



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

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No. KSCSTE/318/2020-C6

06-12-2023

QUOTATION NOTICE

Sealed quotations are invited from reputed service providers for the hiring of different types of vehicles for the use of the Kerala State Council for Science, Technology and Environment (KSCSTE) at occasional purposes for a period of one year. The service providers shall provide the vehicle as and when requested by the hirer at the specified place and time.

Interested parties may submit their quotations (in the prescribed form) on or before **3 p.m** on **16.12.2023**.

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CONTROLLER OF ADMINISTRATION

TERMS AND CONDITIONS

1. The quotation shall be submitted in a sealed envelope with the superscription "Quotation for Hiring of Vehicle at occasional purposes", strictly in the enclosed proforma.
2. Tender will be opened on **16.12.2023 at 4 p.m.** in the KSCSTE by the officer authorized for the purpose.
3. KSCSTE shall be liable to pay the hiring charges as per the agreement only. Contractor shall bear charges in respect of repair and maintenance of vehicle, GST, insurance, petrol, diesel, oil, toll, road tax, RTO charges, municipal tax, work contract tax, license fee, registration charges, other incidental expenses etc.
4. The rate as per agreement will not be revised during the agreement period.

5. The vehicle shall be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
6. If the vehicle provided is not found satisfactory, the same will be returned for immediate replacement. If no replacement is provided in time, KSCSTE, would have a right to hire another vehicle and the additional cost incurred in this regard will be borne by the Transport Operator.
7. The vehicle must be available at any time on any day as desired by the KSCSTE.
8. The vehicle shall 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.
9. The transport operator should have telephone/ contract numbers round the clock.
10. The vehicle should be kept with sufficient stock of fuel.
11. 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 KSCSTE.
12. Vehicle contractor will submit a detailed bill specifying the date, kilometer run, place visited and purpose duly acknowledged by the traveling official, the hours the driver was engaged for each occasion with distinction, overnight stay and all other relevant details for early settlement of the bills. It will be the responsibility of the vehicle contractor /driver to get the signature of the user of the vehicle including the starting and closing kilometers, place visited and purpose etc. and time of relieving the vehicle after use. The driver of the vehicle should insist for the above details from the traveling official, since payment will be denied in the absence of the above details.
13. The bill referred to the above shall be scrutinized and verified by the hirer and the vehicle contractor should be prepared to accept the result of such verification without any objection. The vehicle contractor shall submit all such details as and when required by the hirer for the settlement of the bill without protest or delay.
14. The vehicle should be registered with the concerned authority of Central/State Government. The Transport operator shall provide a certificate to this effect.
15. The Transport Operator should have telephone/contact numbers round the clock.

16. 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.
17. 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.
18. 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.
19. The vehicle should be available/may be used for running all over Kerala state as and when so desires.
20. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
21. The Transport Operator should approach the Officer of KSCSTE in case of any assistance or difficulty.
22. 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.
23. The vehicle contractor shall produce the GST bills for payment. TDS, TDS on CGST, TDS on SGST other Taxes shall be deducted as per statutory compliance.
24. The Contract will be terminated at any time , with one month notice.
25. If any of the terms & conditions (1) to (25) above is not found fulfilled during the period of agreement, KSCSTE reserve the right to discontinue the contract without assigning any reason thereof.

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

Type of vehicle	Minimum rate 8hr/80 km (Rs)	Minimum rate 12hr/120 km (Rs)	Additional Rate per Kilome ter	Additional Rate per hour (Rs)	Additional informat ion if any
SUV Type A/C (Innova/Xylo/Ertiga /Crysta)					
Sedan Type A/C (D'zire/Etios/ Amaze)					
Traveller 14 seat (A/C)					
Traveller 17 seat (A/C)					
Traveller 27 seat (A/C)					

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" - requirements for award of contract for 'Hiring of Vehicles'

1	Name of the Organization/ Firm 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 Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	

7	Any other information to be considered:	
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UNDERTAKING

- i. /We undertake that I/We have carefully studied all the terms and conditions of contact as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
- j. /We hereby certify that none of my relative (s) is/are employed in KSCSTE.
- k. /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: