



**Kerala State Council for
Science, Technology and Environment**

Sasthra Bhavan, Pattom P.O. Thiruvananthapuram - 695 004, Kerala State, India.

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No. KSCSTE/1392/2020-C6

01-03-2023

TENDER NOTICE

Sealed tenders are invited from reputed service providers/persons for the hiring of one 2021/2022/2023 model sedan type A/c (Preferably **Dezire/Etios/Amaze**) **5 seater** vehicle with driver for the use of the Kerala State Council for Science, Technology & Environment (KSCSTE), Sasthrabhavan, Pattom for one year.

Interested parties may submit their bids (in the prescribed form) along with EMD of **Rs. 10,000/-** on or before **3 p.m** on **17/03/2023**.

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CONTROLLER OF ADMINISTRATION

TERMS AND CONDITIONS

1. The tender with EMD of Rs. 10,000/- in DD drawn in favour of the undersigned from any Nationalized/Scheduled Bank, shall be submitted in a sealed envelope with the super-scription "Tender for Hiring of Vehicle on Monthly Basis", strictly in the enclosed proforma.
2. Tender will be opened on **17/03/2023 at 4 p.m.** in the Kerala State Council for Science, Technology & Environment (KSCSTE), Sasthrabhavan, Pattom by the officer authorized for the purpose.
3. The contract shall be valid for a period of one year subject to clause (22) of the terms and conditions.
4. There will not be any limitation of minimum running distance in Km

on day-to-day basis. The maximum kilometer will be utilized in any manner on monthly basis by KSCSTE. In case of usage less than 1500 kms (maximum Kms), the remaining kilometers will be carried over to the succeeding month/ months.

5. Kerala State Council for Science, Technology& Environment (KSCSTE), shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges in respect of repair and maintenance of vehicle, insurance, petrol, diesel, oil, toll, road tax, RTO charges, municipal tax, work contract tax, license fee, registration charges, other incidental expenses etc. Service tax is excluded.
6. Agreed rate as per agreement will not be revised during the agreement period.
7. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
8. If the vehicle provided is not found satisfactory, the same will be returned for immediate replacement. If no replacement is provided in time, the Council (KSCSTE) would have a right to hire another vehicle and the additional cost incurred in this regard will be borne by the Transport Operator.
9. The vehicle must be available at any time on any day as desired by the Kerala State Council for Science, Technology& Environment (KSCSTE)
10. The vehicle should be registered with the concerned authority of Central/State Government. The transport operator shall provide a certificate to this effect. The employed driver must follow traffic rules and other regulations.
11. The transport operator should have telephone/ contact numbers round the clock.
12. The vehicle must be available at any time on any day as desired by the officers of Kerala State Council for Science, Technology& Environment (KSCSTE)
13. The vehicle should be kept with sufficient stock of fuel.
14. As regard vehicle timing, the transport operator will not pass on instructions directly to the driver concerned. All the instructions should be routed through the officers of Kerala State Council for Science, Technology& Environment (KSCSTE).
15. A daily record of time to time and mileage shall be maintained in a log book and log book shall be submitted to the Officer of KSCSTE regularly for scrutiny.

16. The vehicle should be registered with the concerned authority of Central/State Government. The Transport operator shall provide a certificate to this effect.
17. The Transport Operator should have telephone/contact numbers round the clock.
18. In case of breakdown during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, KSCSTE would have the right to hire another vehicle and the additional cost incurred by the corporation will be borne by the Transport Operator.
19. The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
20. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
21. The vehicle should be available/may be used for running all over Kerala State as and when the KSCSTE so desires.
22. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office on the 1st week of the next month.
23. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
24. The Transport Operator should approach the Officer of KSCSTE, in case of any assistance or difficulty.
25. In case of any dispute of any kind and in any respect whatsoever, the decision of the KSCSTE shall be final and binding on Transport Operator.
26. If any of the terms & conditions (1) to (25) above is not found fulfilled during the period of agreement, KSCSTE reserves its right to discontinue the contract without assigning any reason thereof.
27. TDS and other Taxes shall be deducted as per statutory compliance.
28. The Contract will be terminated at any time, with one month prior notice.

(FINANCIAL BID)
PROFORMA FOR QUOTING RATES
To be submitted in a separate sealed envelope
subscribing “FINANCIAL BID”

Sl.No	Category	Rates (in Rs.) per month	Extra Km charges in Rs./Km.
1	Vehicle for a month subject to a maximum running distance of 1500 Km (with driver)		
2	Any other information to be considered :		

Signature of Authorized person with date :
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Name & full address :

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Telephone No :

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Office :

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Residence :

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Email :

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Aadhaar No :

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Seal

(TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing “Technical Bid” Pre-qualification requirements for award of contract for ‘Hiring of Vehicles’

1	Name of the Organization/ Firm/Person with full address with pin code, phone No, Fax No, email etc.	
2	Name of all the Proprietor/Partners/Directors	
3	PAN No. of the Firm as allocated by the	

	Income Tax Department	
4	List of Government Organizations where the Service Provider is currently providing services. (please attach the job order/service certificate from Govt. Office/Public Sector)	
5	Registration number. (Registration certificate should also be submitted)	
6	Total No. of Taxis/Vehicles available with the Service Provider together with make/Model.	
7	Details regarding Insurance Coverage (Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government)	
8	Any other information to be considered:	

UNDERTAKING

I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.

I/We hereby certify that none of my/our relative (s) is/are employed in KSCSTE. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Fax No:

Email: