

**KSCSTE – KERALA SCHOOL OF MATHEMATICS**

(An Institution under Kerala State Council for Science, Technology & Environment)

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No.KSOM/99/2023-ME

Kunnamangalam,Kozhikode

Dated:19-09-2023

TENDER NOTICE FOR HIRING VEHICLE

Sealed quotations are invited from interested persons/registered travel agencies/registered firms having valid service tax registration number for providing vehicle for hiring on contract basis one 4+1 seater A/C Car (Sedan type, models not older than 2019) with driver for office use (Minimum 10 hours duty during day time on all working days) for a period of 12 months (likely to be extended) from 1st November 2023. The quotations should specify the monthly rate for a minimum of 1500 kilometres and the kilometre rate for every extra kilometre. The quotations in the specified form with the required documents shall be submitted in sealed cover super scribing "**Tender for hiring car for KSCSTE-KSOM**" addressed to the Director, KSCSTE-Kerala School of mathematics, Kunnamngalam , Kozhikode -673 571, before 2.00 p.m. on 7th October 2023. The quotations will be opened at 3.00 p.m. on the same day. Detailed information can be had from the office during office hours up to 5.00 p.m. on all working days.

Eligible bidders may obtain **Bid Document** from the Director, KSCSTE-KSOM on all working days between 19-09-2023 and 07-10-2023 by paying **Rs. 500/-**. Completed quotations in Sealed cover shall reach the Director, KSOM **on or before 07-10-2023, 10.00 am – 2.00 pm**. Quotations received will be opened at 3.00 pm on the same day. Bidders shall submit a bid Security in the form of Demand Draft for Rs. 10,000/- drawn in favour of Director, KSOM payable at Kozhikode. The Bidders can remit **Rs. 10,000/- as EMD** at KSOM cash or card at the cash counter also. During tender opening authorization by bidder is not permitted and one bidder can represent only one firm/bidder.

Quotations received after the last date & time mentioned above or without EMD will be rejected. EMD of unsuccessful bidders will be refunded to them only after finalization of the quotation. EMD of the Bidder whose Bid is finally accepted will be accounted and will be released only after the satisfactory completion of the contract period.

BID DOCUMENT

Submission of Bid : The Bids should be submitted in sealed covers super scribing "Bid for supply of vehicles on hire" and addressed to **the Director, KSOM, Kozhikode - 673 571**. The Bidder should enclose Rs. 10,000/- (Rupees Ten Thousand only) as bid security/EMD along with the Bid Documents. If the selected bidder fails/breach any of the condition of the Notice Inviting Quotations, resulting in non execution of Contract Agreement thereof, the security amount furnished by the bidders would be forfeited.

BID EVALUATION

The procedure adopted for comparison for financial bid will be as follows.

1. **4+1 Seater Car (Montly contract) Sedan Type**
Monthly expenditure for KSOM for hiring of vehicle with a run of **1500 kilometer** at no extra cost. Unused kilometres in a month will be carried forward within the period of contract (up to April 2023).
2. **4+1 Seater Car (On call)**
Daily expenditure for KSOM for hiring of vehicle with a run of 100 Km and extra 50 Km. under Non A/C & A/C category.
3. **4+1 Seater Car (On call) Sedan Type**
Kilometer rate under Non A/C & A/C category.
4. **6+1 Seater Car (On call) MUV**
Daily expenditure for KSOM for hiring of vehicle with a run of 100 Km and extra 50 Km. under Non A/C category & A/C category.
& Kilometer rate under Non A/C & A/C category.

