



# INSTITUTE OF ADVANCED VIROLOGY (IAV)

An Autonomous Institution under

Kerala State Council for Science, Technology and Environment (KSCSTE)

Government of Kerala

Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala - 695 317

E-mail: iav.kscste@kerala.gov.in

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## QUOTATION NOTICE

The Director, Institute of Advanced Virology, Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram invites sealed quotations for hiring of a/c cars either Hatch back / Sedan type / 7seater SUV from registered owners for the use of Institute of Advanced Virology(IAV) at Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram.

Terms and Conditions:-

1. The quotation should be superscribed "Quotation for Hiring Taxi Cars for "Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram".
2. The quotation for each vehicle should be given in sealed cover.
3. Quotation should be addressed to the Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram.
4. The quotation should reach to the Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram on or before 29.04.2021, 12.30 PM. Quotations will be opened on 29.04.2021, 3.00 PM. the tenderers or his representatives may attend the tender opening.
5. In case of acceptance of quotation an agreement has to be executed on stamp paper worth 200/-.
6. The Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram reserves the right to accept or reject all or any of the quotations without assigning any reason there off.
7. The vehicle should not be more than 5 years old and should be well-maintained and in excellent running condition.
8. All documents and records related to the vehicle should be kept valid and current throughout the period of the contract.
9. The vehicle should be made available at the office premises of the Director, Institute of Advanced Virology, Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram at least one hour before and after working hours depends upon the requirements of pickup and drop of officials during office hours (9 AM to 6.00 PM). The vehicle should also be made available outside office hours too if required.
10. Driver's bata for outstation halt beyond Trivandrum District will be paid at the rate agreed upon.
11. The Director, Institute of Advanced Virology also reserves the right to enter into other contracts with other parties for similar services simultaneously.
12. The driver should have valid Driving License when he is on duty for IAV. A copy of his Driving License should be made available to the IAV.



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13. If any loss is caused to the IAV due to the negligence or lapse on the part of the owner / driver, the owner of the vehicle along shall be held liable for all the damages caused to the IAV.
14. The maintenance including cost of fuel and upkeep of the vehicle should be done without causing any inconvenience to IAV and the owner shall make alternative arrangements to send another vehicle without any delay.
15. In case of accidents, IAV shall not be liable to pay any damages or cost of repairs including legal charges to defend the case.
16. The vehicle should have necessary tourist permit to ply all over Kerala or outside the State as required by the IAV.
17. Payment will be made on production of bill against the trip sheets duly certified by the authorized officer of IAV and charged Government rate for additional KMs. Balance KMs will be carried over to next month. No advance payment will be made.
18. Payment will be made only through Account transfer/by Cheque in favour of the owner of the vehicle.
19. The vehicle and the driver should be ready to undertake long trips both inside and outside Kerala State as and when required by the IAV. The driver shall not use alcohol or intoxicating substances while driving.
20. The IAV shall not be responsible for any damage if any caused to the vehicle during the contract period.
21. Regarding any other relevant terms and conditions which are not stipulated in this contract, the orders and rules issued by the Transport Department (Government of Kerala) shall be followed in such cases and it shall be binding.
22. The bidder should have a valid GST number and PAN number.
23. The meter indicating the kilometer run should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the IAV campus at Institute of Advanced Virology, Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram.
24. The trip sheet will be kept for each day for the vehicle and the driver should get it countersigned by the officers traveling in the vehicle.
25. The contract will be valid for a period of one year from the date of execution of the agreement, which may be extended on mutual consent.
26. No increase on rates will be allowed during the contract period under any circumstances.
27. Statutory deductions such as GST, Income Tax and other duties leviable will be deducted from the hire charges.

Sd/-  
Director



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## HIRING OF VEHICLE ON CONTRACT BASIS

1.	Name and address of the owner with Telephone number	
2	Type of vehicle (Hatch back / Sedan type / 7 seater SUV )	
3	Registration number and Permit number of the vehicle	
4	Date and year of registration	
5	Details of Insurance of vehicle :Name and Address of the Insurance, Company and Validity of Insurance	
6	Whether the vehicle has been involved in any accidents or cases, if so furnish full details	
7	(i) Rate per Kilometre upto 80 Kms. (ii) Additional Kilometre beyond 80 Kms.	
8	In the case vehicle is used for duty out side Trivandrum District: a) Minimum rate per KM up to 200 for on call basis.(24 hours) b) Rate per kilometer for addl. Kilometer ie, beyond 200 KMs	
9	Driver's Bata, if any to be paid for out station duty per day in case the vehicle is used for duty outside Trivandrum District only	
10	Any other details to be furnished by the owner (Whether you can provide vehicle in any other district other than Trivandrum, if so give details)	

\* All fields are mandatory



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## DECLARATION

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the notice and understood the terms and conditions stipulated in hiring my tourist taxi for the use of Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram and I agree to abide by the terms and conditions of the contract and also agree to arrange the vehicle as and when required if my quotation is accepted.

Place:

Date:

Signature of the applicant

Name and Address