

## **Annex 4 Terms of service and specification**

### **For the supply of Transportation service to the British Council, Nepal**

British Council Nepal is in the need of the vehicle hire service at different parts of the country. In this context, we are considering to enter into the framework contract with the suppliers who can provide the services as specified below;

#### **I. Supplier should be able to provide following categories of vehicle on need during the contract period.**

1. AC Car 5 seater either Electric or Internal combustion engine in good running condition not more than 5-7 years old from date of manufacture.
2. AC jeep (4WD / Non 4WD) not more than 5-7 years old from date of manufacture.
3. Micro Bus either Electric or Internal combustion 14–21-Seater not more than 5-7 years old from date of manufacture.
4. Bus (Coaster / Sutlej) not more than 5-7 years old from date of manufacture

#### **II. Supplier should be able to provide vehicle hire service throughout Nepal.**

#### **III. Supplier must meet following minimum criteria;**

1. Registered and legally operate in Nepal for at least 3 years on the date of quotations
2. Minimum experience of three years track record on providing vehicles services to the client on their request;
3. Able to assign dedicated contact person who will care our requests within short period notice;
4. Respond to vehicle request with one day advance notice;
5. Fuel cost / Driver salary/ wages, parking fee and other associated cost should be borne by the supplier themselves.
6. Maintenance to be carried out by the supplier and able to replace the vehicle within stipulated time in case of outbreak of the service during travel.
7. Food, accommodation and other incidental cost of the driver during field travel should be borne by the supplier.
8. The vehicle should be compliant with applicable insurance, safety or other legal requirement required for the operation and maintenances of the motor vehicle.
9. The supplier should borne all the possible liabilities of the third parties that may arise from the movement of the vehicle.

#### **IV. Minimum Vehicle requirements:**

1. The vehicle should be road worthy, in good running condition, and not more than 5-7 years old from date of manufacture.
2. The vehicle provided for field travel off road should be 4x4WD.
3. The vehicle should be equipped with necessary safety items, first aid kit, seat-belt restraints in the front and rear of the vehicle, spare tire, mechanical jack and basic hand tools.
4. The vehicle should have a comprehensive insurance.
5. The vehicle should be clean, inside and out,

## **VI. Requirements for the Driver:**

1. The driver should be experienced on driving the type of the vehicle assigned to him with professional care and have the track record of safe driving not having any criminal record.
2. The driver should be able to manage and maintain the vehicle assign to him during travel period and sound enough on driving rules and regulations and skills in minor repair & maintenance.
3. The driver should be able to communicate in English.
4. The driver should not consume alcohol, smoke while on duty.
5. The driver should be properly trained in the operation and maintenance of the vehicle.
6. The driver should be licensed with the type of the vehicle in which he is assigned for the travel.
7. S/he should be familiar with local routes and destinations.
8. S/he should be disciplined to deal with the travellers and should be able to take appropriate care during travel.
9. S/he should be able to follow the general good practices on driving with the appropriate knowledge of general rules of the road all times.
10. S/he observes at all times basic courtesy to passenger(s), fellow motorists and traffic authorities.
11. S/he should dress smartly and appropriately for our work.