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## **TENDER NOTICE**

Sealed tenders are invited from reputed service providers for the hiring of one 2018 model **Maruthi Swift Dzire /Toyota Etios/Honda Amaze** A/c vehicle for the use of Kerala State Welfare Corporation for Forward Communities Limited for one year from 01-01-2019, extendable further for a period of **3 years**.

Interested parties may submit their bids (in the prescribed form) along with EMD of **Rs. 5000/-** on or before **3 p.m** on **18-12-2018**.

Sd/  
Managing Director

## **TERMS AND CONDITIONS**

1. The tender with EMD of Rs. 5,000/- in DD drawn in favour of the undersigned from any Nationalized/Scheduled Bank, shall be submitted in a sealed envelope with the super-scriptio n “Tender for Hiring of Vehicle on Monthly Basis”, strictly in the enclosed proforma.
2. Tender will be opened on 18-12-2018 at 4 p.m. in the Kerala State Welfare Corporation for Forward Communities Limited by the officer authorized for the purpose.
3. The contract shall be valid for an initial period of one year from 01-01-2019, subject to clause (22) of the terms and conditions and extendable further for another year at a time, upto a maximum period of 3 years.
4. There will not be any limitation of minimum running distance in Km on day-to-day basis. The maximum Km will be utilized in any manner on monthly basis by Kerala State Welfare Corporation for Forward Communities Limited.
5. Kerala State Welfare Corporation for Forward Communities Ltd. shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges in respect of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, municipal tax, work contract tax, license fee, registration charges, other incidental expenses etc. Service tax is excluded.
6. Agreed rate as per agreement will not be revised during the agreement period.
7. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
8. If the vehicle provided is not found satisfactory, the same will be returned for immediate replacement. If no replacement is provided in time, Kerala State Welfare Corporation for Forward Communities Ltd. would have a right to hire another vehicle and the additional cost incurred in this regard will be borne by the Transport Operator.
9. Generally, vehicle will be utilized from 8 a.m. to 8 p.m; however, in case of urgency, the vehicle will be continuously utilized. The vehicle must be available at any time on any day as desired by the officers of Samunnathi. There will not be any extra payment for extra hours of utilization of vehicle.

10. The Transport Operator would ensure that the drivers employed have valid driving licence. The vehicle should be registered with the concerned authority of Central/State Government. The Transport operator shall provide a certificate to this effect. The employed driver must follow traffic rules and other regulations.
11. The Transport Operator should have telephone/contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and should carry a mobile phone for which, no separate payment shall be made.
12. The vehicle should be kept with sufficient stock of fuel. However, in case of emergency, if any officer pays for fuel, the same should be reimbursed by the Transport Operator on production of the bill.
13. As regard vehicle timing, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of the Kerala State Welfare Corporation for Forward Communities Ltd.,.
14. A daily record of time and mileage shall be maintained in a log book and log book shall be submitted to the Officer of the Kerala State Welfare Corporation for Forward Communities Ltd. regularly for scrutiny.
15. In case of breakdown during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Kerala State Welfare Corporation for Forward Communities Ltd. would have the right to hire another vehicle and the additional cost incurred by the corporation will be borne by the Transport Operator.
16. The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
17. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
18. The vehicle should be available/may be used for running all over Kerala state as and when the Kerala State Welfare Corporation for Forward Communities so desires.

19. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1<sup>st</sup> week of the following month.
20. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
21. The Transport Operator should approach the Officer of Kerala State Welfare Corporation for Forward Communities Ltd., in case of any assistance or difficulty.
22. In case of any dispute of any kind and in any respect whatsoever, the decision of the Kerala State Welfare Corporation for Forward Communities Ltd. shall be final and binding on Transport Operator.
23. If any of the terms & conditions (1) to (22) above is not found fulfilled during the period of agreement, Kerala State Welfare Corporation for Forward Communities Ltd. reserve the right to discontinue the contract without assigning any reason thereof.
24. TDS and other Taxes shall be deducted as per statutory compliance.

**(FINANCIAL BID)**  
**PROFORMA FOR QUOTING RATES**  
**To be submitted in a separate sealed envelope**  
**subscribing “FINANCIAL BID”**

Sl.No	Category	Rates (in Rs.) per month (Driver and fuel)	Extra Km charges in Rs./Km.
1	Vehicle for a month subject to a maximum running distance of 1500 Km		
2	Any other information to be considered :		

Signature of Authorized person with date :

Name & full address :

Telephone No :

Office :

Fax No :

Residence :

Email :

Seal

**(TECHNICAL BID)**

**To be submitted in a separate sealed envelope subscribing “Technical Bid” Pre-qualification requirements for award of contract for ‘Hiring of Vehicles’**

<b>1</b>	Name of the Organization/ Firm with full address with pin code, phone No, Fax No, email etc.	
<b>2</b>	Name of all the Proprietor/Partners/Directors	
<b>3</b>	PAN No. of the Firm as allocated by the Income Tax Department	
<b>4</b>	List of Government Organizations where the Service Provider is currently providing services. (please attach the job order/service certificate from Govt. Office/Public Sector)	
<b>5</b>	The Contractor should also submit Copies of Registration Certificate obtained from service Tax Department (Ministry of Finance).	
<b>6</b>	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
<b>7</b>	Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government	
<b>8</b>	Any other information to be considered:	

**UNDERTAKING**

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is/are employed in Samunnathi.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name& full address with Telephone No:

Office:

Residence:

Fax No:

Email: