

Vehicle Hiring Quotation (Two-Bid System)

Kerala State Industrial Development Corporation Limited (KSIDC), having its Registered Office at Keston Road, Kowdiar, Thiruvananthapuram - 695 003, invites sealed quotations in a two-bid system for the provision of **ONE Innova Crysta (2024 model)**, on hire basis for a period of 2 years.

1. Terms and Conditions: Vehicle Specifications:

The Service Provider shall supply **ONE Innova Crysta (without driver and fuel), 2024 model, in excellent condition, white color, with bucket seats**, for the use of the Managing Director of KSIDC at the Registered Office at Keston Road, Kowdiar, Thiruvananthapuram - 695 003.

2. Vehicle Documentation

The vehicle must possess all valid MV documents, including registration certificate, full comprehensive insurance, fitness certificate, PUC, permit, and any other relevant permits/licenses required by the RTO and statutory bodies. These documents must be valid and renewed before expiration during the contract period.

3. Maintenance and Expenses:

The Service Provider is responsible for insurance, taxes, lubricants, and maintenance of the vehicle, which must be conducted during off-duty hours. All costs related to repair, spare parts, tyres and other maintenance including periodic service 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.

4. 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, ensuring 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 if identified as the lowest bidder, meeting applicable technical bid criteria.

5. 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.

6. Log Book:

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

7. Operational Area:

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

8. Service Experience:

The Service Provider should have a minimum of 2 years' experience providing vehicles to atleast two Government Departments/ Government Institutions/Local Bodies, / Public Sector Undertakings in Kerala. The Service Provider must not have been blacklisted by any Government Department, Institution, Local Body, or Public Sector Undertaking.

9. Service Hours:

The Service Provider must provide the vehicle throughout, including holidays, as required. The vehicle shall be at KSIDC's disposal during this time. The vehicle should not be rented out on non-engagement days.

10. 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.

11. Statutory Deductions:

KSIDC will deduct all applicable statutory deductions, , from the monthly bill submitted by the Service Provider.

12. Vehicle Identification and Toll Charges:

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

13. Parking and Mileage:

The vehicle shall be parked at KSIDC premises when not in use. If the total monthly running is less than 2000 km, the remaining kilometers will be carried over to the next month, within a block of three months.

14. Right to Terminate:

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.

15. 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.

16. 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.

17. 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 providing brand new vehicle meeting all the terms and conditions mentioned in the bid document , along with details sought regarding the service provider

Conditional tenders are liable to be rejected. Final acceptance rests entirely with KSIDC

Submission Guidelines:

1. Technical Bid:

The Technical Bid should be submitted in a sealed envelope marked as "Technical Bid for Vehicle Hiring" and must include the following:

- **Details of the Service Provider:**
 - Name & Address of the Service Provider
 - Owner of the Service Provider
 - Email Address
 - Mobile No
 - PAN No
 - GST Registration No

- List the Document proving registration of the Service Provider
- **Vehicle Details:**
 - Make ,Model of Vehicle & Manufacturing year
 - Colour of the vehicle
 - Ownership Details
 - Vehicle Registration No
 - Insurance Policy Number and Validity
 - Bucket seat facility
 - Airbags
 - Copy of all relevant documents of the vehicle offered, including insurance, permits, PUC certificate, licenses, and registration details. List the documents submitted.
- **Experience:**
 - Experience certificate proving a minimum of 2 years of experience in providing vehicle services to at least two Government Departments/Government Institutions/Local Bodies/Public Sector Undertakings

Declaration stating that the Service Provider has not been blacklisted by any Government Department, Local Bodies, Municipalities, or PSU
- **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 on a hire basis through the Service Provider.
 - If the service provider intends to provide brand new vehicle ,he should submit a declaration to the extent that he will provide brand new vehicle 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.

2. Financial Bid:

The Financial Bid should be submitted in a separate sealed envelope marked as "Financial Bid for Vehicle Hiring" and must contain the following:

- Minimum charges for 2000 km per month (exclusive of GST).
- Additional charges per kilometer beyond 2000 km.
- Any other applicable charges.

3. Submission Deadline:

Sealed quotations (both Technical and Financial Bids) in separate covers indicating respective bid , must be submitted at the Registered Office of KSIDC before 2:00 PM on

19/02/2025. The quotations will be opened in the presence of bidders at 4:00 PM on 19/02/2025 at KSIDC Head Office, Keston Road, Kowdiar, Thiruvananthapuram.

For further clarifications, please contact: 0471 - 2318922

Format for Submitting Quotation:

1. Technical Bid:

- Name & Address of the Service Provider:
- Owner of the Service Provider:
- Email Address:
- Mobile No:
- PAN No:
- GST Registration No:
- Document proving registration of the Service Provider:
- Make and Model of Vehicle (2024):
- Color of the vehicle :
- Ownership Details:
- Vehicle Registration No:
- Insurance Policy Details (Number and Period):
- Bucket seat facility :
- No. of Airbags:
- Experience certificate proving a minimum of 2 years of experience in providing vehicle services to at least two government departments/government institutions/local bodies/public sector undertakings. List the details (Provide details of at least two government department/ Government institutions/ local bodies/ Public Sector Undertakings, where vehicle services were provided)
- Declaration stating that the Service Provider has not been blacklisted by any Government department, local bodies, municipalities, or PSUs
- Agreement/ Declaration (if applicable):

Attach supporting documents.

2. Financial Bid:

- Minimum charges for 2000 km per month (exclusive of GST):
- Additional charges for additional kilometers beyond 2000 km:

Date:

Signature: