सत्यमेव जयते

Embassy of India
Guatemala

INVITATION FOR TENDERS

GUA/ADMN/885/02/2025

Date : 27 March 2025

The Embassy of India, located at 3 Avenida, Calle 17-59, Zona-14, Guatemala City, invites sealed bids from reputable and experienced transportation service providers for hiring transport services to facilitate the organization of the International Day of Yoga (IDY) event at Cercha, Cobán, on 21 June 2025.

2. Interested parties are welcome to contact the Embassy to submit their bids on any working day till Thursday, 17 April 2025 between 0900 hrs and 1730 hrs. Please send an e-mail to admn.guatemala@mea.gov.in or contact via telephone number +502-2246-1661 in case of any questions. All Interested companies may e-mail their quotes at admn.guatemala@mea.gov.in or send by post at the following address latest by 17 April 2025:

Head of Chancery
Embassy of India
3 Avenida, Calle 17-59,
Zona- 14, Guatemala City

[Ramesh C Khulbey]
Head of Chancery

Last date of submission of bids is Thursday, 17 April 2025.

Terms and Conditions:

1. The Submission of Bids:
Bidders shall submit their Financial Bid in a sealed envelope at Embassy of India, Guatemala

2. Last date for submission

The last date for submission of duly completed bids is 17 April 2025 (1500 hrs) and should be submitted at Embassy of India, 3 Avenida, Calle 17-59, Zona 14, Guatemala City.

3. Validity of Bid –

The Bid shall remain valid for a period of 60 (Sixty) days from the date of the opening of the bid or up to any mutually extended period.

4. Late Applications:

Any bid received after the last date and time specified for submission for the same, shall not be accepted under any circumstances. Bids received after the last date and time shall be summarily rejected and no correspondence in this regard will be entertained.

5. Period of Contract:

The period of contract will be valid till completion of the event

6. Scope of work:

The selected service provider will be responsible for providing reliable and well-maintained transportation for the smooth execution of the event. The bids should include a detailed cost breakdown covering the following services:

1. **Type and Number of Vehicles Required:**
   - Buses or minibuses with appropriate seating capacity for participants.
   - Backup vehicles in case of any breakdowns or emergencies.
2. **Pickup and Drop-off Points:**
   - Transportation from designated points in Caboan, Raxruha and surrounding areas to Cercha, Cobán and return.
3. **Rental Duration & Schedule:**
   - Pick-up and drop-off timing as per event requirements.
   - Flexibility in case of delays or extended event duration.
4. **Cost Inclusions:**
   - Fuel charges, driver charges, tolls, and parking fees.
   - Insurance coverage for passengers and vehicles.
   - Any additional logistics support required during the event.
5. **Vehicle Condition & Safety Measures:**
   - Vehicles must be well-maintained and in excellent working condition.
   - Drivers should be licensed, experienced, and familiar with the route.

- Vehicles should be equipped with **first aid kits and emergency support**.

Location of pick-up and drop off points:

LOCATIONS AT COBAN REQUIRING HIRING OF BUSES

Pick up Place	Number of People
Centro Raxruha	1000
Centro Carcha	1500
Centro San Juan Chamelco	2000
Km. 218 Ruta Coban-Carcha, San Pedro Carcha	1200

7. Payment terms:

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- Payment will be released on submission of invoice for the same at the end of the event. Maximum 50% can be made in advance.
- The agency who has been awarded the contract shall submit the bills within a week of expiry of the billing period.
- The quote price will be excluding IVA.
- The payment will be released through direct bank transfer
- Price quoted should be on an all-inclusive basis and shall include the cost of all services. The Embassy of India would not be responsible for any dues other than the agreed contract amount.