

REQUEST FOR PROPOSAL (RFP) FOR VEHICLE RENTAL SERVICE

Issued By

Sana Kisan Bikas Laghubitta Bittiya Sanstha Limited
(SKBBL)

Central Office, Babarmahal, Kathmandu

Email: info@skbbl.com.np

Website: www.skbbl.com.np

Phone No : 01-4111895, 5320913, 5909612

DISCLAIMER

The information contained in this RFP document, or any information provided subsequently to bidders (whether verbally or in documentary form) by or on behalf of Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd. (SKBBL), is provided to the bidder(s) on the terms and conditions set out herein.

This RFP is not an agreement or offer but only an invitation to submit bids. SKBBL does not claim that this document contains all the information each bidder may require. Each bidder is advised to conduct their own due diligence and investigation.

SKBBL reserves the right to amend, update, or withdraw this RFP at any time without assigning any reason. No contractual obligation shall arise until a formal agreement is signed by both SKBBL and the selected bidder.



SANA KISAN BIKAS LAGHUBITTA BITTIYA SANSTHA LTD.

Central Office, Babarmahal, Kathmandu

Phone: 01-4111895, 5320913, 5909612

Email: info@skbbl.com.np | Website: www.skbbl.com.np

Date of Publication :

NOTICE INVITING PROPOSALS FOR VEHICLE RENTAL SERVICES

Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd. (SKBBL) invites sealed proposals from qualified and experienced vehicle rental service providers for the provision of rental vehicles (including cars, jeeps, SUVs, 4 Wheelers etc., with driver and fuel) to serve twelve of its branch offices located across Nepal.

Details:

- RFP documents can be downloaded from the website of SKBBL.
- Interested service providers must submit their proposals with all required documents as outlined in the RFP document.
- The deadline for submission is within office hours.
- The service provider may submit their proposal at the concerned SKBBL branches as well as Head office.
- SKBBL reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

SANA KISAN BIKAS LAGHUBITTA BITTIYA SANSTHA LTD.

Central Office, Babarmahal, Kathmandu

Terms of Reference for Vehicle hiring

1. Background of Organization

Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd. (SKBBL), formerly known as Sana Kisan Bikas Bank Ltd., was established on July 6, 2001. Following the merger of RMDC Laghubitta Bittiya Sanstha Ltd. and SKBBL on July 9, 2023 (Asadh 24, 2080), SKBBL now operates as a wholesale lending microfinance institution headquartered in Babarmahal, Kathmandu.

Its mission is to uplift the socio-economic status of landless, poor, marginalized, and smallholder farmers by enhancing access to institutional microfinance for self-employment and productive ventures.

2. Objective

Every SKBBL branch office has been renting cars from various service providers at various prices. When hiring such a vehicle, some branch offices did not fulfill required legal process as well. In light of these challenges, SKBBL has decided to manage this service and implement uniformity in the rental car price and paperwork. It has therefore created guidelines to make the process of obtaining these services easier.

3. Vehicle hire requirement:

S.No	Branch Name	Districts to be covered
1.	Birtamode	Jhapa, Ilam, Panchthar, Taplejung
2.	Itahari	Morang, Sunsari, Terhathum, Dhankuta, Bhojpur, Sankhusavha
3.	Lahan	Saptari, Siraha, Udayapur, Okhaldhunga, Khotang
4.	Bardibas	Dhanusha, Mahottari, Sarlahi, Sindhuli
5.	Hetauda	Chitwan, Parsa, Bara, Rautahat, Makawanpur
6.	Nepalgunj	Dang, Bardiya, Baki, East Rukum, Pyuthan, Rolpa
7.	Butwal	Kapilvastu, Nawalpur, Parasi, Rupandehi, Arghakhachi, Gulmi, Palpa
8.	Pokhara	Kaski, Tanahu, Parbat, Myagdi, Baglung, Lamjung, Syangja, Gorkha, Manang, Mustang
9.	Gajuri	Nuwakot, Dhading, Rasuwa

10	Birendranagar	Dailekh, West Rukum, Salyan, Surkhet, Kalikkot, Jajarkot, Jumla, Dolpa, Mugu, Humla
11	Attariya	Kanchanpur, Kailali, Achham, Dadeldhura, Doti, Bajhang, Bajura, Baitadi, Darchula
12	Kathmandu	Kathmandu, Kavrepalanchowk, Bhaktapur, Ramechhap, Lalitpur, Dolakha, Sindhupalchowk, Solukhumbu

SKBBL invites proposals from qualified vehicle rental service providers to supply various types of vehicles (e.g., Cars, Jeeps, SUVs, 4 wheelers) on a rental basis (Daily, Weekly, or Monthly) for use by twelve SKBBL branches as well as Head Office.

The Service Provider may submit their proposal at the concerned SKBBL branches as well as head office clearly stating that where they want to provide the vehicle hiring service. The Service Provider may submit their proposal for single branch or more than one branches. In case they want to submit proposal for more than one branch, they should mentioned the branch offices and proposed rate .

4. Scope of Services

The Service Provider will:

- Be responsible for the renewal of bluebook as well as pollution sticker
- Pay all government taxes and insurance premium of the vehicle
- Provide well-maintained, insured vehicles in good condition to run in remote areas with experienced drivers
- Fuel cost & all cost of Driver should be borne by service providers
- The responsibility of repair and maintenance cost of vehicle should be borne by service provider
- Ensure availability of vehicles at short notice
- Comply with all applicable local transport/Traffic regulations
- Maintain punctuality and uphold safety standards
- Provide vehicles inclusive of fuel and driver costs as per organizational needs
- During the vehicle hiring period, all safety measures must be taken care of by the Service Provider. Any safety hazards, occurring during the hiring period, shall be the sole responsibility of the Service Provider. SKBBL shall in no way be liable for any loss or damage occurring during vehicle hiring period
- In case of any damage in the vehicle, the Service Provider will be responsible for repair and maintenance of the vehicle and will replace the vehicle within one hour. SKBBL will not pay any type of compensation for replacement/maintenance/ damage of the vehicle

- The vehicles hired must have valid permits from the concerned authorities
- The driver must have a valid driving license from the Department of Transport Management and must have Nepali citizenship
- The driver must have at least three years driving experience
- The Service Provider shall be abided by all statutory laws, rules and regulations of the Government of Nepal. The drivers must follow traffic rules and other applicable regulations prescribed by the Government of Nepal from time to time. Penalties, imposed against the violation of applicable traffic rules and other regulations, shall be for the Service Provider's Account
- The Service Provider shall be responsible for any thefts/ burglary/ damage caused to the employee/ guest of the SKBBL travelling in the vehicle(s). The compensation arising out of such activities shall be borne by the Service Provider.
- The vehicle must be capable of off-road travel in accordance with SKBBL's requirements.

5. Required Documents for Proposal

Interested service providers should submit the following documents:

- Cover letter (Proposal submission Form) with Company Profile (Service Provider's Information Form) as mentioned in Annex-1 .
- Company Registration Certificate,
- VAT/PAN Certificate,
- Tax Clearance Certificate for the F/Y 2080/81,
- Vehicle registration Certificate (Blue Book),
- Insurance documents,
- Certificate of minimum of 3 years of relevant experience
- Technical proposal form as mentioned in Annex-1
- At least one year lease agreement with the owner of vehicle, in case the vehicle is not registered in the name of Service Provider,
- Letter of Price Bid of rental vehicle per day for each/specified branch inclusive of fuels, driver's salary, vehicle maintenance cost, insurance, road tax & other relevant cost as mentioned in Annex-1.
- References from previous clients (if any)

6. Duration of Contract

The initial contract period will be **one year**, extendable based on quality of services of the service providers . SKBBL reserves the right to cancel the contract at any time based on quality of service and service availability. In case of unsatisfactory services, the contract may be terminated giving one week's notice.

7. Evaluation criteria

Technical Evaluation:

- Company Registration Certificate with (Service Provider's Information Form),
- VAT/PAN Registration Certificates
- Tax Clearance Certificate for the respective fiscal year.
- Vehicle registration Certificate (Blue Book),
- Insurance documents
- Certificate of minimum of 3 years of relevant experience,
- At least one year lease agreement with the owner of vehicle, in case the vehicle is not registered in the name of Service Provider.
- Declaration that the service provider will abide by all the scope of services as mentioned in point no 4

Financial Evaluation:

- Daily rental rates for each branch (inclusive of fuel and driver cost) for each branch as mentioned in Annex-1.
- Evaluation will be done branch by branch and the Service Provider will selected for each branch and central office

8. Selection of Service Provider:

SKBBL will select the service provider and agree on the rate for the vehicle hiring service in each branch and head office, and provide notice to service provider as and when needed basis.

1. Proposal submission Form

The Service Provider must accomplish the Proposal submission Form in its letterhead clearly showing the Service Provider's complete name and address.

Date:

To:

Sana Kisan Bikas Laghubitta Bittiya Sanstha Limited,

.....[Insert the name of Central Office, Babarmahal,
Kathmandu or concerned branch office]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Document including Terms of Reference for Vehicle hiring
- (b) We offer to execute the service in conformity with the Proposal Documents for[Insert the name of Central Office, Babarmahal, Kathmandu or concerned branch office, where you want to provide the service]
- (c) Our Proposal consisting of the Technical Proposal and the Price Proposal shall be valid for a period of 45 days from the date fixed for the Proposal submission deadline in accordance with the Proposal Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (d) We declare that, we do not have any conflict of interest and we have not been punished for an offense relating to the concerned profession or business.
- (e) We agree to provide the vehicle rental service on daily rental rate and on as and when required basis.
- (f) We ensure the availability of vehicles at short notice.
- (g) We ensure to comply with all applicable transport/traffic regulations and will maintain punctuality and uphold safety standards.
- (h) We declare that we shall abide by all the scope of services as mentioned in point no 4.

(i) We have submitted herewith following documents:

- Company Registration Certificate,
- VAT/PAN Registration Certificates
- Tax Clearance Certificate for the F/Y 2080/81,
- Vehicle registration Certificate (Blue Book),
- Insurance documents
- Certificate of minimum of 3 years of relevant experience
- At least one year lease agreement with the owner of vehicle, in case the vehicle is not registered in the name of firm

Name:

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

2. Company Profile (Service Provider's Information Form)

[The Service Provider shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted. In case of joint venture, each partner shall fill the information in separate form.]

Date:

1.	Service Provider's Legal Name	
2	Service Provider's Address:	
3	Service Provider's Country of Registration:	
4.	Service Provider's Year of Registration:	
5.	Service Provider's Legal Address in Country of Registration	
6.	Service Provider's Authorized Representative Information: Name: Address: Telephone/Fax numbers: Email Address	
7	Service Provider's Telephone/ numbers:	
8	Service Provider's Email Address:	
	Attached are copies of the following original documents. <input type="checkbox"/> 1. Firm Registration Certificate <input type="checkbox"/> 2. Authorization to represent the firm	

3. Technical Proposal Form

package. No.	Name of branch office/Package	Vehicle information					Remarks
		Vehicle Brand Name	Year of Registration	Blue book Number	Type of Vehicle own/Lease	Vehicle insured upto	
1	Birtamode						
2	Itahari						
3	Lahan						
4	Bardibas						
5	Hetauda						
6	Nepalgunj						
7	Butwal						
8	Pokhara						
9	Gajuri						

package. No.	Name of branch office/Package	Vehicle information					Remarks
		Vehicle Brand Name	Year of Registration	Blue book Number	Type of Vehicle own/Lease	Vehicle insured upto	
10	Birendranagar						
11	Attariya						
12	Kathmandu						

The Service Provider shall fill the information only where they want to submit their proposal

Letter of Price Bid

package. No.	Name of branch office/Package	Districts to be covered	Vehicle Rental Price per day in NRs		Local contact information
			Amount in Figure (NRs.)	Amount in words	
1	Birtamode	Jhapa, Ilam, Panchthar, Taplejung			
2	Itahari	Morang, Sunsari, Terhathum, Dhankuta, Bhojpur, Sankhusavha			
3	Lahan	Saptari, Siraha, Udayapur, Okhaldhunga, Khotang			
4	Bardibas	Dhanusha, Mahottari, Sarlahi, Sindhuli			
5	Hetauda	Chitwan, Parsa, Bara, Rautahat, Makawanpur			
6	Nepalgunj	Dang, Bardiya, Baki, East Rukum, Pyuthan, Rolpa			
7	Butwal	Kapilvastu, Nawalpur, Parasi, Rupandehi, Arghakhachi, Gulmi, Palpa			
8	Pokhara	Kaski, Tanahu, Parbat, Myagdi, Baglung, Lamjung, Syangja, Gorkha, Manang, Mustang			
9	Gajuri	Nuwakot, Dhading, Rasuwa			
10	Birendranagar	Dailekh, West Rukum, Salyan, Surkhet, Kalikkot, Jajarkot, Jumla, Dolpa, Mugu, Humla			
11	Attariya	Kanchanpur, Kailali, Achham, Dadeldhura, Doti, Bajhang, Bajura, Baitadi, Darchula			
12	Kathmandu	Kathmandu, Kavrepalanchowk, Bhaktapur, Ramechhap, Lalitpur,			

package. No.	Name of branch office/Package	Districts to be covered	Vehicle Rental Price per day in NRs		Local contact information
			Amount in Figure (NRs.)	Amount in words	
		Dolakha,Sindhupalchowk,Solukhumbu			

Note:

1. The bidders may submit the proposal for single or more Branches/packages,
2. Rates should be Inclusive of fuels, driver's Salary, Vehicle Maintenance Cost, Insurance, Road Tax, and others relevant cost,
3. Contract can be awarded to single or multiple vendors.

Name _____

In the capacity of _____

Signed _____

Stamp:

Duly authorized to sign the Bid for and on behalf of _____

Date :