



Consulate General of India, Houston

NOTICE INVITING TENDER

**EMPANELMENT OF TRANSPORT AGENCIES
FOR HIRING OF VEHICLES**

TERMS & CONDITIONS

1. Introduction

The Consulate General of India, Houston invites sealed bids from eligible transportation agencies for empanelment to provide chauffeur-driven vehicles for official use of the Consulate.

The successful bidder shall provide transportation services as and when required by the Consulate, in accordance with the terms and conditions contained in this Tender Document.

The complete Tender Document is also available on the Consulate's website and the Central Public Procurement (CPP) Portal.

2. Scope of Work

The selected agency shall provide chauffeur-driven vehicles for official duties of the Consulate General of India, Houston, including:

(a) Transportation within Houston Metropolitan Area

The Consulate regularly requires transportation for its officers, staff and visiting delegations within the Houston Metropolitan Area.

The agency shall be capable of providing, as required:

- Sedan
- Luxury/Premium Sedan
- SUV
- Premium SUV
- Van / Suburban

Vehicle requirements may be communicated one day in advance or at short notice, including weekends and public holidays.

(b) Transportation outside Houston

Transportation services may also be required to destinations within the Consulate's jurisdiction, including:

- Texas (Dallas, Austin, San Antonio and other cities)
- Arkansas
- Kansas
- Louisiana
- Oklahoma

The requirement may include local transportation within these locations.

(c) Official Delegations

The agency shall also provide transportation during official visits of Government of India delegations.

Such visits may require multiple vehicles simultaneously and may be scheduled anywhere within or outside Houston in the Consulate's jurisdiction.

The above list of destinations is indicative and not exhaustive.

3. General Service Requirements

The selected agency shall ensure that:

- Vehicles are clean, well maintained and roadworthy.
 - All vehicles have fully functional air-conditioning and heating systems.
 - Vehicles are sanitized before deployment whenever required.
 - Chauffeurs possess valid driving licences and legal authorization to work in the United States.
 - Chauffeurs are professionally dressed, courteous, English-speaking and familiar with local routes and traffic regulations.
 - Details of vehicles and drivers are provided within the time specified by the Consulate whenever required for security or official purposes.
 - Replacement vehicles are provided immediately, and preferably within one to two hours, in the event of a breakdown or emergency.
 - Adequate backup arrangements are available to ensure uninterrupted services.
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4. Eligibility Criteria

The bidder shall satisfy the following eligibility requirements and submit supporting documents as part of the Technical Bid:

(a) Legal Status

The bidder shall be a legally registered business entity under the applicable laws.

(b) Experience

The bidder should have at least three years' experience in providing transportation services to Government Departments, Embassies, Consulates or reputed organizations.

The bidder should not have been blacklisted or found unsatisfactory by any Embassy, Consulate or Government organization.

(c) Financial Capability

The bidder shall submit its organizational profile along with details of annual turnover and tax returns for the previous financial year.

5. Earnest Money Deposit (EMD)

The bid shall be accompanied by an Earnest Money Deposit (EMD) of **US\$100 (US Dollars One Hundred only)** in the form of an Account Payee Cheque, Banker's Cheque or Demand Draft drawn in favour of **Consulate General of India, Houston**.

The EMD shall be submitted separately in **Envelope-A** and shall remain valid for a minimum period of six months.

6. Submission of Bids

The bid shall consist of three separately sealed envelopes:

Envelope-A – Earnest Money Deposit (EMD)

Envelope-B – Technical Bid

Envelope-C – Financial Bid

All three envelopes shall be placed inside one sealed outer envelope superscribed:

"Proposal for Transportation Services"

The bid shall reach the following address on or before **17 August 2026 (1700 hrs)**:
Head of Chancery
Consulate General of India, Houston
4300 Scotland Street
Houston, Texas 77007
Late bids shall not be accepted.

7. Financial Bid

The Financial Bid shall be submitted strictly in the format prescribed in **Annexure-I**.

The bidder shall quote rates for:

- Airport pickup and drop services;
- Hourly usage within Houston Metropolitan Area;
- Transportation services in other cities and States under the Consulate's jurisdiction;
- Any additional charges, waiting charges or minimum hours, wherever applicable.

If services are not available for any particular location, the bidder shall clearly indicate **"Service Not Available"**.

Incomplete Financial Bids are liable to be rejected.

8. Bid Opening and Evaluation

Technical Bids shall be opened on **20 August 2026 at 1300 hrs** in the presence of the Tender Evaluation Committee and the authorized representatives of bidders, if present.

The Technical Bids shall first be examined to verify:

- submission of EMD;
- eligibility documents;
- compliance with the Tender conditions.

Only technically qualified bidders shall be considered for opening of Financial Bids. The Consulate reserves the right to verify the authenticity of any document submitted by the bidder. Submission of false, misleading or forged documents shall result in rejection of the bid and may invite appropriate legal action.

If the scheduled date of opening is declared a holiday, the bids shall be opened on the next working day at the same time.

9. Contract Conditions

The selected agency shall comply with the following conditions:

1. The quoted rates shall remain valid for **three years** from the date of award of the contract. Revision of rates, if any, shall be considered only after completion of this period.
2. Bid validity shall remain **180 days** from the last date of submission.
3. No price escalation shall be permitted during the validity of the bid.

4. Bills shall be submitted along with certified vehicle utilization records and shall be processed for payment after due verification.
5. The bidder shall avoid charging cancellation fees arising from last-minute changes made by the Consulate due to unforeseen official requirements.
6. Diplomatic discounts and tax exemptions, wherever applicable, shall be clearly indicated.
7. The quoted rates shall be exclusive of all applicable Federal, State and Local taxes. Applicable taxes, if any, shall be indicated separately in the Financial Bid.
8. The selected agency shall commence services within **30 days** of award of the contract, failing which the Consulate reserves the right to cancel the award and engage another agency.
9. The Consulate General of India, Houston reserves the right to accept or reject any or all bids without assigning any reason.
10. In the event of any dispute arising out of the contract, the decision of the **Consulate General of India, Houston** shall be final and binding on both parties.
11. Bidders are advised to carefully read the Tender Document before submitting their bids.



(Prashant K. Sona)
Head of Chancery
Consulate General of India Houston

Financial Bid for transport Services for Consulate General of India, Houston

Transportation Company / Transporter	
Name	
Address	
Email	
Contact No.	

A. Airport pick-up/drop off and Per hour rate for use charges from/to different locations in Houston Metropolitan Area

Type of Car	Price for airport pickup/drop off Houston Airport (US\$)	Per hour rate for use within Houston Metropolitan Area (US\$)	
		US\$	Minimum hours
Sedan			
Sedan Luxury			
SUV			
SUV luxury/ Premium SUV			
Van/ Suburban			

(i) In case of extra charges same may please be mentioned specifically including waiting (charges)

(ii) Please specify minimum number of hours will be charged for hourly rates.

(iii) Any other extra charges involve, like trip charges to be mentioned clearly (if any)

(B) Pick-up and drop-off from/to airports in different states Type of Car

Type of Car	Price for Airport pick up and drop off in different states (US\$)				
	Texas(Dallas, San Antonio, Austin, etc.)	Arkansas	Kansas	Louisiana	Oklahoma
Sedan					
Sedan Luxury/ Premium Sedan					
SUV					
SUV luxury/ Premium SUV					
Van/ Suburban					

(C) Per hour usage in different states

Type of Car	Per hour usage in different states (US\$)				
	Texas(Dallas, San Antonio, Austin, etc.)	Arkansas	Kansas	Louisiana	Oklahoma
Sedan					
Sedan Luxury/ Premium Sedan					
SUV					
SUV luxury/ Premium SUV					
Van/ Suburban					

- (i) Please specify a minimum number of hours (if applicable)
- (ii) Any other extra charges involve, like trip charges to be mentioned clearly (if any)
- (iii) You may add an extra page with service conditions and charges if required.
- (vi) In case you have any query may write email to hoc.houston@mea.gov.in and adm.houston@mea.gov.in.

Important: Please note that Annexure-I must be filled in all respect in case you may not able to provide service to a particular state/area please mention "service not available". Incomplete Annexure-I will be rejected

TECHNICAL BID**TENDER FOR HIRING OF VEHICLES**

1.	Earnest Money Deposit (EMD) of USD 100 in the form of Cheque / Banker's Cheque / Demand Draft in favour of Consulate General of India, Houston	
2.	Name of the bidder firm/Company	
3.	Local address of the firms/company. (copy of address proof)	
4.	Copy of Registration/Incorporation	
5.	Copy of Tax returns for the last three years	
6.	A list of owners/partners etc.	
7.	Contact Person(s) (with mobile number)	
8.	Vehicles are owned by the bidder in case of No, detail the mode of arrangement	Yes/No
9.	Number of owned vehicle by the bidder please give details	
10.	Details of the past experience in the field (copy of job order/certificate for the last three years), if any	
11.	Whether the firm/vendor has been blacklisted or debarred by any Organization/ Institution at the time of submission of the bid.	Yes/No (if yes, please provide the details)

**Name of Work: - Empanelment of transport agencies for hiring of vehicles by
Consulate General of India, Houston**

Declaration in lieu of Bid Security Amount

I, _____ on behalf of company M/s
_____ (Name of Company) having office at
_____ hereby declares that my technical and financial
bids for the work for **Empanelment of transport agencies for hiring of vehicles by
Consulate General of India, Houston** shall remain valid till -- August 2026.

I undertake that I will not withdraw or modify my bid till -- August 2026. I have read and understood the tender agreement and I am fully aware of the Service Provider's obligations.

**(Signature with name and address)
Office Seal of the Company**