



# INVITATION TO BID

NATIONAL COMPETITIVE BIDDING

Date of First Publication	16-Mar-21
Date of Second Publication	16-Jul-21
Reference No.	04/CORE/2021-22
Contract Title	Procurement of vehicle rental services in need basis.
Closing Date	29-Jul-21
Contracting Authority	Street Child of Nepal ("Street Child")

Street Child hereby invites VAT registered bidders to submit a bid to this invitation for **"Vehicle Rental Services in need basis"**.

## 1 About Us

Street Child is an international charity based in the United Kingdom that aims to create avenues for out-of-school children to access education through an integrated approach that strengthens the capacity of teachers, schools and communities to sustain their investment in the education for their children.

Street Child sees a world where all children are safe, in school and learning. We specialize in supporting children and communities in low-resource environments and emergencies: recognizing that the complex, compounded challenges that affect them require innovative, integrated interventions. Our interventions are informed by robust, rigorous evidence and results-oriented, optimized to create maximum impact for children at minimum cost. Since 2008, we have assisted over 250 000 children across 14 fragile, conflict and crisis affected counties across South Asia and Sub-Saharan Africa. Street Child has a strong, sustained commitment to localization and works in partnership with 80+ local level actors and organizations, underscored by close consultation and collaboration with local communities.

Street Child started its operation in Nepal after the 2015 earthquakes that left more than 1 million children out of school and destroyed over 50,000 classrooms. Having delivered a series of response and recovery programs Street Child is assisting local partners to re-establish education for some of the country's most marginalized communities.

Street Child is implementing a three-year long Foreign, Commonwealth and Development Offices funded education, protection and livelihood project in Mahottari, Dhanusha and Saptari. In its second year of implementation, Street Child and partners realized the need to pivot our efforts to address the chronic

vulnerabilities exacerbated by the pandemic-the lockdowns and other form of closures/mobility restrictions thereof. Street Child along with its partners in support of FCDO is delivering a RAPID RESPONSE PROGRAM to address these gaps of food insecurity, child-protection, protection in general and other cross-cutting issues. This response program will last for a period of six months and target to reach over 10,000 families at risk in all districts of Province-2. The program will operate in three different strands-Prevention and Preparedness, Psychosocial support and Protection Services, and Provision of Relief.”

## **2 Scope of Purchase**

The services to be procured are Vehicle Rental Services in need basis. Street Child shall enter into a one-year agreement with the award-winning bidder.

## **3 Instruction to Bidders**

Each bidder shall submit only one bid. Bidder who submits or participates in more than one bid will cause all the bids to be disqualified. The bidder shall present all the documents as listed in “4. Mandatory Documents” for the bids to be considered as responsive. The Bidder is expected to examine all instructions, forms, terms, and specification in the Bid Document. Failure to furnish all information or documentation required by the Bid Document may result in the disqualification of the bid. Further instructions on how to write your bid in the price schedule is mentioned in the price schedule page.

## **4 Mandatory Documents**

- 4.1 Complete Bid Document
- 4.2 Company Profile
- 4.3 Company/Firm Registration Certificate
- 4.4 PAN/VAT Registration Certificate
- 4.5 Tax Clearance Certificate of the FY 2076/77
- 4.6 Audit Report of the FY 2076/77
- 4.7 References/Letter of Recommendation

## **5 Terms of Reference**

- 5.1 Vehicles will be requested by Street Child only upon need.
- 5.2 There will not be any limitation of minimum or maximum running kilometers of vehicle on day-to-day basis. The vehicle is to be provided even on Saturday and Holidays depending on the requirements.
- 5.3 The Price schedule of the bid must be pertaining to the present condition of roads in Nepal and considering off-roads.
- 5.4 The Price Schedule of the bid must be in lumpsum and must include salary of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, statutory taxes and any other incidental expenses. However, toll and parking charges will be reimbursed by Street Child on production of valid bills/tickets.
- 5.5 The vehicle shall be kept neat and clean and in perfect running condition with shining body and clean

- interior with good upholstery by the vehicle rental company.
- 5.6 It is the statutory responsibility of the vehicle rental company to pay any or all taxes for the rented vehicle and maintain up-to-date legal documentation of the vehicle.
  - 5.7 The vehicle rental company shall ensure that the drivers employed have valid driving licenses and follow traffic rules and other regulations prescribed by the Government of Nepal.
  - 5.8 In case of breakdown of vehicle during official travel, it shall be the responsibility of the Vehicle rental company to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on mutually agreed timeframe or does not report at all, Street Child will have the right to hire another vehicle from the market. The additional cost incurred by Street Child in this process until the vehicle rental company are able to provide a substitute vehicle, will be deducted from the hourly/daily charges that the parties have agreed upon. The vehicle will be mobilized within Nepal depending on the requirements.
  - 5.9 TDS and other taxes shall be deducted as per statutory requirement.

## **6 Condition of Vehicle**

- 6.1 The vehicle should be in good running condition, and not more than 5 years old.
- 6.2 The vehicle should be robustly built.
- 6.3 The vehicle should be equipped with necessary safety items, seat-belt restraints in the front and rear of the vehicle, spare tire, mechanical jack and basic hand tools.
- 6.4 The vehicle should have a comprehensive insurance.
- 6.5 The vehicle should have good tires.
- 6.6 The vehicle should have a well-maintained Logbook.
- 6.7 The vehicle should be clean, inside and out, and free from any unpleasant odor.

## **7 Clarification of Bidding Document**

A prospective Bidder requiring any clarification about the Bid Document shall contact the Street Child in their office located in Sanepa, Lalitpur-02. After receiving such requests, Street Child shall make available as soon as possible the answer to such question or curiosity in writing. Likewise, to assist in the examination, evaluation, and comparison of bids, Street Child may, at their discretion, ask any bidder for clarification of their bid, including breakdowns of the prices and other relevant information that Street Child may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered in the evaluation of the bids. No Bidder shall contact Street Child on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.

## **8 Preparation of Bids**

The language of the bid shall either be in English or Nepali. The bidder shall bear all costs associated with the preparation and submission of the bid, and Street Child shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid. Bidder shall separate their technical and financial bids in two different sealed envelopes inside one main sealed envelope. Bids received in unsealed envelope or tampered envelope will not be accepted. The bidder shall clearly indicate whom the bid is being submitted to and the name of the bidder outside the main envelope.

## 9 Currency of Bid and Payment

The currency of the bid and payment shall be in Nepalese Rupees (NPR).

## 10 Period of Validity of Bids

Bids shall remain valid for a minimum period of three calendar months. A bid valid for a shorter period than that shall be rejected.

## 11 Bid Submission

Bidders may choose to submit their bid either hardcopy or softcopy via email. If the bidder chooses to submit their bid via email, they should do so from their official email address. Bid received from any other email addresses except the official email address shall be considered unresponsive and hence will be rejected. For the purpose of this, definition of official email address will be the email address that is provided by the bidder in the bidders' information form. The bid submission deadline will be 5pm on the mentioned date of closing. Any bids received after the deadline shall be rejected. A bidder may choose to withdraw their bid after it has been submitted by sending written notice to Street Child. The address for the bid submission is as follows:

**STREET CHILD OF NEPAL**

Procurement and Logistics Unit

Anandnagar-04, Janakpur, Dhanusha, Nepal.

Tel No. – 041426112

Email – streetchildofnepal@outlook.com

## 12 Bid Opening

The bids will be opened in the presence of at least three of Procurement Committee members in Street Child's office in Lalitpur. The Bidder may or may-not be invited for the bid opening process. Street Child will prepare minutes of the bid opening session.

## 13 Examination of Bids and Determination of Responsiveness

Street Child's procurement committee will examine the bids and prior to the detailed evaluation of the bids, Street Child will determine the following criteria during the bid opening session:

- 13.1 Whether the bid envelope is properly sealed or not;
- 13.2 Whether all the requested mandatory documents are submitted or not and;
- 13.3 Whether the bid submission form, bidder's information form and price schedule have been duly filled, signed and stamped or not.

Only those bids that fulfill the aforementioned three criteria will be qualified for further evaluation. Rest of the bids will be rejected.

## 14 Evaluation and Comparison of Bids

The procurement committee of Street Child will evaluate all the qualified bids. Bids will be technically and financially evaluated in a points-based system within the following criteria.

Criteria		Points
<b>Technical Evaluation</b>		
C1	Total years of experience the bidder has in providing vehicle rental services.	10
C2	Letter of reference/recommendation provided by the clients of the bidder.	10
<b>Total Points</b>		<b>20</b>
<b>Financial Evaluation</b>		
C4	Bidder bidding the lowest price.	80
<b>Total Points</b>		<b>80</b>
<b>Grand Total</b>		<b>100</b>

The bidders will be ranked according to the points scored by them, highest being rank 1. All bidders who progress to the evaluation process will be listed as a verified service provider in the roster of Street Child. The aforementioned services may be procured from the verified bidders in the event the contracted bidder is unable to provide the service for whatsoever reason.

Information relating to the examination, evaluation and comparison of bids and recommendation of Contract award, will not be disclosed to bidders or any other person not officially concerned with such process until information on contract award is communicated to all bidders. Any attempt by a bidder to influence any Street Child's employee in the evaluation of the bids or contract award decisions may result in the rejection of their bid.

## 15 Bid Submission Form

ITB No. – 04/CORE/21-22

To,  
Procurement & Logistics Unit,  
Street Child of Nepal  
Anandnagar-04, Janakpur,  
Dhanusha, Nepal.

Having examined the bid documents, we the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document;
2. All the information and statements made in this bid are true and we accept that any misinterpretation contained in it may lead to our disqualification;
3. We offer to provide vehicle rental services in conformity with the bidding document and the Price Schedule attached herewith and made part of this bid;
4. We understand and acknowledge that there will be no minimum days of vehicle requirement for Street Child;
5. We agree to abide by this bid for a period of three calendar months from the date fixed for bid submission deadline, it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
8. We are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business-related offense;

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_

### 16 Bidder's Information Form

1	Bidder's Legal Name:	
2	Bidder's VAT Number:	
3	Bidder's Postal Address:	
4	Bidder's Official Email Address:	
5	Bidder's Telephone number:	
6	Bidder's Authorized Representative:	Name:
		Designation:
		Mobile No.:
7	Bidder's Authorized Representative's Signature:	
8	Bidder's Company Seal	

## 17 Price Schedule

Please read the following instructions carefully before you write your bids.

- Per day rental means up to 9 hours of use per day.
- All prices should be in Nepalese Rupees (NPR) and inclusive of 13% VAT.
- In case of travel and stayover outside of Dhanusha district, driver's food and accommodation shall be borne by bidder.
- Fuel will be borne by Street Child of Nepal as per the odometer reading of the hired vehicle and mileage quoted by the bidder above.

S.N.	Name of Vehicle	Per day rental (inside Dhanusha)	Per day rental (stayover outside Dhanusha)	Mileage (No. of Km/Liter) with AC.
1	<hr/> Sedan (Suzuki Swift Dezire or similar)			
2	<hr/> 4wd Jeep (Mahindra Scorpio, Tata Safari or similar)			

Authorized Signatory,

\_\_\_\_\_

Name:

Designation:

Date:

Seal: