

**KERALA STATE FARMERS' DEBT RELIEF COMMISSION**  
**World Market Compound, Venpalavattom, Anayara P.O, Thiruvananthapuram –**  
**29**

**QUOTATION NOTICE FOR HIRING OF CAR**

**No.A 801/23/KSFDRC.**

**Date: 22-01-2024**

Kerala State Farmers' Debt Relief Commission invites tenders from interested Companies/Firms/Individuals in Sealed Cover having sufficient experience for providing vehicle (Maruti Suzuki CIAZ, Toyota ETIOS/Maruti Suzuki Dzire Tour) on hire on contract basis with sufficient boot space for office use and to carry bags containing debt relief applications to the locations as and when sittings are ordered in various Districts by the Hon'ble Chairman of Kerala State Farmers' Debt Relief Commission.

The hire period will initially be for a period of one year, further extendable for another one or two years based on overall performance of the contractor and conditions of the car.

**Last date of receiving quotations in this office shall be at 3 PM on 31.01.2024.**

**Any Tender received after the time fixed on the last date is liable to be rejected.**

The acceptance of the Tenders will be subject to the following conditions:-

1. Acceptance of the Tender constitutes a concluded contract. Nevertheless the successful tenderer must immediately after the acceptance of his Tender execute an agreement in Stamp paper at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the Tender after it is accepted or failure to execute agreement will entail cancellation of the order and order will be placed with another firm / contractor . In such event the Commission reserves also the right to remove the defaulters name from the mailing list.
3. No representation for enhancement of hiring charges once accepted will be entertained during the period of the contract.

4. Any attempt on the part of the tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenders.
5. If any license or permit is required, tenderers must obtain the same at their own expenses.
6. The rates quoted should be inclusive of all taxes, duties, insurance premium, fuel charges, maintenance, etc. Such expenses will be borne by the contractor.
7. The time period as stipulated in the contract or letter of intent shall be deemed to be the essence of the contract.
8. The Commission may terminate the contract in whole or in parts without prejudices to any other remedy for breach of contract.
9. The liability under relevant section of Motor Vehicle Act, 1968 or IPC or any other law for the time being in force for causing death or accident or disability to any person or to the driver or for any damage to the vehicle during the use of the vehicle supplied by the contractor, the Kerala State Farmers' Debt Relief Commission has no responsibility whatsoever and will not entertain any claim in this regard and the contractor will be solely liable for any such eventuality.
10. The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulation is the sole responsibility of the contractor / firm / owner and any breach of such laws or regulations shall be deemed to be breach of this contract.
11. In no case a vehicle, which is not registered for the commercial purpose or not having valid permit shall be supplied by the contractor, Taxes, etc. due on such vehicles shall be liability of the contractor / firm / owner.
12. The liability of the Commission is limited solely to the hiring charges as agreed upon in the contract.

The following further conditions shall apply to the contract.

#### **GENERAL (COMMERCIAL) CONDITIONS OF THE CONTRACT**

1. The vehicle should be in good condition and model not older than 2015
2. The unused / excess KM run / hour used in the particular month will be carried over to the next month for adjusting in the quarter. The excess, if any, at the end of every quarter will be reckoned and paid at the accepted rates.
3. The vehicles shall be provided on all days for such varying duration as may be required. There will be atleast one trip each to the districts of the Idukki and Wayanad per month in connection with Commissions sittings covering about 2000 KM.
4. The KM run / hour at the time of reporting for duty / release from duty each day will only be reckoned for calculation for total KMs run or hours used.

5. Monthly bills shall be submitted in duplicate to the authority specified in contract along with the trip sheet duly countersigned by the user.
6. Toll / parking fee, etc. paid during official use will be reimbursed on production of parking / toll slip.
7. The contract period will be for 11 months, likely to be extended for a further period of three months from the date of executing the agreement. During the period of contract, including extended period, if any, the rates quoted will remain unchanged under any circumstances.
8. Kerala State Farmers' Debt Relief Commission reserves the right to cancel the contract at any time and without assigning any reason there of after paying pro rata charges till such date.
9. A driver having a valid driving license and experience shall be assigned for driving the vehicle.
10. The normal duty hours will be 12 hours per day on all days of the month, except Sundays, unless otherwise directed in advance. The user of the vehicle will specify the duty hours for each day.
11. The meter reading should tally with the actual distance of run and the Commission shall have the full power to check the meter / cause the meter to be checked for its correctness and take action accordingly.
12. In the case of breakdown of vehicle, it has to be replaced by another one immediately at any rate, not later than an hour. In case of noncompliance, a penalty upto Rs.100/- will be imposed in addition to deduction in hire charges on pro rata basis for the period.
13. A daily trip sheet indicating the KM usage and driver hours for the vehicle shall be maintained with the counter signature of the officer concerned.
14. The contractor / owner / firm shall send the vehicle for periodical servicing at their own cost. Kerala State Farmers' Debt Relief Commission will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, etc. will be the contractor's liability.
15. The vehicle on hire will display the board with the inscription "On Duty with Kerala State Farmers' Debt Relief Commission".
16. Income tax as per rules will be deducted from the payment during the end of the financial year.
17. The tenderer shall submit self attested copies of RC book, Tax receipt, Insurance policy certificate, Pollution certificate and fitness certificate from the concerned authority for scrutiny.
18. The Contract amount shall be inclusive of GST as applicable from time to time.
19. Generally, the vehicle will be used in the whole state of Kerala.
20. The Vehicle shall be parked at our premises in KSFDR or under the safe custody of Secretary.
21. Agencies/Firms/Individuals blacklisted by Government or Autonomous bodies/ PSUs will not be considered.

22. The driver should hold the badge for Public Service Vehicles issued by the transport authority.
23. Quotation shall submit in the prescribed format as shown below.

**Quotation for Rate Contact for Hiring Vehicle**

<b>I</b>	<b>Details of Agency</b>	
	<b>Name &amp; Address of the Travel Agency</b>	
	<b>Owner of the Agency</b>	
	<b>Email Address</b>	
	<b>Mobile No</b>	

	<b>PAN No.</b>	
	<b>GST Registration No.</b>	
<b>II</b>	<b>Details of Vehicles offered</b>	
	<b>Make of the Vehicle</b>	
	<b>Model of the Vehicle</b>	
	<b>Manufacturing Details of Vehicle</b>	
	<b>Ownership Details of Vehicle</b>	
	<b>Vehicle Registration No:</b>	

III	Details of Rate on Contract basis	
	Minimum charges for 1500 KM per month	
	Additional charges for additional kilometer above 1500km	
IV	Details of Experience ( Provide details of Government Departments / PSU / Organisation, Where cab service on contract basis is provided)	
Sl. No.	Government Departments / PSU / Private Organisation	Period

\*Copy of supporting documents with respect to details furnished above (I to IV) shall be submitted along with the application *എടലോ.*



*[Handwritten signature]*  
Secretary