TERMS AND CONDITIONS

1. The bidder should own or lease vehicle of model not older than year 2019 and used not more than 60000 KM registered as commercial vehicle in their name or firm's names .The proof of ownership or lease holding should be furnished when called for.
2. The bidder should also submit full details of vehicle that can be assigned in the favor and shall give a clear declaration that the firm will be able to supply commercial vehicle of model not older than year 2019 and used not more than 60000 KM.
3. The bidder should have experience of minimum period of 3 year for similar type of contract of hiring minimum one commercial vehicle to organizations.
4. The quotations should be addressed to the Director, KSCSTE-KSOM, Kozhikode.
5. Quotation should be reached to the Director, KSCSTE-KSOM, Kozhikode on or before 07-10-2023 at 02.00 P.M. Quotations will be opened on the same day at 03.00 P.M.
6. The tenderers or his representatives can attend at the time of opening tender.
7. In case of acceptance of your tender you have to execute an agreement on a stamp paper worth Rs. 200/-
8. The Director, KSCSTE-KSOM reserves the right to accept or reject all or any of the quotation without assigning any reason thereof.
9. The vehicle should be made available at the office of the KSCSTE-KSOM, Kozhikode or to any other authorised officer of this institution during office hours on all working days.
10. Minimum 10 hours duty during day time on all working days. However actual duty hours shall be specified by the users which many exceed the above limit and the contractor would be required to co-operate with the user officers.
11. The kilometre usage per month will be 1500 kilometre at no extra cost. Unused kilometres in a month will be carried forward within the period of contract (up to April 2023).
12. Additional charges eligible:
 - Additional allowance for running/operation on Sundays : Rs.50/- (Monthly hire contract vehicles only)
 - Overtime charges (Over and above 10 hours) overtime charges to a maximum

5 hours at Rs. 25/- per hour for the monthly contract vehicles.

- Halting Charges for night halts between 19 hours to 7 hours (without running) Rs. 150/- per day while on tour. In this case no over time will be considered.
- For the trip to outside States, the Tax permit charges paid for vehicle with more than seven seats only will be borne by the KSCSTE-KSOM on production of original receipt of Government check posts.
- For the on call basis hiring vehicles, the minimum quoted for one day will be considered for payment, in situation when the vehicles is idling between the onward and return trips.
- In the case of Vehicle having seven seats and below, the expenses for inter state permit charge should be borne by the contractor.

13. A board indicating the name KSOM has to be exhibited in the contract vehicle at the expense of the contractor. The board has to be kept covered when the vehicle is used for other than office purposes.

14. A permanent driver with license and badge shall be allotted by the contractor for driving the vehicle at no extra cost. A copy of the driving license should be made available for the Institute.

15. Insurance, Taxes, Fuel, Lubricants and maintenance of the vehicle in good conditions shall be the responsibility of the contractor itself.

16. In case of any accident while the vehicle is driven for the Institute, all repairs shall be done by the Contractor without any liability to the Institute.

17. In case the vehicle has been withdrawn for maintenance/repairs a suitable replacement vehicle shall be provided without any loss of time at no extra cost, failing which a fine of Rs. 1500/- per day shall be levied from the Contractor. Further prorated deduction of charge will be made.

18. A daily log book indicating the Kilometre usage and driving hours shall be maintained with the counter signature of the officer using the vehicle.

19. Driver's Bata if any will be paid to the driver directly by the Institute on submission of claims in prescribed format as per the rate quoted/agreed upon.

20. For trips outside Kozhikode, when there is no overnight stay, Driver's Bata for trips beyond 200 Km will be applicable. Otherwise, Driver's Bata for Overnight stay will be applicable. In no case, both these Bata will be allowed together.

21. Only after producing the monthly bills in duly signed by the contractor specifying the date, kilometre used, number of driver hours etc and all other relevant details along with the log book duly signed by the officers who used the vehicle, to the Institute, the payment will be made by way of bank transfer to contractor after making statutory deductions like TDS etc and other deductions if any. No advance payment will be made.

22. The log book must be brought to the competent authority for verification on weekly basis.

23. An agreement has to be executed by the contractor with the Institute and the terms and conditions of the agreement shall not be violated by both the parties.

24. Any dispute arising between parties, the decision of the Institute shall be final and binding to the contractor. The courts in Kozhikode shall have exclusive jurisdiction in all matters concerning the agreement.

25. All documents and records related to the vehicle should be kept valid and current throughout the period of the contract.

26. If any loss is caused to the Council due to the negligence or lapse on the part of the owner/driver, the owner of the vehicle alone shall be held liable for all the damages caused to the Council.

27. The vehicle should have necessary tourist permit to ply all over Kerala or outside State as required by the Council.

28. Payment will be made only by Account Payee Cheque in favour of the owner of the vehicle.

29. The vehicle and the driver should be in a condition to undertake long trips both inside and outside Kerala State as and when required by the Institute. The Driver should not drive vehicle under the influence of alcohol or intoxicating drinks.

30. The Institute shall not be responsible for any damage, caused to the vehicle during the contract period on account of the negligence of the Driver.

31. If any terms and conditions which are not stipulated in this contract, then the rules issued by the Transport Department, Government of Kerala shall be followed in all such cases and it is binding also.

32. The meter indicating the kilometre run should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at KSCSTE-KSOM, Kozhikode. The initial and final reading must be recorded in the log book and should match with the register kept with the custody of the security staff of the Institute.

33. The trip sheet will be kept for each day for the vehicle and should be got countersigned by the officers using the vehicle, failing which such payment will be rejected.

34. This contract will be valid for a period of one year from the date of execution of the agreement, which may be extended on mutual consent.

35. No hike on rates will be allowed during the contract period under any

circumstances.

36. The KSCSTE-KSOM is at liberty to terminate the Contract in whole or in part without notice, if the contractor fails to provide vehicles on demand within the period/as per time schedule of if the contractor fails to performs any other obligations, under the Contract.

37. All payments due to Government required under relevant sections of Motor Vehicles Act 1968 IPC and CRPC or any other law in force should be paid by the contractor and responsibility in this regard shall rest solely with the contractor. The Hiring Authority KSCSTE-KSOM shall have no responsibility whatsoever and will not entertain any claim in this regard. The vehicle provided and the Driver deputed for duty should possess all relevant legal papers including licenses as required by the laws in force from time to time

38. The engagement and employment of drivers and payment of wages to them as per existing provisions of various Labour Rules and Regulations are the sole responsibility of the contractor (provider of vehicle). The KSCSTE-KSOM will not entertain any claim what so ever in this regard.

39. No subcontracting will be permitted. Sub contracting will be considered as breach of Contract and Sub-letting of the Contract will entail termination of the Contract.

40. The contractor shall assign the job of driving of hired vehicles only to qualified, experienced, well behaved and licensed drivers and also ensure full responsibility for the safety and security of the officers/officials travelling in the vehicles as well as their possessions while running the vehicles. The KSCSTE-KSOM shall have no direct or indirect responsibility arising out of rash and negligent driving which is an offence under section 29 of IPC and any loss caused to the KSCSTE-KSOM will have to be suitably compensated by the contractor. The payment of penalties if any imposed by the Police or any bonafide authorities to be remitted to any source for any reason related with the vehicle is the liability of the Contractor only.

41. In the case vehicles hired on monthly rent basis the Registration Certificate and ownership provided with the quotation documents shall not be used for any other purpose except during authorized company service/registered accident cases etc. The Driver deputed for duty shall produce the registration certificate and licenses as and when demanded by the KSCSTE-KSOM authorities.

42. The meter reading should tally with the actual distance run recorded in the log sheet and authorized officer shall have full power to check the accuracy of the entries there on. The senior most officer using the vehicle will endorse entries in the log sheet before and after the journey.

43. Intending bidder must be available over telephone with contact numbers available round the clock for booking the vehicles for trips any time. Telephone numbers must be specified in the bid. No vehicles having registration in the name of employees of KSOM or closed relatives of the employees of KSCSTE-KSOM would be entertained for the bid. The bidder should attach a certificate to this effect along with the bids.

44. The decision of the Director of KSCSTE-- KSOM will be the final, with regard to award of the contract. In case of any disputes regarding performance of the contractor and trip operations thereof, the decision of the Director would be final and binding on the contractor.

