of India, Hambantota shall have any fiduciary interest or connection with the Company or its owner directly or indirectly in any manner.
- v. Award of Contract : The lowest rates (L-1 rates) discovered for hiring of each type of above-mentioned vehicle will be shared with all eligible bidders.
- vi. Consulate General of India, Hambantota reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all bids without giving any notice or assigning any reason. The decision of the Consulate General of India, Hambantota in this regard shall be final.

5. Contract terms & conditions : The Consulate General of India, Hambantota shall enter into a written contract with the bidder(s) who agree to supply the vehicles at L-1 rates. Important terms and conditions of the contract shall be as follows:

- i. Duration of the contract shall be one year.
- ii. During the period of the contract, the contractor shall supply the vehicles on “*as and when required*” basis, at the agreed rates for each category of vehicle.
- iii. The contractor should have sufficient number of vehicles and must be able to supply the required vehicle within a requisition period of two hours.
- iv. The contractor must supply only petrol/diesel vehicles. Hybrid models may also be hired by the Consulate.
- v. The rates fixed for hiring of vehicles shall be inclusive of charges for fuel and driver. The drivers deployed for the Consulate should be regular/permanent employees of the contractor.
- vi. The vehicles provided by the contractor should be functioning efficiently and should be in a neat & clean condition.
- vii. If the vehicle deployed by the contractor faces any technical problem, the contractor shall provide an alternative vehicle immediately at its own cost. No additional charge for the same shall be paid by the Consulate.
- viii. The contractor shall ensure that all necessary documents (Driving Licence, Registration Certificate, insurance papers, emission certificate etc.) are available with the driver. Compliance of local laws regarding vehicles shall be the responsibility of the contractor.
- ix. The drivers should always carry a mobile phone to facilitate quick contact. The name and full address with mobile number of the driver, who will attend the duty, should be shared in advance.
- x. The drivers must be able to communicate in English and should be familiar with various locations of Sri Lanka, particularly of Colombo.
- xi. The drivers should be well-dressed during their deployment for Consulate General of India, Hambantota. Their behaviour with the guests/officers/staff of the High Commission should be polite and respectful.
- xii. The Company/firm will be responsible for the damages caused by any accident/technical snag either to the commuters in the vehicle or the people on road due to the driver's fault and/ or technical defect in the vehicle. Consulate General of India, Hambantota will not be responsible in any way for any such damages caused by the driver's / company's negligence.

- xiii. The drivers should be paid the minimum wages & allowances as prescribed by the Govt. of Sri Lanka.
- xiv. The vehicle should be provided with duty slips. The vehicle engaged for duty must be certified by the user (guest/officer/staff of the Consulate), indicating clearly the time and mileage at the start and end of duty on duty slips/log books and the driver should be able to maintain the same independently.
- xv. Payment will be made only on submission of pre-receipted bill(s) supported by duty slips duly certified (signed) by the guests / officers / staff of Consulate who has used the vehicle. The record of mileage and timings of the hired vehicle must be true and accurate. No payment shall be made on uncertified/incomplete duty slips.
- xvi. Expenditure on toll charges / parking fees may be added to the bills submitted by the contractor only if the relevant toll receipts / parking bills are enclosed.
- xvii. The contractor is required to submit a Performance Bank Guarantee of **SLR 1,00,000/-** which shall be valid during the **one-year** contract period plus **two months**. Any amount of penalty imposed by the Consulate in case of any breach of the terms and conditions by the contractor, shall be deducted from the Performance Bank Guarantee.
- xviii. In case the contractor stops providing vehicle-hiring services without prior one-month notice, or fails to fulfill any of the above-mentioned terms and conditions for more than three occasions, a penalty of a minimum amount of **SLR 50,000/-** shall be imposed on the contractor. In case of a major breach of above terms & conditions, Consulate reserves the right to terminate the contract without any notice period and shall recover the penalty, as deemed fit, from the performance bank guarantee submitted by the contractor.

**Head of Chancery
Consulate General of India
107-B, New Road,
Hambantota**

TECHNICAL BID**(To be submitted in a separate sealed cover superscribed as “Envelope A –Technical Bid”)**

Submitted in response to Tender No. Hamb/Admn/551/02/2026 dated 13th July 2026 published by Consulate General of India, Hambantota:

Name of the company Office Address Telephone Email	
Name of the owner Residential Address Mobile no. Email	
Type of firm : company/partnership/ proprietorship/other (please specify,if available)	(attach registration certificate)
TIN / VAT number (please specify,if available)	(attach registration certificate)
Existing / previous clients in the last three years	(attach performance certificate from reputed clients)
Details of registered vehicles owned by the bidder	(attach details of vehicles of each category with registration numbers)

Declaration : I/we declare that the details mentioned above are true and accurate. I/we undertake to submit original documents in support of the above for verification, as and when required by the Consulate. I/we have fully read and understood the terms and conditions of the tender document.

Bidder's signature & stamp
 Date : _____

FINANCIAL BID**(To be submitted in a separate sealed cover superscribed as “Envelope B –Financial Bid”)**

Submitted in response to Tender No. Hamb/Admn/551/02/2025 dated 13th July 2026 published by
Consulate General of India, Hambantota:

Name of the company Telephone Email	
Name of the owner Residential Address Mobile no. Email	

S. No.	Vehicle Type	For initial 100 Kms (In LKR)	For extra per Kms (in LKR)
(i)	Sedan (Axio)		
(ii)	AC van (08 - 09 seater)		
(iii)	AC van (12 - 15 seater)		
(iv)	Double Cab (Crew Cab)		

Note: Being a Diplomatic Mission, the Consulate General of India, Hambantota is exempted from the payment of VAT.

Bidder's signature & stamp

Date : _____

(To be submitted in a separate sealed cover superscribed as “Envelope C –Earnest Money Deposit”)

BID No. Hamb/Admn/551/02/2025

Date:

To,
Head of Chancery
Consulate General of India
No. 107 B, New Road
Hambantota

EARNEST MONEY DEPOSIT

A demand draft / Pay Order No..... in favour of “Consulate General of India, Hambantota” issued on valid up to is enclosed.

Yours faithfully,

Bidder's signature & stamp
Date : _____