

**SCOPE OF WORK: 191N6021Q0001 – NIH – VEHICLE RENTAL SERVICES**  
**PERIOD OF SERVICE: DECEMBER 01, 2020 – NOVEMBER 30, 2021 (ONE YEAR)**

**Consulate Solicitation: Vehicle Rental – Two Innova**

**Service Required at NIH located at T.B. Research Center, Spur Tank Road, Chetpet, Chennai.**

Purchase Order and payment will be from American Consulate General, No. 220 Anna Salai, Gemini Circle, Chennai, India.

Please submit your quote to hire two Innova vehicles on a monthly basis. The vehicle will be at disposal for 12hrs a day / 7 days a week. The vehicle will be required from December 01, 2020 for a period of One year with option of cancelling at any given time. See details below:

- The cost should include Comprehensive insurance (covering the car, passenger, chauffeur and 3<sup>rd</sup> party insurance as per Indian insurance laws), permits, taxes, maintenance, fuel and chauffeur.
- Quote must mention seating capacity, i.e., 6+1 seater or 7+1 seater.
- Quote for GST as a separate line item.
- The vehicle/chauffeur should be available for 12 hours a day / 7 days a week.
- Extra hour / km tariff will be applicable beyond 12 hours / 3000 kms and can be charged separately.
- All calculations will be garage to garage.
- Additional charges for outstation use.
- Toll fees, parking, interstate permit on actual
- Calculation should be on a monthly basis and not on a daily basis.
- In case of vehicle service maintenance, equivalent category of vehicle to be provided as replacement.
- In case of dedicated chauffeur is on leave, replacement chauffeur to be provided.
- Period of service: One Year – Subject to changes

Vehicle to report at TB Research Center, Chetpet, Chennai.

Payment Terms: Monthly part payment by EFT to vendor's current account within 30 days of completion of service and submission of invoice.