**Bidding Document for Hire of Vehicle for the FY2018-19**

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**Election Commission of Bhutan**

**Kawangjangsa, Post Box No.2008**

**Thimphu, Bhutan**

**June 2018**

**Quotation for Hire of Vehicle for the FY 2018-19**

Sealed quotations are invited for hire of DCM, Truck, Bolero, Hilux(4WD), Santa Fe, Tucson, Prado for the financial year 2018-19. The quotation shall be submitted along with earnest money of **Nu. 50,000.00 (Ngultrum: Fifty Thousand only),** in the form of unconditional bank guarantee, Demand Draft or Cash Warrant in Favour, of Chief Administrative Officer, Administration & Finance Division, Election Commission of Bhutan, Thimphu, Bhutan.

**Terms & Conditions:**

1. Condition of light vehicle must be oftourist standard and year of manufacturer must be 2010 or later. For other types of vehicle must be in good condition and all vehicle must be fully insured. Any mishap will be fully at owner’s risk and no accountability shall be transferred to the purchaser;
2. Replacement of vehicle if breakdown occurs during the hiring period must be replaced immediately by the owner at own cost. No payment shall be made for breakdown or any mishap during the hiring period. If the owner fails to replace immediately, the purchaser shall make the hiring from any other available sources in the market and the cost difference for the hire of another vehicle shall be borne by the owner;
3. The owner should provide a driver with the vehicle. Driver should be experienced and should not indulge in drugs/alcohol/gambling practices;
4. The hiring of vehicle will be valid for 1 year (Financial Year 2018-19) and specific date of requirement will be mentioned or furnished during the period of hiring;
5. The cost of fuel, driver’s salary, maintenance or anything pertaining to the vehicle should be met by the owner;
6. The delivery of goods shall be made to the respective Dzongkhag Election Offices at the given date and time. Any mishap/ loss of goods in transit shall be borne by the owner;
7. The vehicle shall be required to use beyond normal working hours and travel the routes mentioned by the Election Commission of Bhutan to facilitate the transportation. A Kilometer (KM) log sheet shall be controlled & verified by the officer on duty;
8. The payment shall be made at end of each hiring term and no advance shall be provided. A 5% TDS shall be deducted from the bill before making the final payment;
9. A formal contract shall be signed between Lessor and Lesse after evaluation of bids. The Lessor shall provide lump sum of Nu. 50,000.00(Ngultrum Fifty Thousand only)- as performance security and will be returned only after the completion of contract period (i.e. end of June 2019);
10. Prior to the start of journey, the vehicle must acquire all relevant documents such as Blue Book, License, Insurance and Emission Test Certificate issued by the concerned agency (ies) and must be upto date;
11. The rate must be quoted as per the attached price schedule;
12. The rates shall be valid till the end of June, 2019.

**Price Schedule: Hire of Vehicle for the FY2018-19**

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| --- | --- | --- | --- | --- |
| **SL. No** | **Type of Vehicle** | **Rate Per KM for 100Km & Above** | **Rate Per KM below 100KM** | **Remarks** |
| **1** | **DCM** |  |  |  |
| **2** | **Truck** |  |  |  |
| **3** | **Prado** |  |  |  |
| **4** | **Hilux (4WD)** |  |  |  |
| **5** | **Bolero** |  |  |  |
| **6** | **Santa Fe** |  |  |  |
| **7** | **Tucson**  |  |  |  |

Sealed quotations should be submitted to the Election Commission of Bhutan, Kawajangsa, Thimphu, Bhutan on or before 23 July 2018 before 10:00 AM and will be opened on same day and shall take place at Mini Conference, Election Commission of Bhutan at 11AM (BST). For further information, contact Tshewang Jamtsho, Procurement Officer @17687566 or email: tshewangjamtsho@ecb.bt

**Name of firm/bidder:………………………………………………**

**Signature and Seal:…………………………………………….…..**

**Mobile No…………………………...................................................**

**Fixed Line No……………………………………………………….**

**FAX No……………………………………………………………..**

**E-mail:………………………………………………………………**