

Quotation Submission Form

One Month Vehicle Services within Kathmandu Valley

Quotation reference IHRR/KCAW/RFQ-02/2026

Instructions: Complete every applicable field, quote all prices in Nepalese Rupees, and sign and stamp the declaration. Attach the documents listed in the submission checklist before submitting the quotation.

Section A Service provider information

Legal name of firm or individual	
Registered office address	
Contact person and designation	
Telephone or mobile number	
Email address	
Company registration number	
PAN or VAT number	

Section B Vehicle rate

Vehicle type	Capacity	Full day rate (in Npr)

Rate inclusions and service capacity

Fuel	☐ Included ☐ Excluded
Driver cost	☐ Included ☐ Excluded
Parking	☐ Included ☐ Excluded
Waiting or overtime	☐ Included ☐ Excluded
VAT or applicable taxes	☐ Included ☐ Excluded

Total number of available vehicles	
Replacement vehicle available	☐ Yes ☐ No
24-hour contact person available	☐ Yes ☐ No

Section C Submission checklist

Tick each box to confirm that the document is attached or the requirement has been completed.

Tick	Required document or confirmation
☐	Completed and signed quotation submission form
☐	Company registration certificate
☐	PAN/VAT registration certificate
☐	Latest Company Certificate, Tax Clearance and Documents, where applicable
☐	List of offered vehicles with capacity and model year
☐	Vehicle registration and insurance details
☐	Detailed unit-rate schedule with inclusions clearly marked
☐	Evidence of similar institutional transport service experience
☐	Reference or contact details of a previous institutional client, where available

Section D Bidder declaration

We certify that the information and prices provided in this quotation are correct. The quoted amount includes all costs and applicable taxes required to complete the assignment. We certify that all offered vehicles are legally registered, insured, roadworthy, and operated by licensed drivers. We agree that payment will be based on actual approved use and that IHRR does not guarantee a minimum number of bookings. The quotation will remain valid for 30 days from the submission deadline.

Name of authorized representative	
Designation	
Signature	
Official stamp	
Date	