**Annex 4 – Goods and services specification**

A transportation service is required by British Council Services Nepal Private Ltd., (BCSNPL). Long term vehicle leasing is required for the movement of staff and materials within the Kathmandu Valley.

**Scope of Work**

1. One vehicle is required year-round, across the 12 months with no driver, plus additional second vehicle with driver is required in months of May, June, October, and November only;
2. Fuel should be provided by the Supplier
3. Maintenance to be carried out by the Supplier
4. The vehicle should be compliant with applicable insurance, safety or other motor vehicle requirements;
5. Registered for operation during the period of Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law.
6. The Supplier must arrange alternative vehicle which is fit for purpose in case if the vehicle in use is broken down during service on the road. The same contingency must be ensured for the driver in service.
7. The Supplier should provide the vehicle within a day of notifying by email/SMS/phone by authorised person of BCSNPL

**Conditions for the vehicle/s:**

1. The vehicle should be road-worthy, in good running condition, and not more than 3 years old;
2. Vehicle size sufficient for 5 passengers and several suitcases (e.g. Jeep, small van)
3. The vehicle should be equipped with necessary safety items, seat-belt restraints in the front and rear of the vehicle, spare tire, mechanical jack and basic hand tools, first-aid box;
4. The vehicle should have a comprehensive insurance;
5. The vehicle should have good tyres;
6. The vehicle should have a well-maintained Log Book;
7. The vehicle should be clean, inside and out, with no trace of smoking habit at all;

**Requirements for the Driver:**

1. The driver should have minimum 5 years' work experience as a Driver; a safe and clean driving record; knowledge of driving rules and regulations;

The Driver must have skills in minor vehicle repair and maintenance e.g. changing tyres and replacing oil;

1. The driver should be able to communicate in English in basic including operating a smart phone and replying to SMS/calls;
2. The driver should not smoke in the vehicle at any time;
3. Familiar with local routes and destinations;
4. The driver should adhere to BCSNPL Dress Code (smart casual, no jeans or t-shirts)
5. Observes the rules of the road at all times; and observe basic courtesy to passenger(s), fellow motorists and road authorities.
6. The Driver should not use mobile phone while driving.
7. The Driver cannot stop the vehicle in the road without permission of passengers/ BCSNPL staffs
8. The Driver should inform the passengers about the route before starting journey and cannot use any unauthorised route without consent of passengers/ BCSNPL staffs
9. The Driver would record the journey information in the log book including signatures of the passengers/ BCSNPL staffs