

Sub: Vehicle Hiring Quotation

Kerala State Industrial Development Corporation Limited (KSIDC), having its Registered Office at Keston Road, Kowdiar, Trivandrum 695 003, invites Quotations for providing any one of the following types of Vehicles on hire on Contract basis for a period of 2 years

**5-Seater AC Sedan (not more than 15 months old), white colour,
(Toyota Etios/ Swift Dzire/ Honda Amaze/ or equivalent-)**

Terms and Conditions: -

1. Contractor/ Travel agencies shall provide **four(4)** numbers of any one of the above-mentioned vehicles or equivalent (including driver and fuel) **which are not more than 15 months old** in excellent condition for transportation of the officials of Kerala State Industrial Development Corporation Limited (KSIDC) at its registered office at Keston Road, Kowdiar, Trivandrum 695 003 and at Bio 360 Life Sciences Park, Mangalapuram, Trivandrum- 695317
2. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Agency. In case of any accident, all repairs shall be done by the Agency without any liability to KSIDC or its employees, with no delay.
3. In case the vehicles cannot be utilized due to maintenance / repairs, or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. If for any reason the Agency is not in a position to provide substitute vehicles as demanded by KSIDC, then KSIDC will be free to engage vehicles from the open market and debit the expenditure on account of it on the claims payable to the Agency. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed 3 hours.
4. A daily log book indicating the kilometre usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of the Corporation.
5. Generally, the vehicles will be used in Trivandrum District but if required it may be used for outstation duty also (outside Trivandrum District).
6. Contractor shall have **experience of not less than 2 years** of serving a reputed Organization preferably Govt. Department/ Agency in Kerala by providing vehicle.
7. The driver shall be competent, well dressed with decent behaviour and must be provided with a mobile phone by the contractor/ service provider.
8. The Agency shall provide the said vehicles to KSIDC from 9.00 a.m. to 7.00 pm on all days of the week including holidays, if required. The vehicles provided shall be at the

disposal of KSIDC. In case the vehicles are required to be made available by KSIDC for use on any day prior to 9.00 am, the length of such time as the vehicle is provided prior to the normal time (9.00 a.m.) shall be deducted from 07.00 p.m. to find the normal duration of service on that day.

9. The Contract amount shall be inclusive of GST as applicable from time to time
10. No request of hike in approved rate will be entertained during the contract period
11. KSIDC shall deduct TDS at the rates applicable from time to time as per the Income Tax Act, 1961 from the monthly bill submitted by the Agency.
12. KSIDC name-board should be fixed on the vehicle
13. Fastag should be affixed on the vehicle.
14. KSIDC will not be responsible for any damages/accident caused to the said vehicles or driver during the period of this contract.
15. The vehicles shall be parked at our premises in KSIDC when not in use.
16. If the total running kilometre in a month is less than the fixed kilometre, the remaining kilometres will be carried over to the next month in a block of three months
17. Agencies blacklisted by KSIDC need not apply.
18. KSIDC reserves the right to terminate the contract at any time without assigning any reason thereof. If the Agency wants to terminate the contract, they shall give one month's notice to KSIDC.
19. **Validity of the agreement will be for 2 years** from the date of signing the agreement.
20. The driver should hold the badge for public service vehicles issued by the transport authority.
21. The vehicles allotted to KSIDC should not be utilized for any other purpose.
22. The agency should have a valid PAN and GST Registration.
23. In case of breach of any terms and conditions mutually agreed upon, KSIDC will have the right to terminate the contract without assigning any reason thereof, and the agency shall make good the loss and shall also be penalized @20% of monthly rate.
24. Sealed Quotation shall be received at the registered office of the company **before 5 PM on 23.10.2021**. The quotations will be **opened in the presence of bidders at 3:00 PM on 25.10.2021 at KSIDC Head Office, Keston Road, Kowdiar, Thiruvananthapuram**

The quotes should contain following details in the format given below:

- a) Make, model, vehicle No. and manufacturing year of the vehicle. If ownership registration is not with the contractor, then agreement with the owner needs to be submitted.
- b) Minimum charges for 2000 km and 1500 km per month (without GST)
- c) Additional charges for additional kilometre above 2000 KM / 1500 KM
- d) Outstation allowance
- e) Overtime charges payable to the driver after exceeding minimum total working hours.
- f) The price quoted shall be firm and final for the entire period of contract.
- g) PAN No. and GST Registration No. should be included. Copy of the relevant document should also be submitted
- h) Experience certificate from Govt. Department/ Agency serviced by the Contractor

In case details sought and the relevant documents sought are not submitted, the quotations will be disqualified. In case of further clarifications please contact: 0471 -2318922

Quotation for Rate Contract for Hiring Vehicle

I	Details of Agency	
	Name & Address of the Travel Agency	
	Owner of the Agency	
	Email Address	
	Mobile No	
	PAN No.	
	GST Registration No	
II	Details of Vehicles offered	
	1 Make of the first Vehicle	
	Model of the Vehicle	
	Manufacturing year of Vehicle	
	Ownership Details of Vehicle	
	Vehicle Registration No:	

2		Make of the second Vehicle	
		Model of the Vehicle	
		Manufacturing year of Vehicle	
		Ownership Details of Vehicle	
		Vehicle Registration No:	
		Details of Insurance: Policy Number and Period	
3		Make of the third Vehicle	
		Model of the Vehicle	
		Manufacturing year of Vehicle	
		Ownership Details of Vehicle	
		Vehicle Registration No:	
		Details of Insurance: Policy Number and Period	
4		Make of the fourth Vehicle	
		Model of the Vehicle	

	Manufacturing year of Vehicle	
	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	
III		
	Details of Rate on Contract basis	
	Minimum charges for 2000 km per month (without GST)	
	Minimum charges for 1500 km per month (without GST)	
	Additional charges for additional kilometer above 2000 km	
	Additional charges for additional kilometer above 1500 km	
	Outstation allowance / Bata	
	Overtime charges payable to the driver after total working hours (9:00 am to 7:00 pm).	
IV		
	Details of Rate if hired on daily basis (Rate , min hours, min km, extra km rate, extra hour rate ,driver bata etc)	
	Innova Crysta / Toyota Corola Altis/ Hyundai Elantra / or equivalent	
	Honda City / Maruthi Ciaz/ Hyundai Creta / or equivalent	
	Toyota Etios/ Swift Dzire/ Honda Amaze/ or equivalent	

V	Details of Experience (Provide details of Government Departments / PSU/ Organisation , where cab service on contract basis is provided)	
Sl. No	Government Departments / PSU/ Private Organisation	Period

***Copy of supporting documents with respect to details furnished above (I to V) shall be submitted along with the application**

Date

Signature