

**HIGH COMMISSION OF INDIA
COLOMBO**

Notice Inviting Tender for Hiring of Vehicles

Tender No. Col/Admn/873/01/04

Dated 06th May 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 High Commission of India, Colombo, on "**as and when required**" basis:

- i. Sedan (Axio)
- ii. Allion / Premio / Vezel
- iii. Mitsubishi Outlander
- iv. Toyota Landcruiser Prado
- v. Audi
- vi. Mercedes Benz sedan
- vii. AC van – 9 seater / 14 seater
- viii. AC Bus – 26 seater / 40 seater / 45 seater
- ix. Tata Dima Batta or similar truck (different sizes) with two labours

2. Tender Schedule:

Last date and time of submission of bids : **28th May 2026 (1400 hrs)** at
High Commission of India,
36-38, Galle Road, Colombo-03

Date and time of opening of tenders bids : **28th May 2026 (1500 hrs)** at
High Commission of India,
36-38, Galle Road, Colombo-03

3. Eligibility : The bidding firm should be a registered tour/taxi operator with an average annual turnover of atleast SLR 5,000,000/- for the last three years and minimum 5 years experience of providing services to Government/ Ministries/ reputed firms.

4. Instructions for bidders :

- i. The tender must be accompanied with the following documents, failing which the tender will be rejected:
 - a) Earnest Money Deposit (EMD) of SLR 100,000/- in the form of Account Payee Demand Draft / Bankers Cheque / Bank Guarantee in favour of High Commission of India, Colombo, 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 100,000/- shall be forfeited.
 - b) Technical Bid must be in the format prescribed in **Annexure-I**.
 - c) 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.
- ii. The Technical bid and the Financial bid 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 High Commission of India, Colombo 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 vehicle will be shared with all eligible bidders. Rate contract will be signed with only those bidders who agree to supply all / most of the vehicles at the L-1 rates.
- vi. High Commission of India, Colombo 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 High Commission of India, Colombo in this regard shall be final.

5. Contract terms & conditions : The High Commission of India, Colombo 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. No hybrid or electric models shall be hired by the High Commission.
- v. The rates fixed for hiring of vehicles shall be inclusive of charges for fuel and driver. The drivers deployed for the High Commission should be regular/permanent employees of the contractor.
- vi. The vehicles provided by the contractor should be 2016 models or later. The vehicles 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 High Commission.
- 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. Sufficient water bottles (atleast four per day), good quality umbrellas (atleast two or as per the number of guests/officers) and air freshner should be available in the vehicles at all times during their duty with the High Commission. No additional cost shall be charged for these facilities.
- x. 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.
- xi. The drivers must be able to communicate in English and should be familiar with various locations of Sri Lanka, particularly of Colombo.
- xii. The drivers should be well-dressed during their deployment for High Commission of India, Colombo. Their behaviour with the guests/officers/staff of the High Commission should be polite and respectful.

- xiii. 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. High Commission of India, Colombo will not be responsible in any way for any such damages caused by the driver's / company's negligence.
- xiv. The drivers should be paid the minimum wages & allowances as prescribed by the Govt. of Sri Lanka.
- xv. The vehicle should be provided with duty slips. The vehicle engaged for duty must be certified by the user (guest/officer/staff of the High Commission), 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.
- xvi. 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 High Commission 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.
- xvii. 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.
- xviii. Night stay charges at the agreed rate shall be paid by High Commission only in case of tours out of Colombo if driver accommodation is not provided by the hotel where the guest/officer stayed.
- xix. The contractor is required to submit a Performance Bank Guarantee of SLR 500,000/- which shall be valid during the one-year contract period plus two months. Any amount of penalty imposed by the High Commission in case of any breach of the terms and conditions by the contractor, shall be deducted from the Performance Bank Guarantee.
- xx. 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 100,000/- shall be imposed on the contractor. In case of a major breach of above terms & conditions, High Commission 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
High Commission of India
36-38 Galle Road
Colombo**

TECHNICAL BID

Submitted in response to Tender No. Col/Admn/873/01/04 dated 06th May 2026 published by High Commission of India, Colombo

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)	(attach registration certificate)
TIN / VAT number	(attach registration certificate)
Existing / previous clients in the last three years	(attach performance certificate from reputed clients)
Turnover FY 2022-23 FY 2023-24 FY 2024-25	(attach audited financials)
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 High Commission. I/we have fully read and understood the terms and conditions of the tender document.

Bidder's signature & stamp

Date : _____

FINANCIAL BIDSubmitted in response to Tender No. Col/Admn/873/01/04 dated 06th May 2026 published by High Commission of India, Colombo

Name of the company Telephone Email							
Name of the owner Residential Address Mobile no. Email							
S. No.	Type of vehicle	Rate for airport pickup or drop (HCI to / from airport)	Rate of hiring for half-day (06 hours, 50 km)	Rate for hiring per day (12 hours, 100 km)	Rate for extra hours beyond 12 hours	Rate for extra km beyond 100 km	Night stay charges for driver
		SLR	SLR	SLR per day	SLR per hour	SLR per km	SLR per night
1	Sedan (Axio)						
2	Allion / Premio / Vezel						
3	Mitsubishi Outlander						
4	Toyota Landcruiser Prado						
5	Mercedes Benz sedan						
6	Audi						
7	AC van - 9 seater 14 seater						
8	AC Bus – 26 seater 40 seater 45 seater						
9	Tata Dima Batta truck with 2 labours (mention truck sizes)						

Bid validity : 90 days from the last date of submission

Bidder's signature & stamp

Date : _____