

TENDER DOCUMENTS

NAME OF WORK : HIRING OF INNOVA CAR

Date of Submission : Up to 11.00 a.m. on 5/01/2023

Date of Opening : 03.00 p.m. on 5/01/2023

KERALA STATE AIDS CONTROL SOCIETY

Tender No. : **2101/ PS /2020/KSACS**
Tender documents for the work of : Hiring of PD's Official vehicle (Monthly and on casual hiring basis)

Issued to Ms /Shri. :

To be returned on or before :

(To be filled by Tenderer)

Name of tenderer (In full) :

Address :

Phone No :

Details of EMD remitted : 8000/-

Name of the Bank & Branch :

Demand Draft No. and date :

Amount :

Tender submitted on :

Date:

Signature of Tenderer

Note: The tenderer should sign in all pages of the tender documents including Specification.

NOTICE INVITING TENDERS

Sealed tenders are invited from reputed and eligible Travel/Tourist agencies/Individuals having minimum of 2 years experience in the field subject to the following conditions for the work of :-

Name of the work: - Hiring of Innova Car (Monthly and on casual hiring basis) for the Kerala State AIDS Control Society, Red Cross Road, Thiruvananthapuram – 695 035.

Earnest Money:- 8,000/- (Rupees Eight Thousand only) in the form of Demand Draft drawn in favour of The Project Director, Kerala State AIDS Control Society payable at Thiruvananthapuram

Period:- 12 months (Twelve months only)

1. Tender documents can be downloaded from KSACS's website www.ksacs.kerala.gov.in
2. The Tenderers shall submit tenders in a single cover in which three separate sealed covers marked 1, 2 and 3. The first cover shall contain Demand Draft towards Earnest Money Deposit, the second cover shall contain the "Technical Bid" and the third cover shall contain the "Financial Bid".
3. The competent authority of the KSACS does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reason.
4. **Any tender in which any of the prescribed conditions are not fulfilled shall be summarily rejected.**
5. Canvassing whether directly or indirectly in connection with the tender is strictly prohibited as such tender submitted by the tenderers who resort to canvassing will be liable to rejection.
6. The competent authority reserves to itself the right of accepting the whole or any part of the tender and the tenderer is bound to perform the same at the rate quoted.
7. The tender for the work shall remain open for acceptance for a period of 15 days from its date of opening. If any tenderer withdraws his tender before the said date or makes any modification in terms and conditions of the tender which are not acceptable to

Signature of the Tenderer

KSACS then KSACS without prejudice to any other right or remedy be at liberty to forfeit ₹8,000/- (Rs. Eight Thousand only) of the said earnest money.

8. The notice inviting tenders will form part of the contract document, including additional terms and conditions and other related papers if any forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto of the contract document.
9. The successful tenderer on acceptance of his/their tender by accepting authority shall within 15 days from the stipulated date of commencement shall sign the contract consisting of Notice Inviting Tender, and all other relevant documents including additional condition if any forming the tenderers as issued at the time of invitation of tender and acceptance that of together with any correspondence leading there to.

For Kerala State AIDS Control Society

Dr.Sreelatha R
Project Director

Signature of the Tenderer

PART –A:- TECHNICAL BID

1.	Name of the work	Hiring of Innova Car (Monthly and on casual hiring basis) for Kerala State AIDS Control Society, Red Cross Road, Thiruvananthapuram – 695 035.				
2	Name of the Travel agency/Individual address					
3	Registration No. of the Travel Agency if any Attach copy					
4	Year of establishment of the Travel Agency					
5	Details of official representative to be contacted					
6	(i) Name of the person					
	(ii) Fax/Phone/Mobile					
	(iii) Email address					
7	PAN No. /TIN No. (enclose a copy of the certification)					
8.	Service Tax No./ VAT No.(enclose a copy of the certification)					
9	Details of Vehicle in possession/that will be utilized by the agency					
	Sl. No.	INNOVA	Make	Nos.	Registration No.	Year of Manufacture
	1					
10	Profile of the Travel Agency /Individual					
	(i) Turnover in last two years (ii) List of Services Management contract executed by the Travel agency during the last 2 years, please add documentary proof of each contract & telephone no. of person who has awarded the work (for the purpose of verification, if required) (iii) List of similar work in hand along with the name of the person who has awarded the work with contact no. (for the purpose of verification, if required)					
11	Whether any Govt. organization/PSU etc. has black listed the agencies or terminated contract. If so reasons.					
12	Any other information Travel agency wish to give in support their experience					
13	Copies of RC book in the name of the owner to be enclosed. If not, undertaking given to the owner that he shall provide the vehicle to the agency/tenderer.					

Note: Please attach extra sheet in support of your information, if required

Signature of the Tenderer

PART – B – FINANCIAL BID

No.	INNOVA	Car taken on Monthly basis		Car taken on Km basis/Day (8 hours) Minimum 80km/per day		Driver Batta		Car taken for Railway/Airport Drop/pickup	
		Rate for 1500km per month or 31 day	Rate per km after 1500km	Rate per day 80Km / 8 hrs	Rate per km after the minimum km/Hr	Per day outstation stay	Per night halt	Railway station	Airport
1									

Place

Office Seal

Sign:

Name:

Designation:

Organisation:

Date

Signature of the Tenderer

Terms & Conditions

1. The agency will provide Innova car to Kerala State AIDS Control Society, Red Cross Road, Thiruvananthapuram, hiring of which is legally permitted. The agency will observe all statutory rules and regulations in force from time to time.
2. The agency shall make all necessary arrangements to ensure smooth and trouble free service to the KSACS without any duty failure. Such arrangements include you to regularly understand duties allotted to you/ your Drivers and make necessary provisions for the vehicle, drivers, fuel etc.
3. If the agency fails to provide car for KSACS duty on any day or part thereof, for any reason attributable to the agency, the monthly hire charges will be reduced proportionately. In case of late reporting of the Drivers, the same will be considered as duty failure and the agency shall be liable to pay KSACS a penalty of ₹100/- for each hour delay.
4. The car will carry up to 6 passengers and a reasonable quantity of baggage/materials (not exceeding 50 Kgs).
5. All expenses in connection with running of the car including driver's salary & allowances cost of diesel and oil maintenance/repair charges, Govt. dues, taxes, insurance etc. will be borne by the agency. Service tax, if payable by the KSACS as per rules, will be paid by the KSACS.
6. The agency/ Individual will keep the car covered under a Comprehensive Insurance Policy against all risks. In the event of the agency's car meeting with an accident while on KSACS's duty, the agency will be fully responsible for all liabilities arising there from. The agency will discharge all such liabilities promptly and shall keep KSACS indemnified against all costs arising therefore.
7. Wherever the car is under breakdown, servicing or repairs etc. the agency will provide alternative similar car, duly approved by KSACS for KSACS duty at no extra cost.
8. The agency's Driver will maintain a Logbook for the car in the form prescribed by us and get the same countersigned by KSACS authorized personnel every morning and evening at the commencement and conclusion of duty. Copies of the logbook should be attached with the copies of his monthly bills.
9. The agency will indemnify and shall keep us indemnified against all acts of omission or negligence, dishonesty or misconduct of his employees sent by him to KSACS. KSACS will not be responsible for death, and/or injury due to accident or otherwise to your employees, arising while discharging KSACS duties. We shall not be liable to pay any compensation or damages to any such employees or to third party. The agency will indemnify KSACS at all times against any claim made under the Workmen's Compensation Act, 1923 as amended/modified from time, or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any employee or other person whose entry into KSACS premises has been authorized by you.
10. Car must reach the user at least 30 minutes before the assigned time. In case of any unforeseen happenings and breakdown of the vehicle, contractor will inform the user and arrange prompt replacement of car/s.
11. DAILY DUTY
 - a. Normal hours : 09.00 AM to 09.00 PM
 - b. Working day : All day in a month including holidays (if required)
 - c. Reporting time : will be intimated from time to time (if there is any change)

Signature of the Tenderer

d. Normal Place of duty : KSACS office

12. The agency will not sublease the vehicle

13. REVISION IN HIRE CHARGES

No revision of charges is allowed under any circumstances during the period of contract.

14. DRIVERS

- i) Sufficient number of drivers to man round the clock duties should be deployed by the agency.
- ii) A list of your regular drivers assigned for duty at KSACS should be submitted to our office. The driving license and adhaar of such drivers should be submitted for our perusal before the commencement of contract. The drivers should have the thorough knowledge of city routes and keep a city map in the car.
- iii) Smoking, chewing of pans and alcoholic/narcotic habits of drivers are strictly prohibited while on duty as well as in our office campus.
- iv) The drivers should have a decent appearance and be thorough with RTO Rules.
- v) Mobile phones to the Drivers are provided by agency. Mobile phones shall not be used while driving.
- vi) As a courtesy the drivers should come out and open the doors of car for entering and leaving the car for dignitaries.
- vii) The agency will be fully responsible for
 - a) The behavior and conduct of the drivers
 - b) Any dispute arising from the drivers,
 - c) Any loss or damage to our property caused by the drivers
 - d) Adherence to all statutory rules, regulations in force from time to time.

This contract can be terminated by either party after giving one month's notice in writing to the other.

Signature of the Tenderer