

**Centre for Bhutan Studies & GNH  
(CBS & GNH)**

**HIRING OF VEHICLES FOR FISCAL YEAR  
2018-2019**

## Section A

1. All vehicles should be in excellent running condition.
2. Poor condition of the vehicle will not be hired considering safety of the traveler.
3. One sealed original and one sealed copy of the document shall be submitted.
4. Valid license and tax clearance certificate should be submitted.
5. Rate should be quoted against the type car mentioned in the quotation.
6. The number of vehicles to be hired, hiring duration and time frame will depend on the fieldwork plan. However, services provider should take the hiring duration (given in the work order) as tentative, due to unforeseen field condition. [Note: - Sometime the duration of trip might deviate+ - few days from the duration required in the work order].
7. The owner of the vehicle should quote rental charge on **Kilometer basis** including the rate for travel below 100 Km per day/ halt charge and should be valid for one year from the **date of signing of contract**.
8. The Successful bidder should provide an experienced driver having a valid driving license.
9. Driver should ensure proper protection of belongings of staff/office both from the rain and dust.
10. The driver should get the initial reading of the day verified by the officials on duty everyday as per the format provided by CBS & GNH.
11. Driver should manage his lodging on his own expenses.
12. CBS & GNH will hire the vehicle on **AS AND WHEN REQUIRED BASIS**.
13. The successful bidder shall make vehicle available when asked for by CBS & GNH.
14. No Compliant will be entertained by CBS & GNH if the lowest Bidder fails to make the vehicle available when required.
15. The Earnest Money of the Successful bidder will be retained with this office for a required period of time.
16. Rate(s) may be quoted in the enclosed format.
17. The last date for submission of tender is on Thursday, 6<sup>th</sup> September 2018 at 12:00 p.m. and it will be opened at 3:00 p.m. on the same day in the presence of the tender committee of the Centre and interested bidders who choose to attend.
18. Failing to abide by the above terms and condition would result in forfeiting the EMD and the Organization reserves the right to hire from other party/bidder at the same rate quoted by the first bidder or may terminate the contract and go with the second lowest bidder and so on.

**A. Criteria for Qualification for Bids**

1. Requirements in section A above has to be fulfilled.

**B. Modality of Executing the Contract**

The contract duration shall be 12 months from the date of awarding of contract.

**C. Submission of Bids**

The completed bid must be submitted in the sealed envelope addressed to the Centre for Bhutan Studies & GNH, as per the above-mentioned time and date. The bid shall comprise the following:

1. Dully filled and signed integrity pact
2. Copy of Trade License for Hiring
3. Copy of Tax Clearance Certificate
4. Bid Security

**C. Earnest Money and Performance Security**

The sealed bid must be submitted along with the earnest money/bid security in the amount of Nu.10,000.00 (Ten Thousand only) in the form of Demand Draft/Bank Guarantee in favor of the Centre for Bhutan Studies & GNH. Company's cheque shall not be accepted as EMD and quotation shall be considered invalid.

**D. Bid Validity**

One year.

**GENERAL TERMS AND CONDITION**

All the clauses under procurement rules and regulations, Royal government of Bhutan Released in July 2015 and related amendments shall apply. The clauses given below shall just supplement.

**ARTICLE - 1 (Vehicle)**

**Section 1.1**

Should it become necessary for the vehicle to be replaced due to problems associated with Vehicle breakdown or other reasons, the bidder shall immediately provide replacement which is of same or better quality failing which CBS & GNH reserves the right to deduct double the rates (halt charges) per day from the fill bill payment or hire an equivalent vehicle for Hiring agencies and the difference in hire rates shall be recovered from the bidder.

**Section 1.2**

Once the work order is awarded, the vehicles to be deployed for hiring must be brought to CBS & GNH Office for inspection by concerned staff of the Centre or any officer assigned with the task.

It is noted that the vehicle will be used for plying on rough (farm roads, feeder roads and forest roads) and once the work is awarded, no grievance and refusal will be entertained on those

grounds.

### **Section 1.3**

It will be the responsibility of the bidder to fuel and ensure timely servicing of vehicles. The official on duty will not be responsible for fueling of vehicles during hiring period and such requests by the drivers will not be entertained.

## **ARTICLE — 2 (Services)**

### **Section 2.1**

The bidder shall ensure that the vehicle along with the driver is available for duty at all times as required by the client irrespective of holidays and weekends. The drivers should possess etiquette and behavior acceptable to the Government agency. The drivers should not indulge in drugs/Alcohol/gambling or any malpractice that would affect the smooth conduct of fieldwork and official duties.

### **Section 2.2**

The bidder shall ensure that if the driver is not able to attend his/her duty due to reasons of illness or domestic problems, shall immediately arrange replacement of driver so that the progress of the fieldwork is not hampered. Failing which the Management will hire a driver at bidder's cost.

### **Section 2.3**

Theft, confiscation or impounding of vehicles and any fine/penalty, if imposed due to drivers' actions or negligence thereof, shall be the liability of the bidder.

## **ARTICLE — 3 (Payments)**

The client shall pay to the bidder in respect of the charges for vehicle hire as set out in the Contract Agreement provided that total payment shall not exceed the respective amount specified in the agreement. The hire charge during the transit period shall not be paid i.e. travel from Owner's garage to CBS & GNH and back to the owner's garage.

## **ARTICLE – 4 (Indemnity and insurance)**

### **Section 4.1**

The client undertakes no responsibility in respect of the vehicle for any loss or damages as result of accident or others that may occur during the period covered under this contract.

### **Section 4.2**

The bidder shall be fully responsible for any cost related to insurance and taxes during the contract period.

## **ARTICLE - 5 (Settlement of disputes)**

### **Section 5.1**

Any disputes of difference arising out of this contract or in connection with this contract which cannot be settled between the parties shall be referred to the Tender Committee of the National Biodiversity Centre.

## **ARTICLE - 6 (Deduction/Recoveries)**

The deduction of taxes or recoveries if any shall be directly made as per the existing rules from the bills submitted.

## **ARTICLE -7 (Working time)**

### **Section 7.1**

The time will start early in the morning and may continue late in the evening as per work demands and the movement of the vehicle during the hired period shall be governed by the officials on duty.

### **Section 7.2**

During non-working hours (when vehicle service is not required), and at night the vehicle shall be parked at a designated place fixed by the officer on duty. Should the need arise for the driver to make personal travel, he should inform the officials on duty.

## **ARTICLE - 8 (Maintenance of log book)**

A km log sheet shall be controlled and verified by the officer on duty on daily basis. The bidder is advised to provide the drivers with a standard printed format in advance.

## **ARTICLE - 9 (Signing of agreement)**

The successful bidder shall sign a Contract Agreement with the CBS & GNH within 7 working days from the date of notification of award. Failing to do so will result in forfeiture of the bid security and the contract shall be awarded to next eligible bidder.

### List of Vehicles for Hire

<b>Sl.No</b>	<b>Vehicle type</b>	<b>Rate per km</b>	<b>Rate below 100 km</b>	<b>Remarks</b>
1	Land Cruiser			
2	Prado			
3	Santa Fe			
4	Hilux			
5	Hiace Bus (10 seaters)			
6	Tucson			
7	Truck			
8	Trailer Truck			
9	DCM			
10	Coaster Bus			
11	Bolero Camper			
12	Bolero Pickup			
13	Backhoe loader			
14	Mini Excavator			