

HIGH COMMISSION OF INDIA
KIGALI, RWANDA

REQUEST FOR PROPOSAL

(HCI/KIG/CAR/RFP/2021/001)

for

SUPPLY OF 1 UNIT OF CAR

to **HIGH COMMISSION OF INDIA, KIGALI, RWANDA**

IMPORTANT DATES

Date of Issue / Publishing Date	:	**29th December, 2021|Wednesday|12:00 hrs local time | 15:30 hrs IST**
Document Download / Sale Start Date	:	**29th December, 2021|Wednesday|12:00 hrs local time | 15:30 hrs IST**
Seek Clarification Start Date	:	**29th December, 2021|Wednesday|12:00 hrs local time | 15:30 hrs IST**
Seek Clarification End Date	:	**19th January, 2022 | Wednesday | 13:00 hrs local time | 16:30 hrs IST**
Bid Submission Start Date	:	**29th December, 2021|Wednesday|12:00 hrs local time | 15:30 hrs IST**
Bid Submission Closing Date	:	**24th January, 2022 | Monday | 12:00 hrs local time | 15:30 hrs IST**
Technical Bids Opening	:	**24th January, 2022 | Monday | 12:00 hrs local time | 15:30 hrs IST**
Financial Bids Opening	:	**24th January, 2022 | Monday | 14:00 hrs local time | 17:30 hrs IST**

REQUEST FOR PROPOSAL

1. Bids are invited for single stage 2-Bid system of Technical Bid & Financial Bid from eligible Bidders for supply of 01 unit of Car (as per technical specifications outlined below) to the High Commission of India in Kigali, Rwanda (henceforth referred to as 'Buyer').

2. **Technical Specifications of the Car**:

Minimum Technical Specifications
1. ENGINE
Type: Petrol / Diesel
Cylinders: 4
Displacement (cc): 1200
Gearbox: Manual / Automatic
Transmission: 2 WD / 4 WD
2. DIMENSIONS
Length in mm: 4000 mm
Width in mm: 1700 mm
Height in mm: 1600 mm
Ground clearance (mm): 195
Wheelbase (mm): 2500
3. Others:
Fuel tank capacity (L): 40 L
Seating: Minimum 5 persons
Fittings & Accessories: OEM
Drive: LHD (For Rwanda)

3)**Terms & Conditions for the Bidding Process**

3.1) Address/link for submitting Bids or seeking clarifications regarding this RFP:

1. **For Clarifications & Submissions of Hard copy of the Bids:**

The High Commission of India
#67, KG9 Avenue,
Nyarutarama, Kigali, Rwanda
Email : pol.kigali@mea.gov.in

Contact person: Mr. Nilratan Mridha, Second Secretary
E-mail: pol.kigali@mea.gov.in

3.2) Manner of depositing the Bids:

3.2.1) Sealed Bids should be either handed over physically at reception of High Commission of India, Kigali or sent by registered post at the above address. Bids sent by FAX or e-mail will not be considered.

3.2.2) Bids should be prepared on the original memo / letter pad of the Bidder, furnishing, inter alia, details like VAT number, copy of Government license letter, Bank account number (US Dollar Account, if applicable) and bank address, etc. and complete postal & e-mail address of the Bidder.

3.2.3) Technical and Financial Bids should be prepared separately and submitted in two separate sealed envelopes, both of which should be further enclosed in a larger sealed envelope super-scribed with the words "Bid for Supply of 01 Unit of Car to High Commission of India, Kigali, Rwanda".

3.2.4) The following documents shall form part of the bid:

i. Request For Proposal (RFP) (this document – initialled on each page by the bidder)
ii. Any Addenda to the RFP issued by Buyer (initialed on each page by the bidder)
iii. Technical Bid
iv. Financial Bid

3.3) **Last Date for Submission of Bids**: The bid should reach the Buyer by **24th January, 2022 | Monday | 12:00 hrs local time | 15:30 hrs IST**. Late bids will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents.

3.4) **Earnest Money Deposit (EMD)**: NO EMD

3.5) **Clarification regarding contents of the RFP**: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 03 (three) days prior to the last date of submission of the Bids i.e. **19th January, 2021 | Wednesday | 13:00 hrs local time | 16:30 hrs IST**. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents. This shall not affect the last date of submission of bids unless notified by the buyer at his discretion.

3.6) **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A scanned copy of modification or withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of modification or withdrawal notice to be sent by post and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No

bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

3.7) **Clarifications regarding contents of Bids**: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No clarification after the deadline of submission of bids, on the initiative of the bidder, will be entertained.

3.8) **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke rejection of bid. Conditional bids will be rejected.

3.9) **Validity of Bids:** The Bids should remain valid till Ninety Days (90 Days) from the last date of submission of the Bids i.e. 90 days from **24th January, 2022| Monday | 12:00 hrs local time | 15:30 hrs IST**. The validity of the bids may be extended on the request of the Buyer / High Commission of India, Kigali from time to time as per requirements with no additional modifications or conditions.

3.10) **No. of bids per make/model**: Each bidder shall submit only one bid for a particular make/model of Car. A bidder who submits more than one bid for the same make/model shall be disqualified and the bids shall be rejected.

3.11) **Cost of bidding**: The bidder shall bear all the costs associated with the preparation and submission of bid and the buyer shall not be responsible or liable for these costs.

3.12) **Amendment of bidding document:** The High Commission of India, Kigali may amend the bidding document by issuing Addenda, before the deadline for submission of bids.

3.13) **Language:** All documents relating to the bid shall be in English language.

3.14) **Eligibility of bidder**: Reputed suppliers of cars from India, Rwanda or any other country are eligible to participate in this tender.

3.15) **Price details to be specified in Bid:**

The price shall be quoted CIF, up to Kigali excluding any Customs and other Government duties or taxes. Clearing and forwarding charges of all cars, if any, should be included in the bid itself. All rates shall be quoted in US dollars.

Sl. No	Description of item	Details of the Car	Quantity	All Inclusive Total price (In USD both in figures and in words)

1.	Car no. 1	Model Name: Year of Manufacture: Car Details:	1 No.	Figures: Words:
2.	Car no.2	Model Name: Year of Manufacture: Car Details:	1 No.	Figures: Words:
…..	……	…….	……	…….

The import duties & applicable taxes as per the laws of Government of Rwanda are exempt and hence, the bidder may quote accordingly.

3.16) **Evaluation of all bids and announcement of successful bidder:**

The Technical bid will be opened on **24th January, 2021 | Monday | 12:00 hrs local time | 15:30 hrs IST** and Financial Bid on **24th January, 2021 | Monday | 14:00 hrs local time | 17:30 hrs IST** at High Commission of India, Kigali. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of any bidder. The name of successful bidder will be announced at the same time. If there is any doubt about the bid process, the concerned bidder should give his/her representation in writing on the same day. No such representation will be considered later.

3.17) **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

3.18.1) All the Technical Bids will be opened first. Bids that are not compliant with all the eligibility and qualifying requirements of the RFP will be discarded. The checklist with compliance to Technical Specifications as tabulated in **Appendix – A** shall be evaluated. Minor variations shall be accepted subject to discretion of the Buyer.

3.18.2) The financial bids of those bidders who pass the Technical Bid evaluation will be opened next. The successful bidder will be decided on the basis of the lowest price quoted, as per the Price Format specified in **Appendix -B**.

3.18) **Terms & Conditions after selection of successful bidder (henceforth 'Supplier')**

3.19.1) **Delivery Period:** The Supplier shall be required to deliver the Car complete in all respects in ready to gift condition within 30 days from the date of the issue of Supply Order. The period of delivery is not extendable. Buyer would be entitled to unilaterally cancel the Order in case items are not received within the stipulated delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.

3.19.2) **Delivery delayed charges or Penalty**: In case of delay in delivery of the Car by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay beyond the scheduled date of supply subject to maximum of 10% of contract amount.

3.19.3) **Exemption from Government Levies:** The Car shall not attract any duties or taxes levied by Government of Rwanda. High Commission of India, Kigali, shall issue necessary letter to the concerned tax authorities in Rwanda regarding exemption from taxes and duties. The supplier shall submit original invoice and details of chassis number and engine number of the Car well in advance to obtain necessary tax exemption from the relevant authorities of Government of Rwanda.

3.19.4) **Defect Liability Period / Warranty:** The Supplier shall provide warranty of vehicle for at least a period of 03 years or 1,00,000 km, whichever is earlier from the date of supply of car, against manufacturing defects and shall provide free services for (main engine, suspension, gear box and batteries) in Kigali, Rwanda.

3.19.5) **Technical documentation to be provided along with the Car**: Standard documents accompanying the Vehicle i.e. Detailed User Manual, Warranty Certificate, etc. must be provided.

3.19.6) **Inspection by the Buyer**: The High Commission of India, Kigali, shall also undertake visual inspection of the Car at Kigali before supply through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of Supplier.

3.19.7) **Payment**: Payment of basic cost of Car shall be made by US$ bank transfer in favor of the Supplier, after satisfactory delivery of car on visual inspection certification of the High Commission of India, Kigali.

3.19.8) **Performance Security:** NIL

3.20) **Force Majeure**

3.20.1) **“Force Majeure"** shall mean any event beyond the reasonable control of the Buyer or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.

3.20.2) In an event of Force Majeure, then the affected party shall notify, and obtain acceptance of, the other party in writing, of the occurrence of such event and the circumstances thereof within 30 days after the occurrence-of such event for further necessary actions.

3.20.3) The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect thereof upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, thereby not entering into any default, non-performance, or breach of contract.

3.20.4) If the performance of the Contract is substantially prevented, hindered or delayed for a single period of more than 21 days from the day of acceptance as mentioned in clause 3.20.2 above on account of one or more events of Force Majeure during the currency of the Contract, the parties will attempt to develop a mutually satisfactory solution, failing which either party may terminate the Contract by giving a notice to the other.

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APPENDIX-A

TECHNICAL SPECIFICATIONS CHECK LIST

Minimum Technical Specifications	Bidder Comments
1. ENGINE	
Type: Petrol / Diesel	
Cylinders: 4	
Displacement (cc): 1200	
Gearbox: Manual / Automatic	
Transmission: 2 WD / 4 WD	
2. DIMENSIONS	
Length in mm: 4000 mm	
Width in mm: 1700 mm	
Height in mm: 1600 mm	
Ground clearance (mm): 195	
Wheelbase (mm): 2500	
3. Others:	
Fuel tank capacity (L): 40 L	
Seating: Minimum 5 persons	
Fittings & Accessories: OEM	
Drive: LHD (For Rwanda)	

APPENDIX-B

FINANCIAL BID

Sl. No	Description of item	Details of the Car	Quantity	All Inclusive Total price (In USD both in figures and in words)
1.	Car	Model Name: Year of Manufacture: Car Details:	1 No.	Figures: Words:
2.	Car	Model Name: Year of Manufacture: Car Details:	1 No.	Figures:
				Words: