

Vehicle Hiring Quotation

Kerala State Industrial Development Corporation Limited (KSIDC), having its Registered Office at Keston Road, Kowdiar, Trivandrum 695 003, invites Quotations for providing any one of the following types of Vehicles on hire on Contract basis for a period of 2 years

**5-Seater AC Sedan (not more than 15 months old), white colour,
(Toyota Etios/ Swift Dzire/ Honda Amaze/ or equivalent-)**

Terms and Conditions: -

1. Contractor/ Travel agencies/ service provider shall provide **three (3)** numbers of any one of the above-mentioned vehicles or equivalent (including driver and fuel) **which are not more than 15 months old** in excellent condition for the commutation purpose of the officials of Kerala State Industrial Development Corporation Limited (KSIDC) at its registered office at Keston Road, Kowdiar, Trivandrum 695 003
2. The Contractor/ Travel agencies/ service provider should have a valid PAN and GST Registration.
3. Contractor/ Travel agencies/ service provider shall have **experience of not less than 5 years** of serving a reputed Organization preferably Govt. Department/Agency in Kerala by providing vehicle.
4. The salary of the driver shall be borne by the owner of the vehicle.
5. The monthly hire charges quoted shall be exclusive of GST applicable from time to time for the said vehicles.
6. The hired vehicles, during the contract period, must have all valid MV documents such as a valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment, and the driver's driving license available at all times.
7. KSIDC shall not be responsible for any damage/loss caused to the hired vehicles or any loss of life/injury to any person or damage to any property. The contractor/ agency/service provider shall be responsible for all such litigation.
8. The monthly hire charges are final and include the cost of fuel. The monthly hire charges quoted are for a maximum of 2000 km, with a minimum of 10 hours per day.
9. All vehicle expenses towards repair, replacement of spare parts, lubricating oil of engine, gearbox, differential coolant, tires & tubes, battery, etc., will be borne by the contractor/ agency/ service provider.

10. The driver of the vehicle must have a valid driving license for Light Transport passenger Vehicles and should be sufficiently experienced in driving transport passenger vehicles.
11. The driver should be well-behaved, gentle, and obedient.
12. In case the vehicle cannot be utilized due to maintenance/repairs, a suitable replacement vehicle of the same type shall be provided without any delay. If the contractor/ agency/service provider cannot provide substitute vehicles as required by KSIDC, KSIDC will engage vehicles from the open market and debit the expenditure from the claims payable to the contractor/ agency/service provider. Any delay in arranging an alternative vehicle will be penalized @ 20% of the monthly fee if such delay exceeds 3 hours per month.
13. Fastag should be affixed on the vehicle.
14. The toll/FASTAG charges for long journeys shall be incurred by KSIDC.
15. A daily logbook indicating the kilometre usage of the vehicles shall be maintained with the counter signature of a nominated officer of KSIDC.
16. The contractor/ agency/service provider shall provide the vehicles on all days of the week, from 09.00 AM to 07.00 PM, including holidays if required. The vehicles shall be at the disposal of KSIDC. If the vehicles are required before 09.00 AM, the time shall be deducted from 07.00 PM to calculate the normal duration of service for that day.
17. No request for a hike in the approved rate will be entertained during the contract period.
18. KSIDC shall deduct TDS at the applicable rates from the monthly bill submitted by the contractor/ agency/service provider. The contract amount should be based on the kilometres covered per month. If the total running kilometres in a month are less than the fixed limit, the remaining kilometres will be carried over to the next month for utilization within the subsequent three months.
19. KSIDC name-board should be fixed on the vehicle both in the front and at the rear.
20. The vehicles must be parked at the KSIDC office at Kowdiar
21. KSIDC reserves the right to terminate the contract at any time without assigning any reason. If the taxi provider wants to terminate the contract, they must give one month's notice to KSIDC.
22. The vehicles allotted to KSIDC should not be used for any other purpose.
23. In case of an accident, the service provider must repair the taxi and provide a substitute vehicle free of charge during breakdowns or maintenance.
24. The driver shall be competent, well-dressed, with decent behavior, and must be provided with a mobile phone by the contractor/service provider.
25. The driver should hold the badge for public service vehicles issued by the transport authority.
26. In case of a breach of any mutually agreed terms and conditions, KSIDC will have the right to terminate the contract without assigning any reason, and the

taxi provider shall compensate for the loss and be penalized @ 20% of the monthly rate

27. Agencies blacklisted by KSIDC need not apply.

28. **Validity of the agreement will be for 2 years** from the date of signing the agreement

29. Sealed Quotation shall be received at the registered office of the company **before 4 PM on 30.07.2024**. The quotations will be **opened in the presence of bidders at 5:00 PM on 30.07.2024 at KSIDC Head Office, Keston Road, Kowdiar, Thiruvananthapuram**

The quotes should contain 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 2000 km per month (without GST)
- c) Additional charges for additional kilometre above 2000 KM
- d) Outstation allowance
- e) Overtime charges payable to the driver after exceeding minimum total working hours.
- f) The price quoted shall be firm and final for the entire period of contract.
- g) PAN No. and GST Registration No. should be included. Copy of the relevant document should also be submitted
- h) Experience certificate from Govt. Department/Agency serviced by the Contractor

In case details sought and the relevant documents sought are not submitted, the quotations will be disqualified. In case of further clarifications please contact: 0471 -2318922

Quotation for Rate Contract for Hiring Vehicle

I	Details of Agency	
	Name & Address of the Travel Agency	
	Owner of the Agency	
	Email Address	
	Mobile No	
	PAN No.	
	GST Registration No	
II	Details of Vehicles offered	
	1	Make of the first Vehicle

		Model of the Vehicle	
		Manufacturing year of Vehicle	
		Ownership Details of Vehicle	
		Vehicle Registration No:	
	2	Make of the second Vehicle	
		Model of the Vehicle	
		Manufacturing year of Vehicle	
		Ownership Details of Vehicle	
		Vehicle Registration No:	
		Details of Insurance: Policy Number and Period	
	3	Make of the third Vehicle	
		Model of the Vehicle	
		Manufacturing year of Vehicle	
Ownership Details of Vehicle			

	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	
III		
Details of Rate on Contract basis		
	Minimum charges for 2000 km per month (without GST)	
	Additional charges for additional kilometer above 2000 km	
	Outstation allowance / Bata	
	Overtime charges payable to the driver after total working hours (9:00 am to 7:00 pm) / 10 hours	
IV		
Details of Experience (Provide details of Government Departments / PSU/ Organisation , where cab service on contract basis is provided)		
Sl. No	Government Departments / PSU/ Private Organisation	Period

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

Date
Signature