

EXPRESSION OF INTEREST FOR HIRING OF  
VEHICLES

**EOI No.:01/2025-26/(EOI)/India Audit Office/High Commission of India  
(Nairobi)/Hiring of Vehicles**

INDIA AUDIT OFFICE

High Commission of India, UN Crescent, Gigiri, Nairobi,  
PO Box-30074

Time schedule for bid process:

|                                                      |                                                                                                          |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Date of publication of EOI Notification              | 29.08.2025                                                                                               |
| Last date and Time for submission of duly filled EOI | 19.09.2025 (2:00 PM)                                                                                     |
| Date and Time of the opening of Bids                 | 19.09.2025 (3:00 PM)<br>India Audit Office, Conference Room, High<br>Commission of India, UN Gigiri Road |

## **1. INTRODUCTION:**

The India Audit Office, under the High Commission of India, Nairobi, invites sealed single stage bids from reputed, eligible, and experienced service providers for hiring a Land Cruiser Prado (Chauffeur-driven) for official use.

The contract will initially be for a period of one year, extendable up to two additional years based on satisfactory performance and mutual agreement.

## **2. GENERAL INFORMATION**

- **Description of Service:** Hiring of chauffeur-driven Land Cruiser Prado
- **Type of Contract:** Monthly hire basis through Rate Contract
- **Bid Validity:** Bid submitted should be valid for a period of 90 days from the date of financial bid opening.
- **Correspondence Address:**  
O/o Director of Audit, India Audit Office, High Commission of India, UN Crescent, Gigiri, Nairobi, PO Box-30074
- Bid must be submitted in a separate sealed envelopes:
- Envelopes should be clearly marked and placed in a larger sealed cover superscribed as: ***India Audit Office "Bid for Hiring Vehicle Service – Land Cruiser Prado"***
- Bids must be submitted at reception of High Commission of India, Nairobi.
- For queries, contact:
  - Sh. Sadhashiv B Ranade, Sr. Audit Officer- +254 726705561, [doanairobi@cag.gov.in](mailto:doanairobi@cag.gov.in)

## **3. SCOPE OF WORK**

- Provision of a well-maintained Land Cruiser Prado (commercially registered) with a qualified chauffeur.
- Usage includes:
  - Up to 10 hours/day
  - Monthly cap of 1,500 km
  - If in any month the limit of 1500 Km is not exhausted, the balance will be carried forward to the remaining months.
  - The chauffer shall be willing to work off-duty hours as the work involves frequent airport pick-up and drop-off services during off-duty hours (06:00 PM – 06:00 AM), as and when required.
  - At times, there may be travels outside the Nairobi city as well.

## **4. ELIGIBILITY CRITERIA**

### **4.1 General**

- Registered company or firm operating vehicle rental services. The Office must be

setup in Nairobi, Kenya and possession of minimum 5 years of experience in providing vehicle services.

## **5. TERMS & CONDITIONS**

1. The vehicle must be roadworthy, clean, and comply with Kenyan transport laws (including valid insurance, registration, and permits).
2. The quoted price must be inclusive of fuel, driver, maintenance etc.
3. No advance payments shall be made. Payments will be processed monthly, based on:
  1. Submission of invoice in duplicate
  2. Logbook/record verification
  3. Satisfactory service certificate
4. India Audit Office, under High Commission of India is VAT-exempt. All invoices must be submitted excluding VAT, along with a declaration confirming no VAT inclusion.
5. The car is for use of senior Diplomatic Officers. Chauffeur should be well mannered, polite and experienced in engaging with senior officers.
6. There will be security review of the chauffeur assigned. He should be free of any police case. No Driving violations should have been noted against him.
7. It is expected that the same Chauffeur will be available throughout. In case of any emergency due to which he is unable to attend, he should inform the Office and the service provider, who should in turn make prompt alternative arrangements.
8. Penalty of 2%–5% may be imposed for non-compliance or poor service.
9. The bidder shall provide a replacement vehicle in case of breakdown. No payment will be made for mileage from garage to breakdown point.
10. Late bids will not be accepted.
11. Bidders are required to submit Bid securing certificate along with Technical bid.
12. The Vendor/service provider is required to execute a service level agreement with the client i.e. India Audit Office (copy attached with the tender)

## **6. EVALUATION & AWARD CRITERIA**

- The contract will be awarded to the lowest qualified bidder (L1) meeting and eligibility requirements.
- For financial bid calculations only the sl no 1 under Annexure II (i.e rate for 10 hours per day and 1500 KM per month) will be considered.

- Other rates asked for in the Annexure II like overtime charges and additional KM charges are for contract purposes only and wont be taken into account for financial bid.
- Bids not conforming to specifications or missing required documents will be rejected without evaluation.
- After Award of contract, a service level agreement (*SLA*) will be signed between the parties. (Annexure III).

## **7. IMPORTANT DATES**

| <i>Event</i>                    | <i>Date &amp; Time</i>      |
|---------------------------------|-----------------------------|
| <i>Last date for submission</i> | <i>19.09.2025 – 2:00 PM</i> |
| <i>Date of bid opening</i>      | <i>19.09.2025 – 3:00 PM</i> |
| <i>Bid validity</i>             | <i>90 days</i>              |
| <i>Contract duration</i>        | <i>1 year (extendable)</i>  |

## **8. ANNEXURES WITH THE BID**

- Annexure I: Vehicle details. Bid-Bidder's Profile Format along with all supporting documents
- Annexure II: Financial Bid Format (To be issued separately)
- Annexure III: Bid Securing Certificate
- Annexure IV: Service level agreement

## **9. DISCLAIMER**

India Audit Office reserves the right to:

- Modify, cancel or postpone the tender process at any stage
- Accept or reject any part of the bid without assigning any reason
- Disqualify bids found to be misleading, fraudulent, or incomplete

[Letter head of the Bidder]

**Annexure 1**

**(The documents should be arranged serially as per the order mentioned below)**

|    |                                                                    |                            |
|----|--------------------------------------------------------------------|----------------------------|
| 1  | Name of the Organization                                           |                            |
| 2  | Address of the Organization with telephone no.                     |                            |
| 3  | Email ID of the Organization                                       |                            |
| 4  | Name of the authorized signatory                                   |                            |
| 5  | Telephone number of authorized signatory                           |                            |
| 6  | Submission of Bid Securing Certificate                             | Attach as per Annexure III |
| 7  | Registration Certificate of the Firm(Patnership Firm/Company       |                            |
| 8  | VAT Registration                                                   |                            |
| 9  | KRA PIN                                                            |                            |
| 10 | No of years' experience in the field of providing vehicles on hire |                            |
| 11 | Model of the car proposed                                          |                            |
| 12 | Year and Make of the car                                           |                            |

(Signature of authorized person with Seal)

**Name:**.....

.....

**Date:**.....

[Letter head of the Bidder]  
Annexure II (Financial Bid)

| Sl. No. | Type of Vehicle                                                    | Hours         | Km              | Monthly Rate ( in KSh)<br>Excluding VAT |
|---------|--------------------------------------------------------------------|---------------|-----------------|-----------------------------------------|
| (A)     | (B)                                                                | (C)           | (D)             | (E)                                     |
| 1       | Land Cruiser PRADO                                                 | 10<br>hrs/day | 1500<br>monthly |                                         |
| 2.      | Overtime charges                                                   | Per hour      |                 |                                         |
| 3.      | Per KM charges beyond 1500 KM cap                                  |               |                 |                                         |
| 4       | Overnight allowance to chauffer for outside Nairobi trips, if any. |               |                 |                                         |
| 3.      | Any other charges                                                  |               |                 |                                         |

(Signature of authorized person with Seal)

**Name:**.....

Date:.....

Seal of Company

[Letter head of the Bidder]

**Bids Securing Declaration**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract before the deadline defined in the request for bids document, I/we will be suspended for the period of one year from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date \_\_\_\_\_

Signatures\_\_\_\_\_

Name:- ( )

Email id:

Mobile No(s).

Seal of Company

**Service Level Agreement (SLA) for Hiring of Chauffeur-Driven Vehicles on Monthly Basis**

**1. Parties to the Agreement**

This Service Level Agreement (hereinafter referred to as the “Agreement”) is entered into on this \_\_\_\_ day of \_\_\_\_, 20, by and between:

India Audit Office, having its office at High Commission of India, UN Crescent, Gigiri, Nairobi, PO Box-30074 (hereinafter referred to as “the Client”)

**AND**

[Name of the Service Provider], a registered firm/company having its registered office at [Service Provider’s Address] (hereinafter referred to as “the Contractor”).

**2. Objective of the Agreement**

This SLA, along with the tender/bid document defines the service levels, performance indicators, roles and responsibilities, and terms of engagement for the hiring of chauffeur-driven vehicles for official use.

**3. Scope of Services**

The Contractor shall provide chauffeur-driven vehicles (model) to the Client, as per the following:

- Deployment of vehicles on a monthly rental basis.
- Each vehicle shall be provided for:
  - **10 hours per day**
  - **1500 kilometres per month**
  - **If 1500 Km is not exhausted in a month, the balance will be carried forward and Office is at discretion to use it later within contract period.**
- Additional usage shall be compensated as per agreed rates.
- Vehicles to be used for local journeys, as per instructions.
- Night duty charges applicable for service rendered between **2300 hrs to 0600 hrs.**

**4. Vehicle Specifications**

- Vehicles must be:
  - Land Cruiser Prado
  - In fit condition and complying to all local government laws and regulations
  - Registered under commercial category with valid permits.
  - Fully insured, pollution-tested, and in excellent mechanical and aesthetic condition.



- Air-conditioned, clean, and regularly serviced.

## 5. Driver Requirements

- Drivers must:
  - Possess a valid commercial driving license.
  - Be medically fit, well-groomed, and in uniform.
  - Have a minimum of 3 year experience driving similar category vehicles.
  - Be courteous, punctual, and maintain a professional decorum.
  - Carry a working mobile phone with adequate recharge.
  - No police records or driving violations tickets should be against him.

## 6. Performance Metrics and Service Levels

- Vehicles must report within 15 minutes of the scheduled time.
- Vehicles must be clean, roadworthy, insured, and well-maintained at all times.
- Drivers must be courteous, in uniform, well-behaved, and not receive any complaints.
- A replacement vehicle must be provided within 1 hour in case of breakdown.
- Bills and supporting documents must be submitted within 7 days after month-end.
- All service-related complaints must be responded to within 2 hours.

## 7. Reporting and Monitoring

- Contractor shall maintain daily logbooks, trip sheets, and kilometre records.
- The designated officer of the Client shall validate logs and verify invoices.
- Monthly performance review meetings may be conducted at the discretion of the Client.

## 8. Escalation Matrix

| Issue Level                      | Person Responsible        | Contact Details |
|----------------------------------|---------------------------|-----------------|
| Level 1: Driver / Vehicle issues | Supervisor, Contractor    | [Mobile/Email]  |
| Level 2: Operational issues      | Manager, Contractor       | [Mobile/Email]  |
| Level 3: Contractual / Payment   | Director / MD, Contractor | [Mobile/Email]  |

## 9. Breach and Penalty Clause

- Persistent failure to adhere to SLA shall attract a notice.
- Three such notices may result in **termination of contract**.
- Recovery of penalties shall be made from monthly invoices.

## 10. Force Majeure

No party shall be held liable for non-fulfilment of obligations due to events beyond their reasonable control, such as natural calamities, war, strikes, riots, etc.

## 11. Term and Termination

- This Agreement shall remain valid for the contract period as defined in the Rate Contract, unless terminated earlier due to breach of SLA.
- Either party may terminate the SLA by giving **30 days' written notice**, subject to applicable conditions.

## **12. Dispute Resolution**

Any disputes arising out of or relating to this Agreement shall be settled amicably. If unresolved, it shall be referred to arbitration.

## **13. Amendments**

No amendment to this SLA shall be valid unless made in writing and duly signed by both parties.

## **14. Acceptance**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month, and year first above written.

### **For the Client**

(Authorized Signature)

Name:

Designation:

Department/Office:

Date:

### **For the Contractor**

(Authorized Signature)

Name:

Designation:

Company Name:

Date: