

Kerala State Industrial Development Corporation Limited (KSIDC)

Quotation Notice for Vehicle Hiring

Tender No: KSIDC/ CAB Tender /2024-25/

06.02.2025

Kerala State Industrial Development Corporation Limited (KSIDC), having its Registered Office at Keston Road, Kowdiar, Thiruvananthapuram 695003, invites quotations in a **two-bid system** (Technical and Financial bids) from eligible service providers for providing **two 5-seater sedans** and **one Ertiga** for official use on contract basis for two years.

Vehicle Specifications:

1. **5-seater AC Sedan** , white colour (e.g., Toyota Etios/Swift Dzire/Honda Amaze or equivalent), white color, not older than 2023 model.
2. **Ertiga**, AC white color, not older than 2023 model.

Terms and Conditions:

1. **Scope of Service:**

The service provider shall supply two **5-seater sedans** and one **Ertiga** (including driver and fuel) of white colour in excellent condition for official use by the officials of KSIDC at the registered office at Keston Road, Kowdiar, Thiruvananthapuram - 695 003.

2. **Driver and Fuel:**

The service provider shall ensure that the vehicles are provided with a competent driver who holds a valid driving license and is experienced in driving transport passenger vehicles. The salary of the Driver shall be borne by the Service Provider. The driver deployed for duty should maintain polite and courteous behaviour and should properly be dressed in neat and clean attire, preferably white. Driver must be provided with a working mobile and the contact number to be provided to the Office. Any change in contact number shall be intimated to the office immediately. The Driver shall not report for duty in an inebriated state or consume alcohol while on duty. The driver should be well versed with the routes. KSIDC has the right to remove any driver who is considered undesirable or otherwise. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers.

The service provider shall ensure compliance with provisions related to Labour Laws and statutory laws and regulations applicable from time to time. The Driver/s provided by the service provider shall not be deemed to be employee/s of KSIDC, hence compliance of the applicable acts and laws will be the sole responsibility of the service provider.

Fuel expenses will be borne by the service provider.

3. Service Hours:

The 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. The vehicle should not be rented out on non-engagement days.

4. Service Experience:

The Service Provider should have a minimum of 3 years' experience providing vehicles to at least two Government Departments/Government Institutions/Local Bodies/Or Public Sector Undertakings in Kerala. The Service Provider must not have been blacklisted by any Government Department, Institution, Local Body, Or Public Sector Undertaking.

5. Documents Required:

The Service Provider should have a valid PAN & GST. The vehicles should have all valid documents, including but not limited to Registration certificate, Full comprehensive insurance, Fitness certificate, PUC certificate, Valid permits/licenses as required by RTO or other statutory bodies. These documents must be valid at all times during the contract period.

6. Maintenance & Expenses:

The Service Provider is responsible for insurance, taxes, lubricants, and maintenance of the vehicle (including periodic maintenance), which must be conducted during off-duty hours. All costs related to repair, tyres, spare parts, and other maintenance will be borne by the Service Provider. The Service Provider shall ensure that all electrical connections (lights, brakes, horn, turn indicators, air conditioning, etc.) are periodically checked and maintained.

7. Immediate Provision of Vehicle:

Upon issuance of the work order, the offered vehicle must be provided immediately. Service Providers intending to extend a brand-new vehicle should indicate their booking ID and related documents, and also should ensure the new vehicle is provided within one month from the date of receipt of the work order. During this gap, the next best vehicle shall be provided, meeting applicable technical bid criteria.

8. Replacement Vehicle:

In the event of maintenance or repairs, a replacement vehicle of the same type must be provided immediately. If a substitute is not arranged promptly, KSIDC reserves the right to hire vehicles from the market and debit the costs to the Service Provider. Any delay exceeding 3 hours will incur a penalty of 20% of the monthly fee.

9. Log Book:

A daily log book indicating kilometers used and driver hours must be maintained and countersigned by the designated officer of KSIDC.

10. Operational Area:

While primarily for use in Thiruvananthapuram District, the vehicle may be required for outstation duties also.

11. Insurance & Liability:

The service provider shall bear all liabilities related to accidents, damage or injuries any loss of life/injury to any person or damage to any property during the vehicle's operation. The service provider shall be responsible for all such litigation. KSIDC will not be responsible for any loss or damage.

12. Parking:

The vehicles shall be parked at KSIDC office when not in use.

13. Hire charges

Monthly hire charges for up to 2000 km per vehicle, quoted shall be exclusive of GST applicable from time to time. 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. Charges for extra kilometers above 2000 km and over time shall be quoted. Payment will be made within 15-20 days of receiving the bill, after deducting penalties/statutory deductions, if applicable. 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.

14. Contract Duration and Terms:

The contract period will be for 2 years, with the contract amount exclusive of GST. Revision of rates will not be entertained during the contract period. KSIDC reserves the right to counter-offer prices against those quoted by the Service Provider. Conditional offers or offers with deviations from the contract conditions or any requirements stipulated in the bid documents are liable to be rejected. The service provider shall ensure that the vehicles are in use solely for KSIDC purposes during the contract period.

15. Termination Clause:

KSIDC reserves the right to terminate the contract at any time without notice. If the

Service Provider wishes to terminate, a one-month notice is required. In case of failure to comply with the provisions of the terms and conditions mentioned, KSIDC reserves the right to award the contract to the next lowest bidder or another agency, with the price difference recoverable from the defaulter Service Provider.

16. Toll Charges:

FASTag must be affixed. Toll/FASTag charges for long journeys will be borne by KSIDC. Penalties for Non affixing of FASTag or low balance shall be borne by the Service Provider.

17. Prohibition on Blacklisted Service Providers:

Service providers blacklisted by any Government Department, Local Bodies, Municipalities, or PSUs are not eligible to participate. A declaration in this regard shall be submitted.

18. KSIDC Name-Board:

The vehicle should display KSIDC's name-board and the name-board shall be displayed prominently on the vehicles (front and rear).

19. Penalty for Breach:

Any breach of contract terms may result in contract termination, and the Service Provider shall be penalized 20% of the monthly rate or the value of the actual loss and make good any loss to KSIDC. The hire contract rate will be paid within 15 to 20 days of receipt of the bill after the deduction of any penalty charges, if applicable.

20. Agreement / Declaration (if applicable):

- If the vehicle offered belongs to another person, include the agreement between the owner and the Service Provider agreeing to extend the vehicle (covering the entire contract period) on a hire basis through the Service Provider.
- If the service provider intends to provide brand new vehicle, he should submit valid booking details and a declaration stating that he will provide brand new vehicle in one month meeting all the terms and conditions mentioned in the bid document , along with details sought regarding the service provider

Attach all relevant supporting documents. If all relevant documents proving eligibility criteria are not submitted , the bid will be treated as disqualified and financial bid of the respective bidder will not be opened.

Submission Process:

- The quotation must be submitted in two separate sealed envelopes with respective label:
 - **Technical Bid:** Should contain all documents proving eligibility, including registration of the service provider, vehicle documents (insurance, permits, licenses, registration details etc), applicable declarations and experience certificates. If the vehicle offered belongs to another party, the agreement between the service provider and the vehicle owner must be included.

- **Financial Bid:** Should contain the price details, including monthly charges for up to 2000 km, rates for extra kilometers, overtime charges and driver bata
- **Submission Deadline:**

Both envelopes should be clearly marked as ‘**Technical Bid for Vehicle Hiring**’ and ‘**Financial Bid for Vehicle Hiring**’ and submitted before **2:00 PM on 19/02/2025** at KSIDC's Registered Office. The bids will be opened in the presence of the bidders at **4:00 PM on 19/02/2025**

For further clarifications, please contact: 0471 - 2318922

Format for Submitting Quotation:

I. Details of the Service Provider:

- Name & Address of the Service Provider
- Owner Details of the Service Provider
- Email Address
- Mobile Number
- PAN No.
- GST Registration No.
- List the Document proving registration of the Service Provider

II. Details of Vehicles Offered:

Ist Vehicle:

- Make, Model, and Manufacturing Year of the Vehicles
- Colour of the vehicle
- Ownership Details
- Vehicle Registration No.
- Insurance Policy Number and Validity
- Agreement with the Vehicle Owner (if applicable)
- Declaration (if applicable)
- Copy of all relevant documents of the vehicle offered, including insurance, permits, PUC certificate, licenses, and registration details. List the documents submitted.

IIrd Vehicle:

- Make, Model, and Manufacturing Year of the Vehicles
- Color of the vehicle
- Ownership Details
- Vehicle Registration No.
- Insurance Policy Number and Validity
- Agreement with the Vehicle Owner (if applicable)
- Declaration (if applicable)
- Copy of all relevant documents of the vehicle offered, including insurance, permits, PUC certificate, licenses, and registration details. List the documents submitted.

IIIrd Vehicle:

- Make, Model, and Manufacturing Year of the Vehicles
- Color of the vehicle
- Ownership Details
- Vehicle Registration No.
- Insurance Policy Number and Validity
- Agreement with the Vehicle Owner (if applicable)
- Declaration if applicable
- Copy of all relevant documents of the vehicle offered, including insurance, permits, , PUC certificate, licenses, and registration details. List the documents submitted.

III. Experience:

- Experience certificate proving a minimum of 3 years of experience in providing vehicle services to at least two Government Departments/Government Institutions/Local Bodies/Public Sector Undertakings. List the details
- Declaration stating that the Service Provider has not been blacklisted by any Government Department, Local Bodies, Municipalities, or PSUs

2. Financial Bid:

- Minimum charges for 2000 km per month (without GST)
- Additional charges for extra kilometers
- Overtime charges payable to the driver after working hours
- Driver Bata

Date

Signature

