

Price Officer Sheet

S N	Description of Service	UNIT	Rates	Rates
A	Holding Charge perday		City Area	Hill/Remote Area
1	4X4 Jeep	Day		
2	4X4 Double Cab Pickup	Day		
3	15 Seater VAN	Day		
4	18-22 Seater Minibus	Day		
5	30-35 Seater Shuttle Bus	Day		
6	City Car	Day		
7	Electric Vehicle	Day		
B	Running Cost per KM (Two Way)			
1	4X4 Jeep	KMs		
2	4X4 Double Cab Pickup	KMs		
3	15 Seater VAN	KMs		
4	18-22 Seater Minibus	KMs		
5	30-35 Seater Shuttle Bus	KMs		
6	City Car	KMs		
7	Electric Vehicle	KMs		
C	Running Cost per KM (One Way)			
1	4X4 Jeep	KMs		
2	4X4 Double Cab Pickup	KMs		
3	15 Seater VAN	KMs		
4	18-22 Seater Minibus	KMs		
5	30-35 Seater Shuttle Bus	KMs		
6	City Car	KMs		
7	Electric Vehicle	KMs		
C	Running Cost Monthly			
1	4X4 Jeep	Month		
2	4X4 Double Cab Pickup	Month		
3	15 Seater VAN	Month		
4	18-22 Seater Minibus	Month		
5	30-35 Seater Shuttle Bus	Month		
6	City Car	Month		
7	Electric Vehicle	Month		
	Bike rental	Month		

Please add rows if additional information required.

**Invitation to Sealed Tender
For
Long Term Service Agreement for Vehicle Hiring Services**

ADRA Nepal is inviting sealed tender for Long Term Service Agreements to one or multiple vehicle services providers for all or a single geographic area depending on their price, evaluation score, experience, and access to the ADRA Nepal program locations. These contracts will be for a period of one year or depending on programmatic needs and requirements.

Deadline for Tender Submission: 23 June 2024:5pm NPT

Submit Tenders: Submit their sealed tender with relevant documents to ADRA Nepal, Office, Bakhundole, Lalitpur or submit e-copy to the dedicated email: tenders@adranepal.org.

ADRA reserves the right not to award a contract.

Locations for service delivery: Kathmandu Valley and adjoining districts, Bardibas, Janakpur, Butwal, Bhairahawa, Chitwan, Dhading Dhangadhi, Nepalgunj, Bardiya, Surkhet, Kohalpur, Sarlahi, Rautahat, Pokhara, Doti, Jajarkot, Rukum, Pyuthan , Rolpa,

NOTE:	The price should be inclusive of fuel, driver, driver's food and accommodation, air conditioning, maintenance, parking, VAT, and other associated costs. <i>Please submit sealed tender mentioning validity time period.</i>
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If any query, please submit your questions to: procurement@adranepal.org

ADRA reserves the right to accept or reject any late offers

Tender Package Available Location:

<https://adranepal.org/get-involved/express-of-interest-2/>

Or Please find further information through below given links:

General Terms of the Sealed Tender-Hotel Service

Link.....

Pricing Details

Link.....

1. General Conditions for Sealed Tender

ADRA Nepal invites Tender for the goods, services and/or works described and summarized in following documents,

1.1 Tender Package — Invitation for Sealed Tender

- Each bidder is allowed to submit only one tender.
- Tenders will remain valid for 180 days from the date of submission.
- All offers must specify whether they include taxes, mandatory payments, levies, and/or duties, including VAT, if applicable.
- Bidders must ensure that their financial offers are free from calculation errors. If any errors are found during the evaluation process, the unit price will take precedence. In case of ambiguity regarding the unit price, the Selection Committee may choose to disqualify the offer..
- Any requests for clarifications not covered in the written documents must be submitted to ADRA Nepal in writing. Responses to written questions from any Bidder will be provided directly to that Bidder. In certain cases, ADRA Nepal may choose to issue clarifications to all bidders. It is a condition of this tender that no clarification shall be considered to override, contradict, add to, or detract from these conditions unless issued in writing as an Addendum to the Tender and signed by ADRA Nepal or its designated representative.
- This tender does not obligate ADRA Nepal to execute a contract nor does it commit ADRA Nepal to pay any costs incurred in the preparation and submission of proposals. Furthermore, ADRA Nepal reserves the right to reject any and all proposals, if such action is considered to be in the best interest of ADRA.

1.2 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered firm/companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: United Nations, national governments, or public international organizations.

1.3 Response Documents

Bidders can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

1.4 Acceptance of Successful Response

Documentation submitted by bidders will be verified by ADRA. The winning bidder will be required to sign a service agreement for the stated, agreed upon amount.

2. Criteria & Submittals

2.1 Contract Terms

ADRA Nepal intends to issue a **Fixed Price** contract to one or several company(ies). The successful bidder(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract.

2.2 Specific Eligibility Criteria

Following eligibility criteria must be met, and the corresponding supporting documents listed below under

“Tender Submittals” **must** be submitted with offers. Bidders who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

- The bidder must be legally registered
- The bidder must be in good standing with its governing tax authority
- The bidder must have experience in serving a similar type of organization.

2.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to impact the technical evaluation of an offer severely and negatively.

Documents for Eligibility Criteria:

1. Company Registration
2. VAT/PAN registration document
3. Latest Tax clearance report
4. Company Profile covering available services
5. Experience certificate/reference letters (at least from 2 organizations)
6. Vehicle and passenger’s Safety and Security measures

Documents for Technical Evaluation:

- Timing: The service can be required at any time with no exception
- Well maintained and clean vehicle
- Professional driver
- EVs Preferred for city
- Vehicle latest Model (at least 2020 or above model)
- Must have Spares.
- Legal compliance requirements:
 - The vehicle must be registered with the relevant authorities.
 - The driver must have a valid driving license.
 - The vehicle must have insurance, preferably with excess protection.
- Financial proposal

2.4 Tender Evaluation

Based on the above documents, a Tender Committee will conduct a tender evaluation process. ADRA Nepal reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of ADRA. ADRA Nepal will not be responsible for or pay for any expenses or losses which may be incurred by any bidder in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

2.4.1 Scoring Evaluation

Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Bidder's proposals should consist of all required technical submittals so Tender committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission. Award criteria shall be based on the proposal’s overall “**value for money**” (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criterion has been assigned a weighting prior to the release of this tender based on its importance to ADRA in this process. Bidder(s) with the best score will be accepted as the winning Bidder(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence. When performing the Scoring Evaluation, the Tender Committee will assign points for each criteria based on the following scale:

Point Rationale

- | | |
|-----|--|
| 0 | Not acceptable; has not met any part of the specified criteria |
| 1-3 | Has met only some minimum requirements and may not be acceptable |

4-6	Acceptable
7-8	Acceptable; has met all requirements and exceeds some
9-10	Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%) (A)
Vehicle Condition and Variety: Fleet Variety: Vehicle Condition: Availability:	20%
Customer Service: Staff Professionalism: Support Services: Handling of Issues:	15%
Convenience: Location Accessibility: Booking Process: Pick-up and Drop-off	15%
Insurance and Safety: Insurance Options: Safety Features: Roadside Assistance:	10%
Reference Reviews: Reference from other customers	10%
Finance : Rental Rates: Additional Fees: Hidden fees, Discounts and Offers:	40%
Total	100%

2.4.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations ADRA may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that ADRA Nepal engages with reputable, ethical, responsible suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks only of Shortlisted
- Supplier's facility visits only of Shortlisted

3. Offer Form

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

The following information must be included in the tender.

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
 - A detailed specification of the offered services
 - Delivery time
 - Price validity - 180 working days
 - Credit terms of the bidder
 - A Price Offer detailing the unit price only, using the **Price Offer Sheet** template.
 - Provide Completed and signed ADRA Supplier Information Form
 - Other important documents bidders feels need to be attached to support their proposal (for example link to service provider websites, photos, certificates etc)

The original proposal shall be signed by the Bidder, or a person or persons duly authorized to bind the bidder to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initiated by the person or persons

signing the proposal.

4. Scope of Work/Technical Specifications

ADRA intends to issue Annual Service Agreements to one or multiple hotel services providers for all or a single geographic area depending on their price, evaluation score, experience, and access to the ADRA program locations. These contracts will be for a period of a years, during which ADRA depending on their programmatic needs will share specific requirements for Vehicle Rental Services with the contracted service providers. The overall objective is to provide Vehicle Rental Services to ADRA Nepal, office and project locations.

- Provide vehicle rental service with best package flowing vehicles with Day package, KM wise and Location wise city areas and Hill/Remote area
 - 4X4 Jeep
 - 4X4 Double Cab Pickup
 - 15 Seater VAN
 - 18-22 Seater Minibus
 - 30-35 Seater Shuttle Bus
 - City Car
 - Electric Vehicle
 - Motorcycle rental

Services to be used by:

National and International staff of ADRA, Local NGO staff, Guests invited by ADRA Nepal.

Requirements:

ADRA office will be using vehicle rental service as per ADRA staff, visitors, Partners itinerary plans. The service provider should be able to provide as per ADRA Nepal requirement. Such requirements are mentioned as per addressed below but not limited to:

- Required type of vehicle: Updated Vehicles
- Required hiring: Daily basis, KM basis and city areas and Hill/Remote area
- Safety and security measures:
 - Seat Belts,
 - First Aid Box,
 - Fire extinguishers,
- Must have Spares.
- Legal compliance requirements:
 - The vehicle must be registered with the relevant authorities.
 - The driver must have a valid driving license.
 - The vehicle must have insurance preferably with excess protection

5. Formats

Attachment 1 -Price Offer Sheet