

NOTICE INVITING SEALED QUOTATIONS

Project Director, KSWMP invites sealed quotations against Quotation No. **No.369/ADMN/KSWMP/2022** for selection of a Toyota Innova Crysta car on rental / lease basis for Kerala Solid Waste Management Project (KSWMP). Interested service providers shall submit their quotations in a sealed cover, in the enclosed format addressing the Project Director before the closing date and time. Quotations received after the closing date and time shall be not be considered

Minimum Service Requirement	1500 kms per month
Registration	Tourist permit
Make/Model	Toyota Innova Crysta 2021 or later
quotation validity	60 days from the date of submission
Contract period	Two years from the date of agreement and is extendable based on performance
Quotation type	Sealed Single cover
Quotation closing Date/Time	28/07/2022 11:00 Hrs
Date of opening	28/07/2022: 16:30 Hrs
EMD	Rs.10,000/- (Demand Draft in favour of Project Director, KSWMP, Thiruvananthapuram, Payable at Thiruvananthapuram)
Authority	Project Director Kerala Solid Waste Management Project (KSWMP) Local Self Government Department(LSGD) 4th floor, Trans Towers Vazhuthacaud, Thiruvananthapuram- 695014 Ph:0471-2333011 Email:-spmukswmp@gmail.com

Note: If the date of submission of quotation happens to be a public holiday it will be opened the next working day.

GUIDELINES TO THE QUOTATIONERS

I. THE SELECTION PROCESS:

1. The quotationer shall submit the quotation in Single Cover duly filled in the format in Annexures in sealed cover with superscription “Quotation for Motor Contract Carrier”.
2. Bidders shall submit the copy of following documents in PDF format in readable form as a part of bid.
 1. GST Registration certificate of the firm/bidder.
 2. PAN Card
 3. Details of vehicle owned by the company/bidder, with a colour print copy of image of the proposed car
 4. Similar Service provided to other Govt/PSU/Private agencies (Copy of agreement) in the last three years, if any.
3. Submission of quotation implies that the quotationer has read this notice and all other documents and has made himself aware of the eligibility criteria, scope of service, specifications of the vehicle, duration of contract and other terms & conditions bearing on the execution of the contract.
5. Notification of Award of Contract will be made in writing to the successful vendor by the Accepting Authority or his authorised representative. The Accepting Authority has the absolute right to accept or reject the lowest/ highest or, any quotations without assigning any reasons thereof.
6. The quotations will be opened on the opening date and the bidders have the right to be present for verification of documents submitted and fulfilment of eligibility criteria.

II. GENERAL TERMS AND CONDITIONS

1. The contractor should provide the vehicle in excellent conditions on a full-time basis.
2. This quotation is for hiring Innova Crysta car with driver for the Office of State Project Management

Unit of Kerala Solid Waste Management Project (including

Saturday, Sundays and Holidays) as and when required by the office for a period of two years on monthly payment basis and is extendable subject to performance.

3. The vehicle shall be made available all the time, 24 x 7 for use in the parking area of the office of Kerala Solid Waste Management Project (KSWMP) at Vazhuthacaud
4. If the Vehicle contractor fails to provide the said vehicle on a particular day/time/place due to any reason whatsoever including the mechanical breakdown of the vehicle, the Vehicle contractor shall provide alternate arrangement for the supply of another vehicle of the similar/higher category and any expenses incurred on account of this shall be borne by the vehicle contractor.
5. In any case the Vehicle contractor fails to provide alternate arrangement for the supply of a similar category vehicle within a reasonable time, KSWMP shall make own arrangements and any expenses incurred on this account shall be levied from the Vehicle Contractor.
6. The vehicle to be supplied shall be of 2021 or latest model.
7. The vehicles should be in good running conditions, hygienically maintained, having good and decent upholstery.
8. 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 KSWMP failing which KSWMP shall have the right to terminate the contract without any notice.
9. The payment will be released to the vehicle contractor on production of a bill in triplicate along with the vehicle Log Book & Trip Sheet maintained for the period of payment on month-basis.
10. All documents and records related to the vehicles should be kept valid and current throughout the period of the contract. The vehicle should have necessary tourist permit to ply all over Kerala as and when required by KSWMP.

11. True copies of R.C. Book, permit and Insurance of the vehicle , Driver s licence , and Pollution certificate have to be submitted to KSWMP office. Any change in the vehicle agreed should be made only with the written prior approval of the competent authority.
12. The contractor shall also provide qualified and experienced drivers with mobile phone. The Driver shall not use alcohol or intoxicating drinks/items while driving/on duty. The contractor shall be responsible for the misconduct of the drivers.
13. The Driver shall ensure that the odometer reading and time at the time of reporting for duty/release from duty has properly entered in the log book and should produce before the authorised officer for verification before admitting claim for payment.
14. The odometer reading at the time of reporting for duty/release from duty will only be reckoned for calculation of total kms run or hours used. The details for the Km charges are appended below:
 - a. The excess / shortage in kilometre running will be carried over to the next month for adjusting against total distance to be covered in a quarter.
 - b. No advance payment on any account will be made.
15. Payment will be made only by Account payee Cheque /RTGS in favour of the Contractor/Company of the vehicle.
16. It will be the responsibility of the Contractor to see that the driver possesses the valid driving licence. The Contractor will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.
17. The contractor should see that the driver reports in the KSWMP office at Thiruvananthapuram with the vehicle as and when required in time.
18. If any loss/damage caused to KSWMP due to the negligence or lapse on the part of the Contractor/driver, the contractor of the vehicle alone shall be held liable for such losses/damages caused to the KSWMP/Company.
19. KSWMP will not be held responsible for any loss/damage to the vehicle, other properties, life or other

unforeseen incident that may occur during the period of hiring of vehicle. In case of accidents, the KSWMP shall not be liable to pay any damages or cost of repairs including legal charges to defend any litigation.

20. The rates are exclusive of GST. GST @ of 18% or at applicable rate will be paid on production of GST remittance. TDS on IT and on GST will be deducted from the bill, if applicable.

21. If the Contractor fails to provide the vehicle on specified time mentioned supra, an amount of Rs.100/- per day will be deducted from the monthly rental charges and if the party repeats the same for more than three times in a month, the contract can be terminated without any advance notice.

Annexure 1

PROFORMA –VEHICLE DETAILS

1	Name and Address of the Contractor (The Contractor (individual/firm) shall be the registered owner of the vehicle)	
2	Contact details	
	a. Contractor	
	b. Driver	
3	Vehicle details	
	a) Model	
	b) Registration number	
	c) Year of Manufacturing	
	d) Fuel Type (Petrol/Diesel)	
	e) Tax expiry date	
	f) Insurance expiry date	
	g) Pollution control certificate expiry date	
	h) Tourist permit expiry date	
	i) A colour print copy of image of the proposed car shall be enclosed along with the quotation	

Note: All the above items shall be filled up by the contractor

Name & Signature of the Applicant

Place:

Date:

Annexure 2

(Financial Quote)

HIRE CHARGE ON MONTHLY BASIS

Sl. No	Particulars	Rate (Rs.)	
		In figures	In words
1	Car hiring charges on monthly basis up to 1500 km including driver cost (Base Hire Rate without GST)		
2	Charges for running every additional km over and above 1500 km including driver cost		

Note:-

- 1. The payment towards additional kilometres over and above 1500 kms shall be settled quarterly on the basis of the total kilometres travelled in a quarter (3 months).*
- 2. The above rates are inclusive of wages/salary, bata, insurance and all other emoluments payable to the driver, cost of fuel and other consumables, maintenance charges, all taxes & duties (**exclusive of GST**) relating to vehicle (Road tax etc.), insurance, for providing vehicle in good running condition. The Owner of the Vehicle hereby agrees to all the terms and conditions of the quotation and also agrees to any deduction to be made from the bills towards statutory taxes and levies as per relevant rules in force from time to time.*
- 3. Income Tax will be deducted at Source at applicable rates from payments made to the contractor. Statutory deductions prevailing if any or declared by GOI / State Govt at the time of making payments will also be deducted from the payments made.*

Name & Signature of the Applicant

Place:

Date: