

Department of Engineering Services
Ministry of Works and Human Settlement
Royal Government of Bhutan

Request for Quotation for Vehicle Hiring

Invitation for Quotation (IFQ) through Shopping (National)

Project title: **Strengthening Risk Information for Disaster Resilience in Bhutan (P175081)**

Source of Funding: **World Bank (100%)**

To:

(Insert Name and address of the Supplier purchasing the IFQ document) _____

Dear Sir/Madam,

1. You are invited to submit your priced bid for the Hiring of **Pick-up Trucks**.
[Details of number of vehicles required and place of deployment are as attached]
2. The bidder(s) may quote for hiring of vehicle in **one (1) or all the dzongkhags** under this invitation. Priced quotations will be evaluated and contract awarded to the firm offering the lowest evaluated price.
3. The bidder(s) must quote as **lump-sum per day** and not on kilometer basis.
4. The quoted price should be inclusive of all related cost including driver payment, fuel and any other maintenance cost, if any, and inclusive of all charges/ expenses such as taxes, etc.
5. The bidder(s) shall submit one original of the priced quotation with the Form of Bid, clearly marked ORIGINAL. The quotation including all documents in the attached format should be sealed in an envelope and addressed to and delivered at the following address:

Chief Engineer

Engineering Adaptation and Risk Reduction Division (EARRD)

Department of Engineering Services (DES)

Ministry of Works and Human Settlement (MoWHS)

Telephone: +975-02-329891

6. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **15th April 2022 at 11:00 AM**.
7. Quotation by fax or by electronic means are acceptable and the bidders may also submit their bids electronically to the following address: **bpradhan@mowhs.gov.bt** or **syangdhen@mowhs.gov.bt**

8. The quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Hiring is an integral part of the Contract.

- a) PRICE: All prices shall be quoted in Ngultrum. The quoted price should be inclusive of all related cost including driver payment, fuel and any other maintenance cost, if any, and inclusive of all charges/ expenses such as taxes, etc.
- b) EVALUATION OF QUOTATION: offers determined to be responsive will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the priced quotation by making any correction for any arithmetical errors as follows;
 - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (ii) where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
 - (iii) if the service provider refuses to accept the correction, the quotation will be rejected
- c) AWARD OF PURCHASE ORDER: the award will be made to the bidder who has offered the lowest evaluated price that meets the requirement. The successful bidder will sign a contract as per attached form of contract and terms and conditions of hiring.
- d) VALIDITY OF THE OFFERS: the quotation(s) shall be valid for a period of 60 days from the deadline for receipt of quotation(s).

9. Further information can be obtained from:

Bishnu Pradhan

Executive Engineer

Engineering Adaptation and Risk Reduction Division

Department of Engineering Services

Ministry of Works and Human Settlement

Thimphu, Bhutan

Contact # +975 17648300

bpradhan@mowhs.gov.bt

10. The quotation(s) will be opened in the presence of bidders or their representatives who choose to attend at **Office of the Chief Engineer, EARRD, DES, MoWHS on 15th April 2022 at 11.30 AM.**
11. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
12. The Purchaser will notify the winning bidder of the award of contract prior to the expiry of quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
13. The supplier shall be required to submit a performance security of Nu. 15,000/- (Ngultrum Fifteen Thousand) only in the form of cash warrant, demand draft or unconditional bank guarantee issued by a financial institution located in Bhutan, which shall be furnished upon signing the contract. Performance security shall be valid till the end of June 2022 and will be returned upon completion of the assigned task.

Schedule of Items and Priced Quotation (Bid form) [To be filled in by Bidders]

| Sl No | Type of Vehicle (Make/Model) | Deployment | No. of Vehicle | Unit Rate (Nu.) | Total Amount (Nu.) |
|--|------------------------------|------------------------------|----------------|-----------------|--------------------|
| 1 | | Thimphu Dzongkhag | 4 | | |
| 2 | | Gasa Dzongkhag | 2 | | |
| 3 | | Lhuentse Dzongkhag | 4 | | |
| 4 | | Wangduephodrang Dzongkhag | 7 | | |
| Total Amount for Hiring of Vehicles (Including taxes and all related costs) = Nu. | | | | | |

| | |
|--------------------------------|--|
| Total Amount in Nu. (in words) | |
|--------------------------------|--|

| | |
|---------------------|--------------------------|
| Signature of Bidder | Bidders's Official Stamp |
| Name of Bidder | |
| Date | |

Documents required to be submitted as part of the Quotation

The quotation submitted by the Bidder shall comprise the following:

- (a) The bidder should be in the similar line of business.
- (b) A duly completed and signed priced quotation as per the Schedule of Items.
- (c) A valid Trade License;
- (d) A valid Tax Clearance Certificate;
- (e) Registration and Fitness Certificate of the vehicle;
- (f) Valid Insurance Policy documents;
- (g) Any other requirements specified in this document

Terms and Conditions for Hiring

ARTICLE – 1 (Vehicle)

Section 1.1

Utility Pickup truck (i.e. double cabin Hilux/Bolero etc.) in excellent running condition with the vehicle registered with RSTA on or after 1st January 2018.

Section 1.2

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 the procuring agency reserves the right to deduct double the quoted rates per day from the final bill payment or hire an equivalent vehicle from hiring agencies and the difference in rates shall be recovered from the Service Provider.

Section 1.3

Once the work order is awarded, the vehicles to be deployed for hiring must be brought to MoWHS Office/ respective work site as informed by the procuring agency for inspection by concerned staff or any officer assigned with the task. It is noted that the vehicle will be used for plying on rough road (farm roads, feeder roads and forest roads) and once the work is awarded, no grievance and refusal will be entertained on those grounds.

Section 1.4

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 and any other associated services during hiring period and such requests by the drivers will not be entertained.

ARTICLE – 2 (Services)

Section 2.1

The Service provider 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 undermine the safety of the officials on duty as well as affect the smooth conduct of field work.

Section 2.2

The Service provider 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 field work is not hampered. Failing which the Management will hire a driver at Service provider'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 Service Provider.

Section 2.4

The expected duration of vehicle hire service is tentatively for one (1) month. However, the work may be completed before one month or may extend until the completion of the task.

ARTICLE – 3 (Payments)

Section 3.1

The client shall pay to the bidder in respect of the charges for vehicle hire as set out in the Contract Agreement. The hire charge during the transit period i.e. for travel from Thimphu to respective dzongkhags and return upon completion of the work will be paid based on the DNP rate of Nu. 22/- per km irrespective of the duration to reach the respective dzongkhag. The applicable distance will be as per the government approved distance.

Section 3.2

The payment will be made based on the number of days deployed and not on monthly basis.

Section 3.3

Upon completion of the contract, 100% payment will be made within one (1) month from the date the final invoice is received failing which a late payment interest shall be paid at the lending rate (OD interest rate) charged by Financial Institute of Bhutan.

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)

Any disputes of differences arising out of this contract or in connection with this contract which cannot be settled between the parties shall be referred to the Department Level Tender Committee of the Ministry of Works and Human Settlement, Thimphu.

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.

ARTICLE – 8 (Signing of agreement)

Upon the submission of Performance Security of Nu. 15,000.00 (Ngultrum Fifteen Thousand) only, the successful bidder shall sign a Contract Agreement with the Department within 2 working days from the date of notification of award.

Contract Agreement

THIS CONTRACT AGREEMENT made on the day of, 2022.
BETWEEN

- 1) Ministry of Works and Human Settlement, Royal Government of Bhutan having its principal place of business at Thimphu, Bhutan (hereinafter called “the Purchaser”), and
- 2), a business established under the laws of kingdom of Bhutan and having its principal place of business (hereinafter called “the Service Provider”).

WHEREAS the Purchaser invited Bids for service of vehicles and ancillary services, viz., hiring of Utility Pickup truck and has accepted a Bid by the Supplier for the Services at the rate as per the letter of award (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - a) This Contract Agreement;
 - b) The Supplier’s Bid and original Price Schedules;
 - c) The Purchaser’s Notification of Award of Contract;
 - d) The form of Performance Security;
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

For and on behalf of the Supplier

Signed:

Signed:

in capacity of

in capacity of.....

in the presence of

in the presence of

Name:

Name:

CID No.:

CID No.: