

Short Quotation Notice
Hiring of A/C Vehicles for KIED

Quotation No: KIED/SQN/2023/002

Dated 12.01.2023

Quotation Reference No: KIED/9/2023-A

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for hiring of A/c vehicles with Driver for KIED located at Rockwell Road, HMT Colony, Kalamassery, Ernakulam from travel agencies/vehicle contractors in the district of Ernakulam, having vehicles with original registration on or after 01.01.2019 should not have clocked 60,000 KMS, and have been executing similar contracts for State Government organizations/PSU/Private Sector Enterprises at least one year during the period 2017 - 2022.

The envelope containing the quotation should bear the superscription “Quotation - Hiring of A/C 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 **23.01.2023** at 4 pm. Late quotations will not be accepted under any circumstances. The quotation received will be opened on **23.01.2023**, 4.30 pm by CEO, KIED or person authorized by him. For more details contact: 9846099295.

Scope of Work:

The selected agency should facilitate KIED by providing A/c vehicle(s) for KIED as per below terms and conditions:

Sl No	Desired vehicle(s)	Count
1	Maruti Suzuki Ciaz / Honda City / Toyota Etios / Maruti Ertiga	1 Number

The Vehicle contractor/Individual owner is expected to provide White or light shade A/C vehicles with original registration on or after 01.01.2019.

The Vehicle contractor/ Individual Owner should also have standby vehicles

Bids are invited for the hiring of the following vehicles and their respective requirements are as follows:

Sl. No.	Vehicle Brands preferred	Minimum Kms/day	No. of Vehicles required	Period of Contract*
1	Maruti Suzuki Ciaz / Honda City / Toyota Etios / Maruti Ertiga	100KM/Day, (Day- 8AM to 8PM)	1	For a period of 1 year (on call basis)

**Which may be extendable to further periods based on the requirement of KIED.*

Note: KIED can increase or decrease the no. of vehicles of any category at any point in time as per requirement.

The bidder is also required to quote driver bata per day which will be paid if the time period exceeds the working hours of 12 hours (Normal Working hours is 8 AM to 8 PM. 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.

The bidder shall also quote the outstation driver bata (per day) for outstation duty/travel outside Ernakulam District. The bidder shall quote for night halt driver bata (per night). Applicable only in case of halt. The rate for additional hours and additional KMs shall also be quoted separately in this case.

Terms and Conditions

1. Details of Applicant / Bidder (Form I) and the Financial Bid (Form II) should be submitted in the firm's letter head signed by authorized signatory in a sealed cover with superscription "Hiring of A/C Vehicles for KIED".
 2. 100% Payment will be made against invoice raised monthly
 3. The bidder shall bear all costs associated with the preparation and submission of its proposal, and the Tender Inviting Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. KIED is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidder.
 4. KIED will inform the vehicle requirement before 12 hours of requirement. In emergency cases timeline may be changed and in such cases the penalty will not be imposed to the contractor.
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5. Other Special conditions

a. Vehicle

- i. Those vehicle contractors bidding should compulsorily provide white or light shades of vehicles (desired), of any of the makes mentioned above, in good condition and along with a driver on demand basis.
 - ii. To the extent possible, the contractor will have to make efforts to provide the vehicle whose Registration No. is indicated in the bid. However, in case of non-availability of the specified vehicle due to a valid reason, the contractor can provide an alternative vehicle of equivalent segment or above version/make/model, in lieu of the assigned vehicle within 1 hour provided that prior approval has to be taken from KIED. But the payment will be released according to the approved rates to the contractor.
 - iii. The registration numbers of the vehicles to be provided as part of the contract should invariably be quoted in the bid.
 - iv. All the expenses connected with the maintenance of the vehicle including fuel charges, repairing, Change of tires, insurance and expense of any other nature and the salary/wages of the driver shall be borne by the Contractor.
 - v. The vehicle should be provided on demand on all days and at any time including holidays to take any trips whether long or short at the direction of KIED.
 - vi. The vehicle shall be made available in the KIED or at the place on the appointed time and day specified by the KIED and its movement/running shall be under the direction of the CEO & Executive Director KIED, or any other officer authorized by him.
 - vii. The mileage will start and terminate at KIED Office Kalamassery. No mileage will be allowed for use by the driver/contractor of the vehicle for purposes other than authorized by KIED. The driver shall ensure that the odometer reading and the time at the time of reporting for the duty and release from duty has to be properly entered in the logbook kept at the reception of KIED all day. Any violation of the same will be treated as non-reporting or late reporting and each of the instances will be examined case to case by the designated officer and a penalty as per “**clause 5.f**” will be levied.
 - viii. If the Vehicle contractor fails to provide the said vehicle on a particular day/time/place due to any reason whatsoever including the mechanical
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breakdown of the vehicle, the Vehicle contractor shall provide an alternate arrangement for the supply of another vehicle of a similar/higher category and any expenses incurred on account of this shall be borne by the Vehicle contractor. The same shall be intimated to the concerned authority of KIED at the time of failure itself.

- ix. In any case, if the Vehicle contractor fails to provide an alternate arrangement for the supply of a similar category vehicle within a reasonable time, the KIED shall make their own arrangements and any expenses incurred on this account shall be levied from the Vehicle contractor and/or also and the case will be considered as non-reporting or late reporting.
 - x. The vehicles should be in good running conditions, hygienically maintained, having good and decent upholstery. The vehicle should be maintained in perfect condition throughout the contract period and shall be made available as per the request from the authorized officer of the KIED failing which the KIED shall have the right to terminate the contract without any notice.
 - xi. The vehicle being sent by the tenderer will be regularly inspected by the officer nominated for the purpose.
 - xii. All documents and records related to the vehicles should be kept valid and current throughout the period of the contract. The vehicle should have the necessary tourist permit to ply all over Kerala or outside State as and when required by the KIED.
 - xiii. The provided vehicle must be fully and comprehensively insured covering the risk to the drivers & passengers & others if any.
 - xiv. The vehicle will meet all the necessary compliance of requirements like pollution, emission, noise, and other statutory provisions, etc.
 - xv. The vehicle to be provided by the Contractor will be inspected as & when required by a designated officer of KIED and the vehicle should be in perfectly sound working condition and suitable for use by Senior Officers. Dirty, noisy, and not well-maintained vehicles shall be rejected, and replacement of this rejected vehicle has to be made within one hour failing to which, on a persistent act by the contractor will lead to the cancellation of the contract.
 - xvi. More vehicles depending upon the requirement can be called at any time during the day and night. The additional vehicle should be provided at the same rates on a daily basis as per the actual requirements of the office.
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- xvii. The vehicle registered under Taxi permit should only be provided. Private vehicles shall not be accepted and payment for such vehicles will not be made.
- xviii. True Copies of R.C. Book, permit, and Insurance of the vehicle to be submitted along with this Agreement. Any change in the vehicle agreed upon should be made only with the written prior approval of the competent authority.
- xix. In the absence of terms and conditions relevant to the specific context related to this contract, the rules/norms issued by the Transport Department, Government of Kerala shall be followed in all such cases which shall be binding on both the parties.
- xx. A metal plate bearing ON DUTY, KERALA INSTITUTE FOR ENTREPRENEURSHIP DEVELOPMENT (KIED) (white letters on blue background) should be displayed on the front and rear number plates. The size of the nameplate shall be 30x10 cm and the letters shall have a height of 40mm with a thickness of 8mm.
- xxi. Duty hours of vehicles are 24x7 basis (normally for 12hrs per day, i.e. 8 am to 8 pm). However, the vehicle shall be made available on request at any time, without charging any extra cost for the 12-hour daily duty. The vehicle shall be provided on all days on request and at any time including holidays to take any trips whether long or short at the direction of KIED.

b. Contractor

- i. Contractor shall in no case lease/transfer/sublet/appoint caretaker for services.
 - ii. The contractor should have at least an experience certificate of one year of satisfactory performance in similar services with Government /Public Sector organizations/Private organizations.
 - iii. The contractor shall be responsible for all communication with the officers. For this purpose, he should have a proper office with telephones and personnel to take the calls.
 - iv. Unsatisfactory or unprofessional behavior shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with forfeiting of the security deposit.
 - v. The contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep KIED indemnified against all actions, losses, damages, expenses, and claims whatsoever arising thereof.
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- vi. The contractor shall be solely responsible for payment of wages/salaries and other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. KIED shall have no liability whatsoever in this regard and the Contractor shall indemnify KIED against any/all claims, which may arise under the provisions of various Acts, Governments Orders or any other nature.
- vii. The maintenance of the vehicle, including the cost of fuel, the salary of the driver, repair charge, and upkeep of the vehicle should be done without causing any inconvenience to KIED. The contractor is liable to make available a substitute vehicle having the same specification if the vehicle on the contract is under repair/ in case of any inconvenience experienced in the performance of trips/ due to other reasons, failing which the Vehicle contractor shall indemnify the loss/damage sustained to KIED.
- viii. Contact details along with Landline and Mobile numbers to be provided where requisition of vehicles can be conveyed all the 24 hrs.
- ix. The contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations, or any other harmful deeds by his staff.
- x. The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers.
- xi. The contractor must reimburse all the expenditure incurred on traveling by the officer, in case of failure to provide the vehicle on any day, for any reason whatsoever. The reimbursement shall be made directly to the officer in question and in cash. The contractor shall also give in writing the reasons for making the reimbursement specifying the date and time and name of the officer. Failing to do so will result in termination of the contract, forfeiting of the security deposit, and/or deduction of the payment for the whole month.
- xii. Only such contractors may apply whose vehicle has been duly authorized by the concerned RTO for use as public transport.
- xiii. In case of violation of any of the terms and conditions mentioned in this document, competent authority reserves the right to terminate the contract immediately and award the same to the next lowest bidder or third lowest bidder depending on the situation. In such cases, no payments (pending or future) shall be released against the original contract.
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xiv. An attested copy of the driving licenses of the drivers should be submitted to the Office of KIED during the contractual period for verification.

xv. During the period of this agreement, any matter or dispute, which has not been specifically covered by this agreement, shall be decided by CEO & Executive Director KIED or any officers assigned whose decision shall be final and binding on the service provider.

c. Drivers

- i. The contractor will provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms (White Shirt (not T-Shirt) & Black Pant with proper footwear.
 - ii. The driver would also be equipped with a Mobile phone.
 - iii. The drivers should be residents of Kerala.
 - iv. No charges will be given for lunch/tea or expense of any other nature of the driver.
 - v. The driver of the vehicle requisitioned by this office will report to the officer to which the vehicle is allotted.
 - vi. Within office premises, the driver shall not leave the office without permission and shall not do any private work other than the normal duties. If the driver is found to be absent from the office, it will be taken as non-availability of the vehicle and suitable actions will be taken against the firm.
 - vii. The driver will do the maintenance work, refueling, etc., in advance. Doing such jobs during duty time shall attract a penalty amounting to the deduction of the whole day's payment on a case by case basis.
 - viii. The driver must be punctual and arrive on time at a specified location. Delay in reporting for duty shall attract a penalty on a case by case basis considering it as non-reporting or late reporting.
 - ix. Drivers must not use their mobile phones or stop for personal work while driving.
 - x. The personnel engaged by the Contractor are subject to security checks by the security staff of KIED at any time.
 - xi. The drivers may be asked to do overtime and may be called on holidays/weekends and on odd times depending on the necessity and they should be prepared for such events. **In case the driver has driven the vehicle overnight, he/she shall take proper rest considering the safety and security aspects and shall not be deployed for duty for the next 6 hours minimum.** In such cases, the contractor shall arrange another driver, after intimating KIED in advance.
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xii. The Driver shall not use alcohol or intoxicating drinks/ items while driving/on duty.

The contractor shall be responsible for the conduct of the drivers. KIED has the right to discontinue hiring the vehicles if in the opinion of the officers of KIED by whatever designation such officer is called, the behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the contractor.

xiii. It will be the responsibility of the contractor to see that the driver possesses a valid driving license and has got 5 years of experience in driving the vehicle. The contractor will also be responsible for any penalty imposed on the driver due to a violation of the traffic rules. A true copy of the driver's license shall also be attached with their agreement.

xiv. KIED shall not arrange accommodation/food/other facilities for the drivers in case of outstation trips/other trips.

d. Meter reading

- i. The odometer of the hired vehicle should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the KIED (Head Office), Kalamassery and no mileage will be allowed for use by the driver/ contractor of the vehicle for purposes other than authorized by KIED.
 - ii. The odometer reading at the time of reporting for duty/release from duty will only be reckoned for the calculation of total km run or hours used.
 - iii. Accuracy of Meters will be checked periodically by an authorized officer of KIED who reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by KIED, which may even lead to termination of Contract.
 - iv. The drivers of the vehicle will maintain Logbook / Sheets, which will be supplied by this office. The logbook must be kept every day for the vehicle and should be signed by the officer performing the travel immediately after the journey and the same must be submitted to the designated officer for verification at the end of the day.
 - v. The tampering of meter reading, vehicle usage timings, overwriting of log sheets, misconduct, and other such acts shall be penalized heavily as decided by KIED, including termination of the contract and forfeiting of the security deposit.
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vi. The bills for every month will be checked with the logbook and if any discrepancies is found, the payment of the bill shall be canceled and the contract shall be terminated with forfeiting of the security deposit.

e. Payment

- i. LogBook entry without proper signature shall not be considered for monthly payment. If any entry is missing in the logbook, the same shall not be considered for payment.
- ii. Payment will be made only through Account transfer in favor of the contractor/ Company of the vehicle within 30 days from the date of submission of the bill along with the logbook and trip sheet duly signed by the officer (or assigned officer) performing the journey. The contractor/Company shall submit the invoices along with all the supporting documents before the 7th of every subsequent month.
- iii. Toll/parking fee or expense of any other nature, paid during the official use will be reimbursed on production of a proper receipt authorized by the user authority.
- iv. No increase in rates will be allowed during the currency of the contract under any circumstances.
- v. Statutory deductions such as Income Tax/GST and duties liable will be deducted from the hire charges.
- vi. KIED reserves the right to terminate any contract after serving seven days' notice in writing without assigning any reason thereof.
- vii. The invoice of all additional vehicles hired in a month should be submitted monthly for payment as a single bill along with duly signed trip sheets.
- viii. KIED shall be at liberty to withhold any of the payment in full or in part subject to the recovery of penalties.

f. Penalties

Details of the penalty that will be imposed for the assigned vehicles are as follows.

- i. Late Reporting : up to one Hour Rs. 200
- : up to Two hours Rs. 400
- : up to three Hours Rs. 600
- : beyond three hours will be considered as Non-reporting

*All the penalties will be deducted from the bill for the corresponding month.

6. Price bid valid for 120 days from the date of bid opening.

7. The Bidder shall quote for 100KM/Day charges during 12 hours of day (8AM to 8PM), which will be the evaluating criteria of the tender and the party quoting the lowest rate for 100KM, 12 Hours (8am to 8pm) shall be awarded the work.
8. The bidder should also quote rate for the additional Kilometer over and above the 100Km limit.
9. Rates of driver bata should be quoted in addition to the above rates for time above the 12 hours of service.
10. The 12 Hours of service is generally defined as morning 8am to night 8pm. In events where the service is hired before or after 8am, the 12 Hours will be calculated from the time of reporting by the vehicle to KIED office.
11. The rate quoted for 100KM/Day charges during 12 hours of day (8AM to 8PM) will be the evaluation criteria with submission of documents to prove experience in providing vehicle for hire for a period of 1 year in the past (2017- 2022)
12. The selected party will have to execute an agreement with KIED for a period of 1 year from the date of the agreement and furnish a security Deposit as bank guarantee/DD worth Rs 5000/- to KIED which needs to be valid till completion of the contract period of one year.

CEO & Executive Director,
KIED

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

SI No	Description	Quantity	Rate (in INR excluding taxes)
1	Hiring Charges for providing A/C vehicle for KIED (Maruti Suzuki Ciaz / Honda City / Toyota Etios / Maruti Ertiga) for 12 Hours (8am to 8pm) to a maximum of 100 KM per day.	1 Number	
Sub total:			
Taxes (if any):.. .. . %			
Grand Total:			
Amount in words :			

Not for Evaluation

SI No	Additional KM charges for every KM above 100KMs (including taxes)
1	Rs. _____/KM

SI No	Nature of Bata	Bata charged per day for driver (including taxes)
1	exceeds the working hours of 12 hours (will be calculated for one day ie, from 12.01am – 11.59pm)	Rs. _____
2	outstation driver bata	Rs. _____
3	night halt driver bata	Rs. _____

DECLARATION

The undersigned, having read the term and conditions of the Quotation Notice, hereby offers to provide the product 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 120 (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 A/c vehicle for KIED officials.

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)

SI No	Particulars
A	Document to be enclosed with submission
1	Form 1
2	Form II Financial Bid
3	Self-Certification - Vehicle contractor has required vehicles with original registration on or after 01.01.2019, with present run Kilometer. Details of Vehicle make, seating capacity, Model, date of Registration, Odometer reading, Registration Certificate, valid Insurance, Taxi Permit, Pollution Certificate, Deeds if any also to be specified for each category of vehicle separately.
4	Details and certificate of experience from Govt./PSU/ (Attach copies of Work Orders etc)