

Terms of Reference (ToR) For Hiring of Rental Vehicle

1. Introduction:

VSO Nepal is an INGO working in Nepal since 1964. VSO Nepal is seeking a firm to provide a vehicle with driver.

2. Details required from firm:

- a) Name of Company/Firm
- b) Year of establishment and work experience of company. Attached at least two credible past contracts provided to two different organisations.
- c) Name and contact details of focal person including e-mail and telephone numbers
- d) List of clients

3. Scope of Work

The selected firm would provide a dedicated vehicle to VSO Nepal with driver to for seven days a week.

4. Requirements of Vehicles:

- a) 4-WD vehicle (Jeep) with excellent condition not older than 10 years
- b) Jeep should have complete toolkit including but not limited to spare wheel, wheel change kit, First aid Box, functional Seat belt (front & rear)

5. Requirements of Driver:

- a) Must have a valid driving license
- b) Minimum 5 years of relevant driving experience with no accident record.
- c) No off days/holidays will be allowed so firm should provide at least one alternative of driver

6. Replacement of Vehicle in Case of Breakdown:

The firm will be responsible to ensure that the jeep provided to VSO Nepal is in perfect condition and suitable for travelling. However, in an event that a jeep breaks down, the firm will arrange for its immediate replacement.

7. Fuel

VSO Nepal will be responsible and arrange fuel for travel.

8. Travel Allowances & Accommodation:

VSO Nepal will not provide any travel related allowance, accommodation or lodging arrangements to any driver. This will be the sole responsibility of the firm.

9. Log Book:

Driver must maintain a logbook on travel basis with mileage and locations. The travel log must be signed by VSO Nepal staff.

10. Areas of Service:

VSO Nepal can use vehicle every part of the country as necessary.

11. Advance Payment.

No Advance Payment will be given to the Selected Bidder.

12. Payment

Payment shall be made on monthly basis after submission of an invoice every month. Payment shall be made within 15 working days from day of receipt of Invoice.

13. Length of contract

Firm should be able to provide vehicle at least for 3 months

14. Termination:

The service agreement may be terminated earlier by either party giving a 15 day notification