



Consulate General of India
Clarence House
4-10 May Street,
Belfast BT1 4NJ

TENDER NOTICE

No. BELF/873/07/2026

25 September 2026

Subject: Tender notice for empanelment of Transport providers for hiring of cars and drivers for Consulate General of India, Belfast.

The Consulate General of India, Belfast invites Tenders from reputed and interested transport agencies having their company registered in UK under the local laws, in the form of two bid system (Technical and Financial) for the purpose of empanelment for "Providing Transport Services" to the Consulate General of India, Belfast for 01 year from the date of issuance of work order, renewable at the Consulate's discretion up to two additional spells of one year each based on Agency's performance and annual review & subject to terms and conditions given in the tender document.

IMPORTANT DATES

S.No.	Events	Date
1.	Tender Publish Date	28.09.2026
2.	Bid Submission start date	28.09.2026
3.	Bid Submission end date	21.10.2026 (till 1700 hrs)
4.	Opening of Technical Bids	22.10.2026 (at 1500 hrs)
5.	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	22.10.2026 (at 1530 hrs)

***Note: The bids will be opened in the Conference Room of the Consulate General of India, Clarence House, 4-10 May Street Belfast BT1 4NJ, United Kingdom.**

2. The Tender document can be downloaded from the websites: <https://www.cgibelfast.gov.in/> or <https://eprocure.gov.in/eprocure/app> from **28 September 2026 to 21 October 2026**. **No tender fee will be charged for the tender document.** Please note that any corrigendum/addendum in the above tender documents, if required, will be hosted on the aforementioned websites.

3. Tender documents shall be received upto **1700 hrs on 21.10.2026** which shall be opened on 22.10.2026 at 1500 hrs at the Consulate.

4. The Consulate General of India, Belfast reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

(V.V.S. Rama Krishna)
Consul & HOC
Email: hoc.belfast@mea.gov.in

TENDER DOCUMENT

The Consulate General of India, Belfast is in process of empanelment of Transport providers for hiring of cars for Consulate General of India, Belfast for 1 year from the date of award of work and invites sealed bids from prominent and interested transport companies registered in UK under the local laws for providing services to the Consulate and its personnel for official purposes.

1. Eligibility: The transport company shall provide dedicated transport services alongwith good condition chauffeur driven car/vehicle (Sedan/SUV/Van/premier Sedan) with functional Air-Conditioner/Heating system in built, to the Consulate General of India, Belfast or its personnel for official purposes during office hours and on requirement basis after office hours. The Vehicle should be registered in the UK with the right to run a transport company in UK. The chauffeur should have a valid driving license and at least 2 years of experience of driving cars/vehicles in the UK. The chauffeur should have legal resident status in UK and have knowledge of English language and; should also have good knowledge of City routes, traffic rules and use of navigation system. The Chauffeur is expected to be polite and courteous to the passengers at all times.

2. Location: Consulate General of India, Belfast is located at Clarence House, 4-10 May Street Belfast BT1 4NJ, United Kingdom.

3. Scope of work: The company shall provide a dedicated chauffeur driven good condition car to the Consulate for use of the Consulate and its personnel for official purposes, during office hours and/or after office hours on requirement basis. The transport company should be in a position to provide / offer monitoring and back up services in case of any vehicle becoming dysfunctional suddenly or due to exigencies that may arise for what so ever reason. The requirement of car & chauffeur after office hours shall firstly be authorized by the Competent Authority in the Consulate.

Details of expected visits: The car & chauffeur shall be used by the Consulate for the following:

- a) Pick-up & drop off of the Consulate's personnel alongwith their baggage or other officials / persons as per direction of the competent authorities in the Consulate.
- b) Visit to any place (s) in UK to attend an event/meeting or to provide consular Services by the officer (s) / official (s) of the Consulate.
- c) To provide transport to delegations as per directions of the competent authorities.
- d) To carry stuff (standees, banners, podium, tables, mats, boxes, flags etc) from Consulate to site of the event and vice versa.
- e) Any other task related to transport of luggage or persons, as directed by the competent authorities in the Consulate.

4. Payment: The Company / chauffeur shall maintain a duty slip which shall clearly mention the date, time, places (from & to) etc in respect of each visit and shall get it verified by the officer / officials traveling in the car. The Company then shall submit its invoice of a month latest by 10th day of next month which shall be settled by the Consulate after its due verification. Payments shall be made only to the verified bank account of the contracted legal entity/proprietorship and not to any third party account.

5. Submission of Tender & Bidding process: The tenders/bids should be submitted in two sealed covers – the first sealed cover containing technical bid should be superscribed **"Technical Bid"** and second sealed cover containing financial bid should be superscribed **"Financial Bid"**. Both the sealed covers then should be placed in the main sealed envelope superscribed **"Tender for providing Transport Services to the CGI Belfast"** and addressed to 'Head of Chancery, Consulate General of India, Clarence House, 4-10 May Street Belfast BT1 4NJ, United Kingdom'. The detailed tender document alongwith its annexure(s) including format for technical bid and financial bid can be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/epublish/app> and also the official website of the Consulate General of India, Belfast at <https://www.cgibelfast.gov.in/>

(a) The 'Technical Bid' (format given at Annexure-I) should contain – The requisite information of Company profile, experience, Registration number etc. The bidder should also clearly/ mention in the tender that the terms and conditions of the tender document are acceptable to them.

(b) The 'Financial Bid' should contain rates which are to be quoted in the proforma enclosed at Annexure-II.

6. The tender forms shall only be filled in ink or typed. The tender shall be signed, dated and witnessed in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialled. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid or scratching, and should duly be authenticated. Every page of the tender shall be initialled by the bidder, and submitted back as a token of accepting the laid down terms and conditions. The bidder shall sign all schedules forming part of the tender.

Terms & Conditions of the Tender / Contract

1. Eligibility Criteria:

- a) The bidder must be registered under the UK laws and should have all applicable/ appropriate licenses in their own name in the field of providing Transport Services.
- b) The Company should have minimum 3 years of experience of providing Transport Services.
- c) The Company should have a minimum annual turnover of GBP 25,000 during the past three financial years.
- d) The bidding company must possess the requisite experience of providing transport services.
- d) The bidder shall have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of the UK and any other relevant authority.
- e) The bidder shall follow acts and regulations enforceable from time to time by the Government of UK without any liability on the Consulate General of India, Belfast or without any responsibility for statutory compliance by the Consulate. All regulatory/ corporate/tax compliance shall be the sole responsibility of the bidder.
- f) The bidder must have proper qualification and expertise for the job management, as has been defined in 'scope of work'.
- g) The Company shall provide a dedicated Vehicle/Car with chauffeur to the Consulate General of India, Belfast during office hours and after office hours for use by its officials or as directed by the competent authority in Consulate. The driver's emoluments, fuel charge, car's / vehicle's repair & maintenance charges shall be paid by the Company and the Consulate shall have no liability on these charges.
- i) The Company shall also provide back up in case of failure of existing car or unavailability of existing Chauffeur. The Company shall also provide additional vehicle and chauffeur as per requirement and directions of competent authority at the agreed rates, terms and conditions.
- j) The Car / Vehicle should be in good condition with AC/Heating fitted in. The Vehicle should possess all minimum criteria viz. valid MOT, insurance etc.
- k) The chauffeur should be qualified well enough to handle the job. should be aware of Traffic rules, city driving rules, parking places, road signs etc, should possess a valid driving license with at least 2 years of experience of driving in UK, and should have a good presence of mind. The Consulate shall not be responsible for any fine due to breaking of law or any rule laid down by the UK Govt.
- l) The Consulate shall be responsible for payment of incidental charges viz. Toll Tax, Parking Charges, Congestion Charges, Clean Air Zone charges related to authorized visit of the Car. The Company/Chauffeur shall pay the charges on the spot and shall claim the charges while submitting their monthly invoice attaching relevant proof of payment.
- m) The Consulate General of India, Belfast shall have the right to terminate or hold or suspend services of the company at any stage and at any time, in case the services are not found satisfactory. In that case, CGI Belfast shall settle all the pending invoices for the services availed till the date of such termination of contract.
- n) The Service Provider Company/Firm/Agency shall submit a declaration stating that the agency is/has not been blacklisted by any Government or other institution. (Documents to be attached)
- o) The bidding company should have a registered office in United Kingdom. (Certificate of Incorporation, company registration number, VAT registration certificate or non-VAT declaration to be attached)

2. **Right to accept any bid and to reject any or all bids:** The Consulate General of India, Belfast, has the discretion to accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.
3. **Late Bids:** The bidders are advised, in their own interest, to ensure that the tender document reaches the Consulate well before the closing date and time of the bid submission. Late bids shall not be accepted. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to bidders.
4. **Modifications and withdrawals:** No documents may be modified after submission. In case of any changes, the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened.
5. **Change Orders:** The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties-the bidder and Consulate General of India, Belfast.
6. **Notification of award:** Consulate will notify the successful bidder in writing that its bid has been accepted.
7. The bidders shall employ as its representatives, servants and workmen after verifying their antecedents and loyalty before employing them for the work. It shall ensure that no person of doubtful antecedents and nationality is, in any way, deployed for Consulate's duty.
8. The tender should be valid for a period of 180 days from the last date of submission.
9. The rates quoted by the service bidders shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.
10. **Code of Conduct and Penalty for Non Performance:** If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill. The decision of the Consulate will be final in this respect.
11. All workers/staff/Chauffeur deployed by the company shall be employee of the company only and will not have any claim of any nature to the Consulate. Any dispute arising between employee and company will be the responsibility of the company only.
12. **Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Consulate will entertain no extra claim or hike on agreed charges/ rates at any stage.
13. **Execution Method:** The job must be carried out by the Chauffeur in a responsible manner maintaining confidentiality as per GDPR norms and must be tried to finish the job in a feasible manner.
14. Panel of vendors will be reviewed by CGI Belfast every year and the period of empanelment may be extended at the discretion of Consulate General of India, Belfast for a further period subject to satisfactory performance by the empanelled agencies. Any vendor found dissolved, inactive, non-compliant, misrepresenting facts or performing unsatisfactorily shall be removed from the panel and may be liable for termination/recovery/debarment as per rules.
15. **Terms of Payment:** The company/service provider shall submit invoice on monthly basis before 10th date of next month. The payments after verification of job carried out, shall be made on monthly basis upon receipt of the invoice.

Part-I: Technical Bid

Name of Transport agency*	
Name of Authorized Signatory*	
Nationality*	
Passport No. / any ID no.	
E mail Id*:	
Office Telephone No. Mobile No*:	
Company's Registration No. (under UK laws)*	
Registered Office's Address	

Affidavit / Declaration by the bidder:

1. I/We, the authorized representative of the Company mentioned above hereby declare that the company or its subsidiaries or its parent companies were not filed for bankruptcy. The firm has never failed to complete work awarded to it. There are no judgement, claims, arbitration proceedings or suits pending or outstanding against the firm or its officers. The firm has never filed any lawsuits or requested arbitration with regard to any contract (s) within last five years. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
2. I/We are submitting tender for providing transport services to Consulate General of India, Belfast for 1 year from the date of work order issued, against Tender Notice No. BELF/873/07/2026 dated 25/09/2026.
3. I/We do not have any relative working in the Consulate General of India, Belfast.
4. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true and nothing has been concealed. If any information or document submitted is found to be false/incorrect/concealed, the Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money, if any and blacklisting of my/our firm and all partners of the firm etc.
5. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
6. The Price – Bid submitted by me/us is "WITHOUT ANY CONDITION".
7. I/We have carefully read and understood the terms & conditions attached with this tender document and I/We do agree to them.

[Signature]
(authorized representative of the company)
Name:
Designation:
Date:

PART-II: Financial Bid

(All pages to be printed on Firm's Letter Head)

To,
 Head of Chancery
 Consulate General of India,
 Clarence House, 4-10
 May Street Belfast BT1 4NJ,
 United Kingdom

Sub: Financial Bid for empanelment of Transport providers for hiring of cars and drivers for Consulate General of India, Belfast for official purpose.

Dear Sir,

With reference to tender document No.BELF/873/07/2026 dated 25/09/2026, we hereby make the following price offer (**including VAT and other taxes etc**) to the Consulate General of India, Belfast towards empanelment for providing transport services to the Consulate General of India, Belfast.

Type of Car	Duration	Hours & Distance to be mentioned by Company	Rates (inclusive of all taxes) for Belfast Region	Rates (inclusive of all taxes) for Outstation i.e. for outside Belfast Region
Normal Sedan Car	Hourly rate			
	08 hr disposal			
	Airport transfers (to/from)			
Mercedes E Class or similar Executive saloon car	Hourly rate			
	08 hr disposal			
	Airport transfers (to/from)			
Mercedes S Class or similar luxury Executive saloon car	Hourly rate			
	08 hr disposal			
	Airport transfers (to/from)			
Van 08 seater or equivalent	Hourly rate			
	08 hr disposal			
	Airport transfers (to/from)			

Hire Driver only (without vehicle)	Hourly rate (weekdays)	
	Hourly rate (weekends)	
	Monthly rate including weekends	

(# please specify the conditions when extra mileage charges would be added.)

Note: Other applicable charges viz charges for trips out of Belfast, if any (*excluding tolls/parking charges etc which shall be paid by the Consulate*) may be mentioned separately.

We agree to bind by this offer to provide Transport services to CGI Belfast for **01 year** from the date of issuance of work order, if we are selected as the preferred bidder.

For and behalf of:

Signature (Authorized Signatory)
Designation: