

GOVERNMENT OF KERALA

Kerala State Coastal Area Development Corporation
Makayiram, TC.16/1709, Near DPI, Jagathy, Thiruvananthapuram 695014

Subject :- Tender Notice for hiring of Cars – reg.

SEALED TENDERS are invited in a two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies / companies having **an annual turn over of Rs. 30.00 lakh or more** in the business of tours and travel / vehicle operation, for the official use of KSCADC, **initially for a period of one year** (for 2400 km per month and 8 hours per day). The Contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the Kerala State Coastal Area Development Corporation Office.

(a) The Technical Bid should be offered in Annexure- I containing the following details:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Location of the Garage
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of the firm (Proof of the same must be attached in the form of CA's Certificate/ last 23 years' balance sheet/ profit & loss A/C)
- (vii) Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs/ Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (viii) Copy of PAN No. (with proof)
- (ix) The vehicles should be having valid Pollution Control Certificate – Proof thereof.
- (x) The vehicles should be registered 2010 onwards – Copy of RCs to be submitted. Exemption will be granted only for those vehicles which the firm intends to purchase new, which is to be clearly indicated in Technical Bid.
- (xi) The Earnest Money of 25,000/- (Rupees Twenty five thousand only) through a Demand Draft / Pay Order.
- (xii) 15 digits Service Tax Code Number / VAT Account No.

(b) The Financial Bids should be in strictly as per the format given in the Annexure II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

(c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by KSCADC. The firm would be required to bring their vehicles for inspection as and when intimated by KSCADC, before the financial bids are opened.

(d) The Technical and Financial bids should be put in two separate envelopes superscribed as “TECHNICAL BID” and “FINANCIAL BID” respectively and sealed separately. Both these envelopes should be put in a bigger envelope superscribed as ‘Quotation for hiring of vehicles’; and sealed and addressed to “Deputy General Manager (Administration), Kerala State Coastal Area Development Corporation Ltd., Makayiram, TC 16/1709, Ulloor Lane, Near DPI, Jagathy, Thiruvananthapuram”.

Terms and Conditions

- i) The vehicles should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be in excellent conditions mechanically as well as get- up wise, i.e., outer body/ upholstery etc. should be decent looking.
- ii) The hired car could be used beyond agreed kilometers and hours, if required. The owner will have to quote per additional km beyond 2400 km additional hour beyond 8 hours a day for which the vehicle is hired.
- iii) In addition to the km registered from the reporting place to the relieving place, the actual distance traveled from / to the garage subject to a maximum 15 km/ day for both sides (from / to garage) would be considered while filling duty slips. Hours are to be calculated from place to reporting and place of relieving of the vehicles.
- iv) In case of increase/ decrease in the fuel price, hiring charges may be increased/decreased by “7 x 30 x increase / decrease in fuel prices” per vehicle. Rates would be revised only if increase/ decrease is above Rs. 1.00 and would be effective from 1st of following month. No revision would be allowed during the month.
- v) The firms should have at least 2 years of experience in the tour and tavel business in providing vehicle/ vehicle in the Government Sector/ PSUs / Corporate Sector and should have an annual turnover of Rs. 30.00 lakh or more for the last three years.
- vi) The vehicle should not be of earlier than the year 2010. The vehicles proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s)’ of the firm.

- vii) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall be required to immediately provide standby vehicle in case of any breakdown.
- viii) The owner/ senior representative of the firm should be available, round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile Number may also be given.
- ix) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- x) The car should be insured in all respects by the firm. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/ paid by the firm and KSCADC shall not be liable in any matter whatsoever.
- xi) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be Trivandrum courts only.
- xii) The car with the Driver would be placed at the disposal of KSCADC as and when required. KSCADC would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- xiii) Tenderers may please quote their unconditional rates strictly in the attached proforma (Annexure – II). The price quoted in the Financial Bid shall remain valid during the contract.
- xiv) No advance payment, in any case, would be made to the firm.
- xv) The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of cars for any month along with signed duty slips by the user(s) or concerned authorized officer of this office shall be preferred in the first week of the following month for payment.
- xvi) The antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos., photograph, copy of driving license etc) will have to be provided to his office, Prior permission has to be obtained from this office before change of any driver.
- xvii) The drivers of the vehicles should be fully conversant with the routes of Kerala Region and should possess valid driving license in their name. The Drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
- xviii) No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by KSCADC, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

- xix) The vehicle and driver provided to KSCADC shall not be changed except under compelling circumstances and after prior consent of KSCADC.
- xx) KSCADC will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxi) The firm may discontinue the Contract by given a notice of 45 days in writing.
- xxii) Penalty Clauses would be as under

Sl. No.	Problems	Penalty
1	Late arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up	a) Rs. 50.00 b) Rs. 100.00 c) Rs.200.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take taxi to reach the destination, payment of which shall be borne by the Contractor.
2	Attire/turnout of the driver a) Inappropriate b) Very inappropriate	a) Rs. 50.00 to Rs. 200.00 depending upon the inappropriateness b) The driver with the vehicle will be sent back and a penalty of Rs. 300.00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
3	Unclean vehicle or seat covers/ smell in the vehicle	Rs. 50.00 for the 1 st day Rs. 200.00 per day for 2 nd consecutive day and beyond.
4	AC not working / malfunctioning	The Contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the Contractor.
5	Breakdown enroute	Office to hire a taxi to reach the destination, payment to be borne by the Contractor.
6	Recurrent malfunctioning/ dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the

		Contractor along with a daily fine of Rs. 500.00 till such time a proper vehicle is provided.
7	Driver's poor knowledge of route	Driver to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 200.00 daily.
8	Driver's behaviour	Rs. 50.00 to Rs. 250.00 depending upon the gravity of the misdemeanor. If the misbehavior continues, then the driver will have to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily.

- xxiii) The tender has to be accompanied by an Earnest Money Deposit of Rs.25,000/- (Rupees Twenty five thousand only) in the form of a Demand Draft in favour of Managing Director, KSCADC.
- xxiv) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
- xxv) The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
- xxvi) The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
- xxvii) The successful bidder will also be required to submit within five days copies of Registration Certificate, Insurance papers, PUC, Permits etc. for the cars proposed to be given to this office, failing which his earnest money deposit will be forfeited. Provided however that if the successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.
- xxviii) This office reserves the right to reject any or all the quotations without assigning any reason thereof.
- xxix) Bids incomplete in any respect shall be liable to be rejected.

2. The sealed envelopes containing quotations marked 'QUOTATION FOR HIRING OF VEHICLES' should be reached in the Office of KSCADC on or before PM on The quotations will be opened on the same day at 3.30 PM in the room of Deputy General Manager (Admn)
3. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
4. The tender document should be signed by the tenderers on each page in ink and mention at the last page of the tender documents "The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us" and countersign the same.

(Dr. K. Ampady. I.IS)
Managing Director
Kerala State Coastal Area Development Corporation
Tel. No. 2321520



**KERALA STATE COASTAL AREA DEVELOPMENT
CORPORATION LIMITED (KSCADC)**

(A Government of Kerala Undertaking)
Makayiram, T.C 16/1709, Ulloor Lane, Near DPL, Jagathy,
Thiruvananthapuram

CAR HIRE SERVICES ON A MONTHLY BASIS

QUOTATION NOTICE

No. 1047/D/11/KSCADC

23.05.2012

Sealed quotations are invited in a two bid system from experienced and competent travel agencies/Companies having an annual turnover of Rs. 30.00 Lakh or more initially for a period of one year (for 2400 km per month and 8 hours per day) for providing air-conditioned taxi hire services [Innova/Ford (Fiesta)/Bolero] or similar type for the use of KSCADC on monthly basis for travel in Trivandrum/ or in Kerala for a period of one year commencing from 1st July, 2012. Details can be obtained from the office on all working days. For details log on www.kerala.gov.in.

Last date of receipt of Quotation : 3 PM on 31.05.2012
Ph.0471-2321520, Fax:2323363, E-Mail: kscadc@gmail.com

Sd/-
Managing Director