



**Hiring of vehicle on
contract basis**

The Kerala State Council for Science, Technology and Environment (KSCSTE) invites sealed quotations from registered owners of vehicle/taxi hire firms for hiring of various types of vehicles for office use. For more details please visit www.kscste.kerala.gov.in.

Last date for receipt of quotation is at 4 pm ,10/8/16, quotation opening at 4.30 pm,10.8.16 pm at Sasthra Bhavan Pattom, Thiruvananthapuram

Sd/-

Controller of Administration

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND
ENVIRONMENT,**

Sasthra Bhavan, Pattom, Thiruvananthapuram

NOTICE

The Controller of Administration, KSCSTE, Sasthra Bhavan, Pattom, Thiruvananthapuram, invites sealed competitive quotations for hiring of various types of vehicles as per Annexure I to this notice from registered owners/vehicle hiring agencies.

Terms and conditions

1. The quotation for the vehicle should be given as per Annexure I in sealed cover.
2. The quotation should be super scribed "Quotation for Hiring of Vehicles".
3. Quotation should be addressed to the Controller of Administration, KSCSTE, Pattom, Thiruvananthapuram – 695 004.
4. The quotation should be reached to the Controller of Administration, KSCSTE, Thiruvananthapuram on **or before 10.08.16, 4 P.M.**
5. Quotations will be opened on **10.08.16, 4.30 P.M.** The Quotationers or his representatives thereof can attend at the quotation opening session at the scheduled time.
6. In case of acceptance of quotation, the quotationer will have to execute an agreement on a stamp paper worth Rs. 100/-.
7. The Controller of Administration, KSCSTE reserves the right to accept or reject all or any of the quotations without assigning any reason thereof.
8. The vehicle should be well maintained in excellent condition and shall be made available as per the request from the authorised officer of KSCSTE.
9. All documents and records related to the vehicle should be kept valid and current throughout the period of the contract.
10. The vehicle should be made available for office use as and when required.
11. Driver's bata for outstation halt beyond Trivandrum District will be paid at the rate quoted /agreed upon.
12. The Controller of Administration, KSCSTE also reserves the right to enter into parallel contracts with any other parties for similar service.
13. The driver should have a valid driving license when he is on duty for the Council.
14. If any loss/damage caused to the Council due to the negligence or lapse on the part of the owner/driver, the owner of the vehicle alone shall be held liable for such losses/ damages caused to the Council.

15. The maintenance including cost of fuel and upkeep of the vehicle should be done without causing any inconvenience to the Council and the owner shall make alternative arrangements to send another vehicle without any delay, in case of any issues for a particular vehicle already provided.
16. In case of accidents, the Council shall not be liable to pay any damages or cost of repairs including legal charges to defend any litigation.
17. The vehicle should have necessary tourist permit to ply all over Kerala or outside State as required by the Council.
18. Payment will be made against the bills duly verified and certified by the authorised officer of the Council. No advance payment will be made.
19. Payment will be made only by Account payee Cheque in favour of the owner of the vehicle.
20. The vehicle and the driver should be in a condition to undertake long trips both inside and outside Kerala State as and when required by the Council. The Driver shall not use alcohol or intoxicating drinks/items while driving/on duty.
21. The Council shall not be responsible for any damage if any, caused to the vehicle during the contract period whatsoever the reason may be.
22. In the absence of terms and conditions relevant to specific context related to this contract, the rules/norms issued by the Transport Department, Government of Kerala shall be followed in all such cases which shall be binding on both parties.
23. The meter indicating the kilometre run should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the Council campus at Pattom and no mileage will be allowed for the use of the Driver/ Owner of the Vehicle for purpose other than authorised by KSCSTE.
24. The trip sheet will be kept for each day for the vehicle and should be got countersigned by the officers travelling in the vehicle.
25. The contract will be valid for a period of one year from the date of execution of the agreement.
26. No increase on rates will be allowed during the contract period under any circumstances.
27. Statutory deductions such as Income Tax/Service Tax and duties leviable will be deducted from the hire charges.

Sd/-
Controller of Administration

Kerala State Council for Science, Technology & Environment
Sasthrabhavan, Pattom, Thiruvananthapuram

Quotation form for hiring of vehicle

Name & address of the applicant with Telephone & Mobile Numbers, if any

Sl No.	Vehicle type		Rate per Kilometer	Rate per hour	Minimum rate for 8 hrs/80 Kms	Minimum rate for 12hrs/120 Kms	Drivers bata for out of district use	Remarks
1	Indica	A/c						
		Non A/c						
2	Indigo/Logan	A/c						
		Non A/c						
3	Tavera	A/c						
		Non A/c						
4	Innova/Xylo	A/c						
		Non A/c						
5	Traveller 14 seater	A/c						
		Non A/c						
6	Traveller 17 seater	A/c						
		Non A/c						
7	Traveller 27 seater	A/c						
		Non A/c						
8	Bus 35 seater	A/c						
		Non A/c						
9	Bus 49 seater	A/c						
		Non A/c						

DECLARATION

(1) The above facts are true to the best of knowledge and I shall be held fully responsible for any wrong statement.

(2) I have read the tender notice and understood the terms and conditions stipulated in hiring vehicles for the use of Council and I agree to abide the terms and conditions of the contract and also agree to arrange the vehicles as and when required if my quotation is accepted.

Place :

Date:

Signature of the applicant

Name & Address