

Comprehensive Disaster Management Programme II (CDMP II)
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Corrigendum

CDMP has published an "Invitation for Tender" in Daily Star on 26.09.2010 & in Daily Prothom Alo on 29.09.2010 for procuring "Office Security, Office Cleaning and Rental Vehicle Services".

All Tenderers are requested to follow the revised Tender TOR for the Rental Vehicle Service only. Dropping time is therefore fixed on 8th of November; 2010 within 2.00 PM. Revised tender documents are available in the CDMP website as well as CDMP Office.



Terms of Reference
FOR THE
RENTAL VEHICLE SERVICE

Background:

CDMP is looking for a provider of Rental Vehicle Services to assure transportation facility for the smooth functioning of the program, for a period until 31 Dec 2011 with possible further extension subject to CDMP decision and performance of the contractor and delivery of satisfactory services in accordance with CDMP Procurement regulations.

Scope of Services:

The rental vehicles will be needed as follows:

3 Vehicles (only fuel drive, no CNG) for a period until 31st December 2011 from the date of signature of the contract

The Owner should quote rental charges per Car per month with no limit of kilometer usage. The service includes rent of car, driver's accommodations, salary, normal wear & tear, and other consumables. It also should include road fees and taxes as applicable. Drivers overtime (if any) & fuel cost (1 ltr. For 5 km) will be provided by CDMP upon submission of log records.

Workdays and Work-hours:

1. The regular workdays of the transportation of the staff are Saturday – Thursday.
2. The work-hours are 07:30 am through 05:30 pm or 50 hours a week.
3. Vehicles shall be available upon call to service.

Preferred Vehicles:

Vehicle type: **2 (two) Mini vans / Micro Bus (8 seated) and 1 (one) sedan car**

Model: 2006 and onward

All vehicles shall be air-conditioned, well-maintained and in excellent functional condition.

Other Terms and conditions:

- 1) Contractor will ensure vehicles are supplied and maintained fully complaint with requirements of applicable all regulatory authorities (such as Insurance, Tax token, Fitness, and Driver's Driving License etc).
- 2) Contractor will provide vehicles in good condition with A/C, Spare Tyre, Tools box etc.
- 3) Contractor will ensure that all Drivers of the vehicles can understand English and good knowledge and understanding on Bangladesh road communication system.
- 4) Contractor will be responsible for maintenance, breakdowns, and repairs.
- 5) Contractor will conduct on a regular maintenance and servicing of the vehicle based on kilometers and usage.
- 6) Contractor will provide vehicle equipped with Fire Extinguisher, First Aid Box, Tissue papers.



- 7) If maintenance or repairs are expected to take more than 24 hours, Contractor should provide a replacement vehicle.
- 8) Only drivers employed by Contractor are authorized to drive the vehicles.
- 9) Vehicles will only be used under the direct instruction of CDMP Phase II Management, and parked at Contractor identified location/compound after office hours or during holidays during the contract period.
- 10) Drivers will use log books to register all movements of vehicle in accordance with CDMP Phase II policies and procedures.
- 11) Drivers will agree to adherence (signed agreement as appropriate) of CDMP Phase II policies and procedures particularly covering Child Safety; Harassment/Sexual Harassment Prevention; Alcohol and Drugs; and Safe Driver Manual provisions.
- 12) CDMP Phase II has full right to identify the vehicle as a CDMP Phase II resource [put stickers, a flag as well as communication equipment (if required) on the vehicle] during the rental period. These items remain the property of CDMP Phase II and will be removed at the termination of this agreement and in case vehicle is no longer covered under the agreement.
- 13) There will be no price fluctuations during the term of the contract except fuel price and to be determined through written communication and approval by the Management of CDMP Phase II.

The proposal should be submitted with following informations:

1. Monthly rate in Bangladeshi taka for each vehicle. Note that Govt. Tax/VAT withholding will apply.
2. Name and full address of company along with the name person to be contract for further clarification of proposal and telephone, fax and email address.
3. Valid Trade license and Govt. registration documents
4. Updated TIN certificate
5. VAT registration certificate
6. Bank solvency certificate
7. Any other useful information for better evaluation of proposal

CDMP shall not be liable for any action, omission, negligence or misconduct of the Contractor's drivers nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any accident, injury, death or disability of the Contractor's drivers performing work or services in connection with this Contract.

It is essential that the offer comprises detailed information on the requirements listed above. Failure to comply with this requirement may result in rejection of the offer.

