

**Sub: Quotation for Annual Rate Contract for Hiring Vehicle**

Kerala State Industrial Development Corporation Limited (KSIDC), having its Industrial Growth Centre at Kinalur, Balussery, Kozhikode, and Valiyavelicham, Koothuparambu, Kannur invites Quotations for providing the following type of vehicle (1 number) on hire on an Annual Contract basis. The Contractors can apply for individual locations or both the locations.

<b>Vehicle Type</b>	<b>Location</b>	<b>No. of Vehicles</b>
Brand New 4/5 Seater AC Sedan (Toyota Etios, Maruti Dzire or equivalent) (vehicle registered on & after 2020)	Kinalur, Balussery, Kozhikode – 673 612	1
	Valiyavelicham, Koothuparambu, Kannur – 670 643	1

**Terms and Conditions**

1. The Contractor shall provide any one of the above-mentioned vehicles or equivalent (including driver and fuel) in excellent condition for transportation of the guests and employees of Kerala State Industrial Development Corporation Limited (hereinafter referred to as “KSIDC” or “Company”) at its Industrial Growth Centres at Kinalur, Balussery, Kozhikode and Valiyavelicham, Koothuparambu, Kannur.
2. The vehicles will be kept at the disposal of KSIDC.
3. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Agency. In case of any accident, all repairs shall be done by the Agency without any liability to KSIDC or its employees, with no delay.
4. In case the vehicles cannot be utilized due to maintenance, repairs or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. A daily log book indicating the kilometer usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of the company. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed 3 hours.

5. Generally the vehicles will be used in respective Districts but if required it may be used for outstation duty also.
6. Vehicles should be available on all days of the week including holidays, if required.
7. Contractor shall have experience of not less than 3 years of serving a reputed organization preferably Govt. Department/Agency in Kerala by providing vehicle.
8. The driver shall be well dressed with decent behavior and must be provided with a mobile phone by the contractor/service provider. The total working hours will be 10 hours.
9. Validity of the agreement will be for one year from date of signing the agreement.
10. The contract of agreement is terminable by the parties by giving one month's notice on either side.
11. The driver should hold the badge for public service vehicles issued by the transport authority.
12. The vehicles allotted to KSIDC should not be utilized for any other purpose.
13. The agency should have a valid PAN and GST Registration.
14. In case of breach of any terms and conditions mutually agreed upon, KSIDC will have the right to terminate the contract without assigning any reason thereof and the agency shall make good the loss and shall also be penalized @ 20% of monthly rate.
15. Sealed Quotation shall be received at the IGC office of the company before **5 pm on 13/01/2026**.

**The quotes should contain the following details in the format given below:**

- a. Make, model, vehicle no. and manufacturing year of the vehicle. If ownership registration is not with the contractor, then agreement with the owner needs to be submitted.
- b. Minimum charges for 1500 KM per month (without extra cost).
- c. Additional charges for additional kilometer above 1500 KM.
- d. Outstation allowance/Driver's night bata.
- e. Overtime charges payable to the driver after exceeding minimum total working hours (10 hrs).
- f. Driver's Bata for public holidays and Sundays.
- g. The price quoted shall be firm and final for the entire period of contract.
- h. PAN No. and GST Registration No. should be included.
- i. Experience certificate from Govt. Department/Agency serviced by the Contractor.

For further clarifications, please contact: **6238652051,7305287714**

## **Quotation for Annual Rate Contract for Hiring Vehicle**

### **I. Details of Agency**

- Name & Address of the Travel Agency:
- Ownership of the Agency:
- Email Address:
- Mobile No.:
- PAN No.:
- GST Registration No.:

### **II. Details of Vehicles Offered**

1. Make of the Vehicle:  
Model of the Vehicle:  
Manufacturing Year of Vehicle:  
Ownership Details of Vehicle:  
Vehicle Registration No.:  
Details of Insurance:

### **III. Details of Rate**

- a. Minimum charges for 1500 KM per month:
- b. Additional charges for additional kilometre above 1500 KM:
- c. Overtime charges payable to the driver after total working hours (10hrs):
- d. Outstation allowance Bata/Driver's night bata:
- e. Driver's Bata for public holidays and Sundays:

### **IV. Details of Experience (Govt. Departments/PSU/Organizations)**

<b>Sl. No.</b>	<b>Department/PSU/Organizatio n</b>	<b>Perio d</b>

*Copy of supporting documents with respect to details furnished above (I to IV) shall be submitted along with the application.*

**Date:**

**Signature:**