

**Short Quotation Notice**  
**Hiring of Vehicles for KIED**

**Quotation No. KIED/SQN/2023/013**

**Dated 29-09-2023**

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for hiring of Passenger Vehicles with Driver for KIED located at Rockwell Road, HMT Colony, Kalamassery, Ernakulam from travel agencies/vehicle contractors, having vehicles with original registration in the prescribed format.

The envelope containing the quotation should bear the superscription “Quotation - Hiring of passenger vehicles for KIED” and should be addressed to Chief Executive Officer and Executive Director, Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, HMT Colony P. O., Kalamassery, Ernakulam – 683503. Quotationer shall submit the quotations on their own letter pad. The last date and time for receipt of quotation is 06-10-2023 at 2.00 pm. Late quotations will not be accepted under any circumstances. The quotation received will be opened on 06-10-2023, 4.00 pm by CEO, KIED or person authorized by him. For more details contact: 9846099295.

**Scope of Work:**

**The chosen agency must support KIED by supplying passenger vehicles on an on-call basis in accordance with the following terms and conditions:**

<b>SI No</b>	<b>Desired vehicle(s)</b>	<b>Count</b>
1	35 Seater Bus (Non AC)	1 Number
2	20-Seater AC Traveller	1 Number
3	20-Seater Non-AC Traveller	1 Number
4	7 Seater Innova Crysta	1 Number
5	7 Seater Innova	1 Number
6	Premium Car A/c – Sedan (Swift Desire/Tour S, Toyota Etios, Honda City or similar)	1 Number

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## **Terms and Conditions :**

- a) KIED reserves the right to adjust the number of vehicles as needed.
- b) The Bidder should include fuel and driver costs in their quotation.
- c) KIED will not cover maintenance expenses.
- d) No charges, apart from the quoted rate, will be paid to the successful bidder.
- e) The quoted price will remain valid for six months from the bid opening date.
- f) The vehicles must be available for 8 hours, with the starting time communicated for each hire.
- g) The provider should be willing to offer vehicles for out-of-district trips and extended hours beyond the standard 8-hour hire period.
- h) The bidder should provide a quote for a maximum of 80 Kilometer per day with an 8-hour duty period, which will be used for evaluation. Additional rates for hours beyond 8 hours and Kilometer beyond 80 KM should also be provided. The additional KM, additional hour rates, Bata will not be evaluation parameters.
- i) A day is defined as the time from 00:01 AM to 11:59 PM.
- j) KIED will notify the selected bidder 24 hours in advance of the vehicle requirement.
- k) The vehicles supplied must be clean and sanitary.
- l) The driver must possess a valid driver's license.
- m) The vehicle must have all the necessary permits and certificates to ensure it is fit for travel.
- n) The starting KM will be calculated from KIED Office.

The bidder is also required to quote driver bata per day which will be paid if the time period exceeds 12 hours (Bata will only be provided if the total hours exceed 12 hours & not the time. 12 hours will be calculated from the time of starting the official journey starting from KIED Office). This bata will be considered for a day ie: from 12 am to 11.59 pm. Bidder shall quote for night halt driver bata (per night). Applicable only in case of halt.

**CEO & Executive Director,**

**KIED**

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**Form I**

**Details of Applicant / Bidder**

1.1	Name of the Firm / Organization / Individual	
1.2	Address of the Head Office	
1.3	Telephone / Mobile No.	
1.4	Email Address	
1.5	Name and Designation of the Authorized Representative of the Bidder to whom all the references shall be made	
1.6	Address, Phone, Fax and email of the Authorized Representative	
1.7	GST Number	
1.8	PAN Card number	

Place :

Date :

Name & Signature of Authorized Representative

(Office Seal)

**Form II**

**Financial Bid (In firm's letter head)**

To,

CEO & Executive Director,

KIED, Kalamassery

Sir,

Sub : Hiring of A/c Vehicles for KIED

<b>SI No</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate (in INR excluding taxes) for 8 Hours to a maximum of 80 KM per day.</b>
<b>A</b>	<b>Hiring Charges for providing Passenger Vehicles for KIED</b>		
1	35 Seater Bus (Non AC)	1 No	
2	20-Seater AC Traveller	1 No	
3	20-Seater Non-AC Traveller	1 No	
4	7 Seater Innova Crysta	1 No	
5	7 Seater Innova	1 No	
6	Premium Car A/c – Sedan (Swift Desire/Tour S, Toyota Etios, Honda City or similar)	1 No	
<b>Sub total:</b>			
<b>Taxes (if any):.. .. . %</b>			
<b>Grand Total:</b>			
<b>Amount in words :</b>			

## Not for Evaluation

Sl No	Description	Additional KM Rate above 80 KM in INR Including taxes	Additional Hour Rate above 8 hrs in INR Including taxes	Driver BATA for period exceeding 12 hours in INR Including taxes	Out of District Driver BATA in INR Including taxes	Night halt driver bata in INR Including taxes
1	35 Seater Bus (Non AC)					
2	20-Seater AC Traveller					
3	20-Seater Non-AC Traveller					
4	7 Seater Innova Crysta					
5	7 Seater Innova					
6	Premium Car A/c – Sedan (Swift Desire/Tour S, Toyota Etios, Honda City or similar)					

## DECLARATION

The undersigned, having read the term and conditions of the Quotation Notice, hereby offers to provide the vehicles at the prices quoted, in advance with the specifications stated and subject to terms and conditions set out or specified in the Quotation Notice document.

I / We agree to keep this offer valid for 150 (hundred and twenty) days from the date of opening of the bid.

I/We agree to the tender Condition that the rate quoted is inclusive of all charges associated with providing Passenger Vehicles for KIED .

I/We also agree that the requirement for KIED will be on, on call basis. I/We will have to provide vehicle(s) to KIED as an when requested.

I / We agree and undertake to abide by all the terms and conditions of the Notice for Quotation.

Place :

Date :

Name & Signature of authorized representative

(Office seal)