

BRI/873/01/2024  
Consulate General of India  
Brisbane

### NOTICE INVITING TENDER

**Subject:- Tender for transport services to CGI, Brisbane.**

Bids/Quotes are invited from reputed Australian local firms or entities having registered office in Australia for providing transport services including hiring of cars on hourly basis. Consulate General of India in Brisbane shall prepare a panel of transport service providers for obtaining different services and shall fix rates for a period of one year.

**GENERAL SCOPE OF WORK: -**

1. The Service Provider (SP) shall be responsible for providing transport service like airport transfers, movement within Brisbane city and suburbs and hiring of cars on hourly basis.
2. The SP should be a registered transport service provider with the Govt. of State of Queensland in Australia or any other registering authority in Australia.
3. The requirement of services shall be conveyed over phone ( in case of emergency) or by email to SP and he/she shall ensure that services are provided.
4. The vehicles should be neat and clean and should have provision of newspaper and drinking water and mobile phone charger for the passengers.
5. The SP shall ensure that the driver is in appropriate dress/attire and possess valid ID card and driving licences whenever he is on duty with CGI, Brisbane or its guests.
6. The work shall be assigned to the SP from one designated officer of CGI, Brisbane which should be responded to within a period of one hour. In case of urgency, the work can be assigned telephonically also by the designated officer.
7. The Consulate shall prepare a panel of transport service provider. After calling for quotes, CGI, Brisbane shall take minimum rates given by different bidders for different services. These minimum panel rates shall be acceptable to all the three bidders proposed to be on the panel of the CGI, Brisbane. The minimum rates shall be conveyed to all bidders and those who are willing to offer services on these rates shall be included on the panel of the CGI, Brisbane. **NO PAYMENT FOR TOLL OR PARKING OR DRIVER ALLOWANCE OR ENTRY FEE SHALL BE PAID.** The SP should quote rates accordingly especially for outstation charges involving night stay.
8. In case of unsatisfactorily services, no payment shall be made to the SP for that service/job.

9. The contract shall be valid for a period of one year from the date of its award. The rate quoted shall remain in force for the full period of the contract. No demand for revision of rate on any account shall be entertained during the contract period. If mutually acceptable, the same rates can be extended for a period of another year. The maximum extension of existing contract after one year shall not be more than two years each extension being for a period of one year only.
10. It is the responsibility of the SP to ensure that all local laws and regulations are followed particularly with respect to driving regulations, upkeep of vehicles etc.
11. The SP shall raise bill upon completion of job and sent to CGI, Brisbane for payment. If the bill is in order, the payment shall be made within two weeks of the receipt of the bill.
12. The SP should get the duty slips signed by the guests and attach with the bills.
13. CGI, Brisbane shall not be responsible for any injury and third-party damage and damage to SP in case of any accident or any incident of any kind.
- 14. Evaluation of bids:** The bidders should send their bids in a sealed envelope as per financial bid format in Annexure I on or before 24<sup>th</sup> April 2025. The minimum rates quoted for each service by different bidders shall be considered for making panel of service providers. The bids will be opened on 28<sup>th</sup> April and the finalisation of panel rates for various services shall be sent to bidders in first week of May. The bidders should send their acceptance within one week of the receipt of final rates of CGI, Brisbane. A panel of transport service providers shall be prepared based on acceptance received from the bidders. Preference will be given to those bidders who have quoted minimum rates for maximum items of service as given in financial bid.
15. Any clarification on this tender may be obtained from "Head of Chancery, CGI, Brisbane" in person or by email at [hoc.brisbane@mea.gov.in](mailto:hoc.brisbane@mea.gov.in). **Bids may be sent in sealed covers addressed to "Head of Chancery, Consulate General of India, level 12, 301, coronation drive, Milton 4064 latest by 24<sup>th</sup> April 2025.**



(S K Goel)

Head of Chancery  
Phone : +61 38589694  
Email: [hoc.brisbane@mea.gov.in](mailto:hoc.brisbane@mea.gov.in)  
2 April 2025

## ANNEXURE-I

**(Financial Bid Proforma)**

(to be printed on Company letterhead OR signed by authorised representative of bidder)

To,

**The Consulate General of India, Brisbane**

Dear Sir,

With referenceto your tender for preparation of panel of transport service providers, we quote as follows:

Serial number	Item	Price ( Without GST) in AUD
(a)	(b)	©
1.	<b>Brisbane Airport to Hotel/residence</b> (receiving at airport and <i>transfer of passenger to hotel/residence</i> )	
2.	<b>Hotel/Residence to Brisbane airport</b> (transfer to passenger to airport)	
3.	<b>Hourly rent of Mercedes S class car</b> (minimum two hours of rental)	
4.	<b>Hourly rent of Mercedes E class car</b> (minimum two hours of rental)	
5.	<b>Hourly rent of Sedan car (Toyota or equivalent)</b> (minimum two hours of rental)	
6.	<b>Hourly rent of Viano/Alfard or similar van (7 seater)</b> (minimum two hours of rental)	
7.	<b>Charges for outstation visit per km involving night stay</b> (Mercedes/Toyota Van or equivalent) (The payment shall be made only as per km travelled including toll and driver allowance)	
8.	<b>Hiring of car per day</b> (No minimum number of days) (usage upto12 hours per day. Beyond 12 hours of usage, per hour usage rate would be paid as per make of vehicle)	

(No separate charges for driver allowance or toll/fuel/entry and parking fee etc. shall be paid while on duty with CGI, Brisbane)

(Signature with name and address)

Office Seal of the Company