

No. Trin/873/02/2024
High Commission of India
Port of Spain

NOTICE INVITING TENDER

High commission of India, Port of Spain invites Tender under two bid system for registered and authorized firms/agencies for supply of one (1) Toyota Voxy vehicle from reputed/eligible service providers to High Commission of India, #6, Victoria Avenue, Post Box no 535, Port of Spain, Trinidad.

2. Eligibility Criteria:

1. Consortium and sub-tendering is not allowed.
2. Technical team of the High Commission of India, Port of Spain reserves the right to visit and inspect workshop of the bidder to check and ascertain facilities available with the bidder to carry out the job and for the use of certified materials.
3. The successful bidder shall have to enter into a Non-disclosure agreement with this office for execution of the job as per fixed norms, terms and conditions and technical specifications mentioned para 1 above.
4. The High Commission of India, Port of Spain does not bind itself to accept lowest tender and reserves the right to accept any tender or reject any or all the tender without assigning any reason.

3. Important dates:

- (i) Tender publishing date : 18 June, 2025
- (ii) Bid starting date : 18 June, 2025
- (iii) Tender closing Date : 10 July, 2025
- (iv) Opening of Technical Bid : 11 July, 2025
- (v) Opening of Financial Bid : 11 July, 2025

4. Scope of Work:

1. The selected bidder would be required to provide one (1) Toyota Voxy vehicle as per required technical specification:

Make	Toyota
Engine	M20A-FKS
Engine Type	4 cylinder, 6 Valve, DOHC
Fuel	Gasoline
Drive	Fully Automatic

2. The bidder may offer additional Guarantee/Warranty at their own option. This may make their proposal more attractive.

5. Bid Schedule:

1. Nodal Officer: Head of Chancery, High Commission of India, Port of Spain
2. Sale of bid documents: Copy of NIT can be downloaded from website of the High Commission of India, Port of Spain or CPP Portal or collected by hand.

6. Advice to the bidders:

Bidders are advised to study this tender document carefully before participating. It shall be deemed that submission of Bid by the bidder have been done after careful study and examination of the tender document with full understanding and its implications.

7. Bid validity:

Offer will remain valid at least 180 days from the date of submission of the bids. An offer valid for a shorter period will be rejected by this office.

8. Procedure for submission of Bid:

- (a) Bid should be in two parts i.e., Technical and Financial Bid.
- (b) Technical Bids should not contain any financial details. Failure to do so would result in rejection of the bid.
- (c) Only authorized person should sign the tender/quotation. His name, designation, mobile number, landline number, address should be given in capital letters, with clear details.
- (d) Copy of Power of Attorney for authorized person shall be submitted along with bid.
- (e) All columns of the quotation form shall be duly, properly and exhaustively filled in. Quotations shall be both in figures as well as in words. Any omission in filling the columns of "unit" and "rate" shall altogether debar a quotation from being considered.
- (f) No tender will be considered unless and until all the documents are properly signed by the authorized signatory.
- (g) The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part or parts at the discretion of this office.

Note: The all requisite documents must be submitted with the tender.

9. Format and content of the technical Bid:

The bid offered by the bidder shall comprise the following:

- (a) All supporting documents as specified above, i.e., "Minimum Eligibility Criteria" of the tender document.
- (b) Compliance against the required technical specifications of the vehicle specified in this tender. The bidder should mandatorily mention compliance/non-compliance against each line item of the required specifications. Failure to upload such compliance may result in rejection of the bid.
- (c) Manufacturer warranty
- (d) Timely delivery- Not more than 6 months for the date of award of works
- (e) Bidder's particulars
- (f) After sales service certificate
- (g) An undertaking to comply with the warranty. Bidder shall specify the brand name, make and technical specification of the class and other materials and its related accessories quoted under this tender.
- (h) All the annexure enclosed with this document and undertakings as mentioned above should be duly filled up and signed.

10. Withdrawal of Bid:

No bid or any part of it will be permitted to be withdrawn subsequent to the deadline for the submission of the bids.

11. Bid prices:

Price quoted by the Bidder shall include all charges including taxes, freight, after service and warranty. A bid uploaded with a variable price will be treated as non-responsive and would be rejected.

12. Evaluation of Bids:

- (a) The Technical Committee consisting of officers/officials from the office will evaluate the bids of all the bidders.
- (b) Conditional bids shall summarily be rejected.
- (c) The technical bids shall be evaluated as per the following:
Compliance to eligibility criteria: Compliance to the eligibility criteria specified as above of this tender document. Non-compliance of any eligibility criteria may result in disqualification of the bid.

The Tender Committee on the recommendation of the Technical Committee may disqualify any bid if the proposed work fails to meet the expectations on any one

or more of the above-mentioned parameters during the live demonstration (including Lab/Field testing), without providing reason.

The Financial Bids of only the technically qualified bides would be opened by the Tender Committee.

13. Criteria for disqualification

This officer has the discretion to disqualify any bid/bids if:

- (a) The bidder fails to provide the information required in the Bid proposal or any additional information as requested by this office during the tendering process.
- (b) Material inconsistencies in the information uploaded.
- (c) Misrepresentations in the Bid Proposal or any supporting documentation.
- (d) Incomplete of conditional bids that does not fulfill as or any of the conditions specified in this tender document and bids not quoted as per the tender document.
- (e) Use of unfair means.
- (f) Unsigned bid, bid signed by an unauthorized person and an unsigned correction/corrections in the bid.
- (g) Officer with price variation.
- (h) Price quoted in Technical Bid.
- (i) Non-compliance to any requirement of this tender document.

14. Acceptance of Bid

This office reserves the right to accept any bid, reject all or any bid and to annual the tendering process any time without assigning any reason, thereby without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds of action.

15. Cross Checking

This office reserves the right to connect and verify information, references and data uploaded by the bidder in the bid.

16. Right to vary quantities at the time of ward

This office reserves the right to vary the quantities and/ or spilt the order among the selected bidders and re-fix delivery schedule. This office also reserves the right to order additional quantities during the contract period at a price not more than the unit price quoted in the financial bid of the bidder.

17. Additional information/clarification

This office reserves the right to seek any additional information and samples, as it may deem necessary to evaluate the bid. Bidder shall provide such additional information or clarification as sought by this office within the provided time frame.

18. Bidder's obligation to carefully examine the tender document.

The bidder is expected to examine all the instructions, forms, terms and conditions and specifications in the tender document. Further to furnish all the information required by the tender documents or submission of bid in every respect will be at bidder's risk and may result in rejection of the bid. In the event of tender being accepted the bid will be converted into a contract.

Terms and Conditions:

- (a) Details of delivery charges (if any) for different modes i.e., Air, Sea etc. should be provided.
- (b) The prices quoted for the said work and its related accessories/services shall be static/fixed throughout the process of procurement period of contract and shall not be subject to any variation or upward modification whatsoever, even in case of fluctuation in currency.
- (c) Firm should certify they have read and understood the terms and conditions applicable to the bidder and they undertake to supply as per the mentioned terms and conditions. A company and the person signing the bid/offer shall be the constituted attorney.

19. Responsibilities of vehicles

The ownership of the vehicle will remain vested with this office during the period from the date of handing over till final acceptance, but the firm will be responsible for any type of damage to the vehicle. The officers of this office and the officials of the firm may jointly carry out inspection of the vehicle before it is handed over to this office.

20. Change in the minimum specified work

In the event of withdrawal or discontinuance of any items and consequent ceasing or reduction in demand, the successful bidder shall not be entitled to any compensation.

21. Delivery SLA (service level Agreement)

Supply and acceptance of the fabricated vehicles shall be completed within 6 months from the date of placement or order at the site mentioned in scope of work section of this tender document.

22. Maintenance Services

It shall be the responsibility of the successful bidder to effect necessary repairs and maintenance of parts as when required, during the warranty period, otherwise it shall be treated as non-performance on the part of the vendor.

23. Inspection/Tests

- (a) On site inspection will be done by officers of this office and shall have the power to inspect/verify the vehicle during the fabrication and to reject the same or any part or portion if he or she or they are not satisfied that the same is at part or according to the specifications uploaded by the successful bidder.
- (b) The inspection of fabricated vehicle to be supplied under this order shall be carried out at destination or any place to be specified in the work order.
- (c) Successful bidder shall neither claim nor be entitled to payment for any damage that rejected supplies may suffer during proper examination of such supplies.
- (d) This office shall be under no liability whatsoever for the rejected items and the same will be at the successful bidder's risk.

24. Payment schedule-30% on bid value will be paid in advance and rest of the amount of bid value will be paid after the delivery of the vehicle.

25. Invoicing- Pre-receipted invoice may be sent to this High Commission of India, Port of Spain for settle by bank transfer.

26. Compliance with laws and permits

The successful bidder shall comply all local, state and federal rules, regulations, ordinance, codes and laws relating to the work or the conduct thereof and shall secure and pay for any permits and licenses necessary for the execution of the work.

27. Cancellation of order

If the offered standards in the bid letter/quotation are not met, the order may be cancelled.

28. Acquaintance with all conditions

The bidder acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract and the bidder shall

not plead ignorance of any of those as excuse in case of complaint against or on rejection of supplies tendered by him or with a view either to asking for encashment or any rates agreed to in the contract or to evading any of his obligations under the contract.

29. Technical specification

The specification specified in this section is minimum required technical specification. Bids not meeting these minimum technical specifications are liable to be rejected. The bidders shall mandatorily upload compliance of the proposed work in the format provided in this section, as part of their technical bid.

30. Important points to be noted

- (a) Vender will be responsible to provide warranty for one year and free maintenance services for three years which will include brakes, suspension, door actuators, door hinges and other movable parts.
- (b) Vendor will include warranty details of all parts of the vehicle i.e, Glasses, suspension, tires, run flats etc. in its technical proposal.
- (c) Mission will provide exemption certificate for imported parts/components. The supplier will provide copy of bill of landing, invoice and list to enable the Mission to request exemption from Foreign Ministry of concerned country.

31. The tender document can be downloaded from our website <https://hcipos.gov.in>. No fees for tender document will be charged.

32. Bids can be submitted on any working day from 18.06.2025 to 10.07.2025 (from 0930 hrs to 1730 hrs).

33. The Technical Bids will be opened on 11th July, 2025 hrs by Committee authorized by the Competent Authority of this High Commission. The financial bids of only those bidders who's Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date for opening of Financial Bids would be intimated to the respective bidders in due course.

34. The High Commission of India, Port of Spain reserves the right to reject any or all the bids without assigning any reason and the decision of the High Commission shall be final and binding.

(Kalyan Kumar Halder)
Attaché (Admn & Property)
17.06.2025