

Section II: Schedule of Requirements

eSourcing reference: ITB/2018/4243

1. Background

The United Nations Office for Project Services (UNOPS) is seeking offers from reputable, well established and experienced Vehicle Hire Firms duly incorporated under the Laws of Nepal to provide vehicle rental services for UNOPS Kathmandu and field staff stationed in different locations across Nepal, at a fixed rate, for a period of two years with possibility of extension at UNOPS sole discretion.

The purpose of the vehicle rental services contract is to provide transportation facility to UNOPS staff in Kathmandu and the field and transport minor equipment and furniture from Kathmandu to field offices or vice versa.

2. Vehicle Requirements

2.1 The probable vehicle stations could be Kathmandu, Charikot, Surkhet, Sanfebagar, Dhangadhi, Nepalgunj, Dang, Bara, Morang, which will be informed to service provider as per need. UNOPS may need 2 to 6 vehicles depending upon the progress of Nepal Police Building Construction contracts and the requirement will be notified 15 days in advance.

The tentative vehicle requirement schedule is presented below (the location and number of vehicles may be changed):

Month	Tentative number of vehicles required	Probable duty stations
July – October 2018	2 or 3	Kathmandu, Charikot, Surkhet , Sanfebagar, Dang , Dhangadhi , Nepalgunj, Bara, Morang
November 2018 – December 2019	3 or 4	
January – June 2020	2 to 4	

2.2 The type of vehicle is as indicated in the Section II, Schedule of Requirements

2.3 The working hour will be from 8 AM to 6 PM, 6 days per week but in some occasion the driver may need to work extra hours without additional cost to UNOPS.

2.4 The Service Provider shall provide the service on all UN business days irrespective of local national holidays unless otherwise notified by UNOPS. The United Nations recognizes only 10 official holidays per year. The Service Provider may be provided with a list of holidays observed by UNOPS.

2.5 The Service Provider shall provide a Back-up Driver and Vehicle when needed to ensure that Vehicle Services are provided at all times. The back-up vehicle shall comply with the same specifications and shall be put into service when required at no additional cost for UNOPS.

2.6 The Vehicle(s) shall be in sound mechanical and physical condition throughout and be maintained in safe operating conditions at all times. The Service Provider shall bear full responsibility for the preventive and remedial maintenance of the vehicle at its own cost.

2.7 Every vehicle shall, as a minimum, be equipped with:

- Spare tyre, the necessary accessories (spanner, jack, etc)
- Emergency/Accident triangle
- Fire extinguishers (1Kg dry powder) that are not expired and have the expiry date clearly visible and displayed
- One First Aid kit

- A heating and cooling system of sufficient capacity and operability to maintain passenger comfort during periods of hot and cold weather
- Jerry can to carry additional fuel for use during visit to remote districts
- A flashlight/torch in working condition, with spare batteries
- A metal shovel
- Tow rope cable
- Jumper cable
- Mini air compressor

2.8 The renewed bluebook and copy of third party insurance paper should be in the vehicle at all times.

2.9 The Service Provider shall allow UNOPS to perform inspection and acceptance of the vehicles to be furnished under the Contract to ensure that the vehicle(s) conform to the terms of the Contract. Any item found not in compliance with specifications shall be rejected.

2.10 Vehicle maintenance scheduling shall need to be an integrated part of the contract. Vehicle servicing to be scheduled automatically based on vehicle age, mileage, condition of vehicle and any other measurable data available (e.g. engine performance, oil quality). Detail service report on vehicle to be conducted at each service and results to be submitted to UNOPS upon request in order to assess the vehicle condition

3. Documentation Requirements

3.1 Vehicles shall be handed over to UNOPS for use with a checklist in duplicate enlisting, the take-over mileage, fuel, important accessories and its condition, which should be confirmed by the user through signing

3.2 The user shall sign for the duration of usage, the mileage covered, which shall be recorded on the vehicle logbook when returning the vehicle after use

3.3 Invoices shall be submitted in monthly basis with copy of the logbook, duly endorsed by the user for settlement

4. Staff Requirements

4.1 The Service Provider's employees shall be trained, fully qualified, and physically able (e.g. sight tested) to perform their duties. At all times, the Service Provider's employees shall adhere to acceptable professional behaviour standards. In addition, all drivers shall express a client oriented attitude and provide professional and polite service to all users of the vehicles.

4.2 All drivers of the Vehicle(s) shall have a minimum of 3 years' experience with driving commercial passenger vehicles. The Service Provider shall ensure that Drivers possess valid operating credentials and licenses in their possession while the vehicle(s) is being driven

4.3 Drivers must not speak on mobile phones while the vehicle is in motion

4.4 UNOPS shall maintain the right to request the change of drivers, if sufficient user complaints warrant such a request

5. Insurance

The Service Provider shall comprehensively insure all motor vehicles to be used under this Contract and will indemnify UNOPS against all actions claims and demands in respect of injury damage to property or loss arising from accidents or incidences involving the vehicles providing the services. The Service Provider shall ensure that a copy of the annual insurance policy is provided to UNOPS for record purpose. This applies to any replacement vehicle as well.

6. Price Offer

The bid should be for a fixed rate per vehicle per month (30 days), per day (8 hours) and per half day (4 hours). This rate should be all-inclusive rate including cost of drivers and related expenses, maintenance/spare parts,

comprehensive insurance, fuel. Payment shall only be claimed and will be paid on actual usage basis for travel days in accordance with the contract.

The vehicle requirements are on need basis, so, the Service Provider should have capacity to provide vehicles as and when vehicles are required and requested. The quantities of requirement as mentioned in Form C 'price schedule form' under section III, returnable bidding forms are for bid evaluation purpose, which may be decided based on the availability of budget and need of the project during contract award.

7. Scope of Work

- a) The vehicles under Lot 1 to 3 are required continuously, while those from Lot 4 to 12 would be required on call basis. The vehicles offered for hire to UNOPS need to be road worthy and capable of performing in different terrains of the country.
- b) The duty station could be Kathmandu, Charikot, Dang, Surkhet, Sanfebagar, Dhangadhi, Nepalgunj, Bara, Morang or any other project district within the country as per UNOPS requirement depending upon the progress of Nepal Police Building construction contracts. From the duty station the vehicle should be ready to go to any of the districts in Nepal. The duty station could be changed whenever required. However, to allow the vehicle owner and the driver adequate preparation time to arrange for maintenance workshops, fuel centres, garage and lodging (for the driver), a 15 days advance notice will be given before duty station is changed.
- c) Award will be made based on project requirements and available budget in lots to one or several vendors for one lot or combination of several lots considering **best value for money**. The contract will be for minimum of two years with possibility of further extension with same terms and conditions. The vehicles proposed by selected vendors will be inspected and test driven before the awards are finalized.
- d) Safety is of utmost importance to UNOPS and all motor vehicle hiring service providers shall be required to prove the regular vehicle maintenance of their fleet, as well as all mandatory documentation and requirements as per traffic regulations in Nepal.

8. Delivery conditions

The requested services will include the provision of vehicles and professional experienced drivers with good track record. The service provider will be responsible to deliver the following:

- a. Timely provision of good road worthy vehicles for hire which shall be expected to travel widely in different types of terrain of the country. Service providers shall be required to produce evidence of regular maintenance of their fleet. The fleet shall also be required for inspection at regular intervals.
- b. The vehicles should be available 10 hours per day. The controlling parameter will be whether the vehicle has run the specified monthly kilometres as per contract except for Lot 4 to 12. The controlling parameter for Lot 4 to 12 will be the number of full days or half days operation.
- c. The vehicles should be in good running condition, well maintained and of model not older than 5 years. UNOPS will inspect, including test drive, the vehicles to be hired before a contract is signed. UNOPS may also periodically check the vehicles proposed.
- d. Vehicles should be fitted with basic safety facilities and equipped with sufficient mechanical accessories.
- e. The unit rates quoted are all-inclusive to cover cost of vehicle rental, maintenance, fuel, other consumables, driver's salary/ overtime/ benefits, other daily charges, kilometre charge, insurance charge and applicable taxes (except VAT).
- f. UNOPS will provide out-of-duty station allowance of NPR 1,500 per day as indicated in the Price Schedule to the drivers as per the fixed daily rate for any overnight stay outside duty station. This additional amount shall be included in the monthly invoice and made available to driver. The service

provider will need to pay additional out of station allowance to accommodate prevailing market price and no separate payment will be made by UNOPS for this additional payment. Any excess to that fixed rate shall be covered by the quoted unit rate for the vehicles. If a duty station is changed, the out-of-station allowance will be applicable only if the driver has to make over-night stay outside of the new duty station.

- g. A separate, qualified driver to be assigned to each of the vehicles in case of vehicle operation hour become longer than legally allowed working hours or if the assigned driver is not able to operate due to tiredness, sickness or any other reason including during leaves.
- h. The assigned drivers should have valid driving license, well experienced in operation and maintenance of the vehicle, knowledgeable on road conditions and with good communication skills in English.
- i. The drivers should be conversant with principles of defensive driving and good customer care.
- j. All vehicles offered for hire shall be expected to have valid comprehensive insurance cover (covering the vehicle, driver, passenger and any third party) with reputable insurance companies in Nepal.
- k. Be liable for any damage on the property of UNOPS or other third parties caused by the assigned driver
- l. In cases of damage/breakdowns of the vehicles, a replacement vehicle shall be provided within 24 hours. Should there be any days where service was not provided, these will not be paid.
- m. Bear full responsibility for any unlawful and/or performance by its employees and will compensate damage sustained by its employees.
- n. The service provider will be responsible for all employment terms and conditions of his driver.
- o. Invoicing shall be expected only after the service has been successfully provided and these shall be settled within 30 days from invoice date.
- p. The monthly rate of vehicle or rate per vehicle month (VM) is considered for 30 days. UNOPS sometimes as per need may request vehicle for few days/weeks and the payment will be made using monthly rate considering 30 days in a month for the actual days used.

A. Summary of Requirements

UNOPS requirements are comprised of the following lots:

- Lot 1: Light utility vehicles, hard top jeep (Mahindra Scorpio or equivalent) with 4 wheel drive, all inclusive of driver, fuel, maintenance and insurance – monthly basis
- Lot 2 Light utility double cabin pickup up vehicles, (Mahindra Scorpio Getaway or equivalent), with 4-wheel drive, all inclusive of driver, fuel, maintenance, and insurance – monthly basis
- Lot 3: Light utility vehicles, hard top jeep (Mahindra Scorpio Getaway or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance – monthly basis
- Lot 4: Light utility vehicles, hard top jeep (Mahindra Scorpio or equivalent) with 4 wheel drive, all inclusive of driver, fuel, maintenance and insurance – on call/per day basis
- Lot 5: Light utility double cabin pickup up vehicles, (Mahindra Scorpio Getaway or equivalent), with 4-wheel drive, all inclusive of driver, fuel, maintenance, and insurance - on call/per day basis
- Lot 6: Light utility vehicles, hard top jeep (Mahindra Scorpio Getaway or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance - on call/per day basis
- Lot 7: Sedan car (Skoda Rapid or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance - on call/per day basis
- Lot 8: Mini Van, minimum 10 seater all inclusive of driver, fuel, maintenance and insurance - on call/per day basis
- Lot 9: Light utility vehicles, hard top jeep (Mahindra Scorpio or equivalent) with 4 wheel drive, all inclusive of driver, fuel, maintenance and insurance - on call/per half day basis
- Lot 10: Light utility double cabin pickup up vehicles, (Mahindra Scorpio Getaway or equivalent), with 4-wheel drive, all inclusive of driver, fuel, maintenance, and insurance - on call/per half day basis
- Lot 11: Light utility vehicles, hard top jeep (Mahindra Scorpio Getaway or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance - on call/per half day basis

- Lot 12: Sedan car (Skoda Rapid or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance - on call/per half day basis

B. Technical specifications for Goods/Services and Comparative Data Table

Item/ Lot No	UNOPS minimum technical requirements	Quantity	Is bid compliant? Bidder to complete	Details of goods offered. Bidder to complete
1	Light utility vehicles, hard top jeep (Mahindra Scorpio or equivalent) with 4 wheel drive, all inclusive of driver, fuel, maintenance and insurance	120 VM	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
2	Light utility double cabin pickup up vehicles, (Mahindra Scorpio Getaway or equivalent), with 4-wheel drive, all inclusive of driver, fuel, maintenance, and insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
3	Light utility vehicles, hard top jeep (Mahindra Scorpio Getaway or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance	24 VM	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
4	Light utility vehicles, hard top jeep (Mahindra Scorpio or equivalent) with 4 wheel drive, all inclusive of driver, fuel, maintenance and insurance	200 Days	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
5	Light utility double cabin pickup up vehicles, (Mahindra Scorpio Getaway or equivalent), with 4-wheel drive, all inclusive of driver, fuel, maintenance, and insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
6	Light utility vehicles, hard top jeep (Mahindra Scorpio Getaway or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
7	Sedan car (Skoda Rapid or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
8	Mini Van, minimum 10 seater, all inclusive of driver, fuel, maintenance and insurance	200 half day	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
9	Light utility vehicles, hard top jeep (Mahindra Scorpio or equivalent) with 4 wheel drive, all inclusive of driver, fuel, maintenance and insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
10	Light utility double cabin pickup up vehicles, (Mahindra Scorpio Getaway or equivalent), with 4-wheel drive, all inclusive of driver, fuel, maintenance, and insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

11	Light utility vehicles, hard top jeep (Mahindra Scorpio Getaway or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
12	Sedan car (Skoda Rapid or equivalent), with 2-wheel drive, all inclusive of driver, fuel, maintenance and insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

C. Delivery requirements and Comparative Data Table

UNOPS Requirements		Is bid compliant? Bidder to complete	Details Bidder to complete
Delivery time	Bidder shall deliver the goods from 01 July 2018	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery place and Incoterms rules	UNOPS office Bishalnagar from where vehicles with drivers will be sent to various duty stations. Incoterms rules as per Incoterms 2010 will be applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Consignee details	Please refer to the tentative vehicle requirement schedule table	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

Consignee-wise quantity distribution – Please refer to the tentative vehicle requirement schedule table

D. Related services requirements

Valid copies of the vehicles' insurance certificates are to be presented to UNOPS for assurance that the vehicles have valid comprehensive insurance to cover its personnel and third party.

E. Inspections and tests

The following inspections and tests shall be performed: UNOPS staff may carry out inspection of the vehicles to verify their quality and ascertain that the information provided in the tender is true – due diligence. The inspection will be undertaken in UNOPS, Bishalnagar office, hence the bidder is to bring the vehicles to UNOPS Office in Bishalnagar, Kathmandu. The costs of bringing the vehicles for inspection to UNOPS office are to be borne by the bidder.