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RENEW MICROFINANCE PVT. LTD.

TENDER NOTICE: HIRING OF VEHICLE (PUNAKHA BRANCH)

RENEW Microfinance Private Limited (RMF) invites sealed quotations from interested and eligible vehicle owners for the hiring of a vehicle for our **Punakha Branch** operations.

1. Scope of Work

The hired vehicle will be utilized for official branch operations, including:

- Field visits and monitoring.
- Staff movement and other authorized institutional purposes.
- Travel within Punakha Dzongkhag and other locations as authorized by RMF.

2. Vehicle Specifications & Condition

- **Type:** 4-Wheelers (Model 2015 and above)
- The vehicle must be in **excellent roadworthy condition**, clean, safe, and well-maintained at all times.

3. Terms and Conditions

- **Contract Duration:** The agreement shall be valid for a period of **one (1) year**, subject to renewal based on performance and requirement.
- **Engagement Model:** The vehicle will be hired on an **actual-use basis** per day. RMF does not guarantee a fixed number of days per month; engagement depends on operational needs.
- **All-Inclusive Daily Rate:** The quoted daily rate must include all costs, such as:
 - Driver costs and wages.
 - Fuel and lubricants.
 - Repairs, maintenance, and spare parts.
 - Insurance, taxes, and permits.
- **Driver Standards:** The driver must have 3 years driving experience, competent, medically fit, and maintain professional conduct at all times.
- **Risk & Liability:** The vehicle remains at the **sole risk of the owner** at all times. The owner must fully indemnify RMF against any claims arising from accidents or misconduct.



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4. Mandatory Documentation

Interested bidders must submit copies of the following:

1. Vehicle Registration Certificate.
2. Roadworthiness/Fitness Certificate.
3. Valid Comprehensive Insurance Policy (including Third-Party and Personal Accident Cover for the driver).
4. Valid Driving License
5. Tax Clearance Certificate.

5. Submission Details

- **Quotation Format:**

The daily hiring rate must be quoted in **Ngultrum (Nu.)**

- **Submission Deadline: 25th August 2026**

- **Submission Method:**

Sealed quotations should be addressed to the **Administrative Officer, RMF Head Office**, and submitted via email at: renewmicrofinance@renewmfpl.com

6. Contact Information

For further clarification or inquiries, please contact:

Administrative Officer

RENEW Microfinance Private Limited

 +975 17512013

 renewmicrofinance@renewmfpl.com