DR. AK VIJAYARAJAN
PROFESSOR

**QUOTATION FOR AIR-CONDITIONED CAR
4+1 SEATER (SEDAN TYPE) MONTHLY CONTRACT**

1	Name and corresponding address of the owner of the vehicle with mobile number (<i>attach copy of Election ID/Aadhar card</i>)	
2	Name and address of the Registered Firm/ Travel agency with telephone number (<i>attach copy of registration document</i>)	
3	Year of Manufacture, Model and Registration number of the vehicle	
4	Permit number of vehicle (<i>attach copy of permit</i>)	
5	Date and year of registration (<i>attach copy of RC book</i>) a. Validity of fitness certificate	
6	Details of insurance of vehicle, name and address of the insurance company and validity of insurance (<i>attach copy of vehicle insurance document</i>)	
7	Details of the experience of the bidder for having an experience of minimum period of 3 year for similar type of contract. (<i>attach copy of experience certificate</i>)	
8	Whether the vehicle has been involved in any accidents or cases, if so.furnish details	
9	Minimum rate for running up to 1500 kms per month	
10	Rate for additional kilometre run (per km)	
11	Driver's Bata if any to be paid for overnight stay per day in case the vehicle is used for duty outside Kozhikode district	
12	Driver's Bata if any to be paid for local trips beyond 200 km from HQ per day	
13	Any other details to be furnished by the owner	

* For Sl.No. 1, 2, 4, 5,6 and 7 attach copy of documents as proof

Declaration

1. The above information is true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the tender notice and understood the terms and conditions stipulated in hiring my tourist taxi for the use of KSCSTE-KSOM, Kozhikode and I agree to abide the terms and conditions of the contract and also agree to arrange the vehicle as and when required if my quotation is accepted.

Place:

Date:

Name & Signature of
Contractor

BID FORM

Date :

Name & Address
of the bidder With Phone No.

Sir,

Having read and understood the conditions of contract and services to be provided vide terms and conditions in the notice inviting tender and the tender schedule, I/We undertake to provide commercial vehicles **conforming to the conditions of contract shown in the** schedule and schedule of rates attached herewith as part of the bid.

We undertake to enter into contract within one week of being called upon to do so at the following rates.

FINANCIAL BIDS for hiring of vehicles on Monthly basis (Amount in Rupees)

Sl. No.	Particular	4+1 Seater A/C Sedan type (Make and Model of vehicle should be specified)
1.	Vehicle Registration No.	
2.	Fixed rate per K.M. for running up to 1500 kms per month	
3.	Charges for extra Km. Beyond the limit of 500 km per month	

NB: Attested copy of vehicle documents should be attached.

Name & Signature
of Contractor

FINANCIAL BIDS for hiring of vehicles on Daily basis (Amount in Rupees)

Sl. No.	Particular	Car 4+1 Seater AC	Car 4+1 Seater Non AC	Car – Sedan type 4+1 Seater AC	Car - Sedan type 4+1 Seater Non AC	MUV 6+1 Seater AC	MUV 6+1 Seater Non AC
1.	Vehicle Registration No.						
2.	Half day (50 Kms and 5 hrs)						
3.	Full day (100 Kms and 10 hrs)						
4.	Charge for Running Kilometre						

NB: Attested copy of vehicle documents should be attached.

Name & Signature
of Contractor

FINANCIAL BIDS for hiring of vehicles on Daily basis (Amount in Rupees)

Sl. No.	Particular	14 Seater AC	14 Seater Non AC	17 Seater AC	17 Seater Non AC	Bus above 17 or below 27 Seater AC	Bus above 17 or below 27 Seater Non AC
1.	Vehicle Registration No.						
2.	Half day (50 Kms and 5 hrs)						
3.	Full day (100 Kms and 10 hrs)						
4.	Charge for Running Kilometre						

NB: Attested copy of vehicle documents should be attached.

Name & Signature
of Contractor

FINANCIAL BIDS for hiring of vehicles on Daily basis (Amount in Rupees)

Sl. No.	Particular	Bus 27 or above 27 seater- AC	Bus 27 or above 27 seater Non AC	48 Seater AC	48 Seater Non AC
1.	Vehicle Registration No.				
2.	Half day (50 Kms and 5 hrs)				
3.	Full day (100 Kms and 10 hrs)				
4.	Charge for Running Kilometre				

NB: Attested copy of vehicle documents should be attached.

Name & Signature
of Contractor