

No.8109/GA2/2017/NATPAC

07.08.2018

QUOTATION NOTICE

The Director, KSCSTE-NATPAC, Sasthra Bhavan, Pattom Palace.P.O, Thiruvananthapuram invites sealed quotations for hiring of a/c cars either **Hatch back / Sedan type / 7 seater SUV / MUV** from registered owners for official uses.

Terms and Conditions: -

1. The quotation should be super scribed "Quotation for Hiring Taxi Cars".
2. The quotation for each vehicle should be given in sealed cover.
3. Quotation should be addressed to the Director, National Transportation Planning and Research Centre, Sasthra Bhavan, Pattom Palace. P.O, Thiruvananthapuram – 695 004.
4. The quotation should reach to the Director, KSCSTE-NATPAC on or before **20.08.2018, 2.00 PM**.
5. Quotations will be opened on **20.08.2018, 3.00 PM**. The tenderers or his representatives may attend the tender opening.
6. In case of acceptance of quotation an agreement has to be executed on stamp paper worth ₹ 200/-.
7. The Director, KSCSTE-NATPAC reserves the right to accept or reject all or any of the quotations without assigning any reason thereof.
8. The vehicle should not be more than 5 years old and should be well-maintained and in excellent running condition.
9. All documents and records related to the vehicle should be kept valid and current throughout the period of the contract.

10. The vehicle should be made available at the office of the KSCSTE-NATPAC at Sasthra Bhavan, Pattom and at Akkulam Campus at least one hour before and after working hours depends upon the requirements of pickup and drop of officials during office hours (9 AM to 5.30 PM). The vehicle should also be made available outside office hours too, if required.
11. Driver's bata for outstation halt beyond Trivandrum District will be paid at the rate agreed upon.
12. The Director, KSCSTE-NATPAC also reserves the right to enter into other contracts with any other parties for similar services simultaneously.
13. The driver should have valid driving license when he is on duty for KSCSTE-NATPAC. A copy of his driving license should be made available to the NATPAC.
14. If any loss is caused to the KSCSTE-NATPAC due to the negligence or lapse on the part of the owner / driver, the owner of the vehicle along shall be held liable for all the damages caused to the KSCSTE-NATPAC.
15. The maintenance including cost of fuel and upkeep of the vehicle should be done without causing any inconvenience to KSCSTE-NATPAC and the owner shall make alternative arrangements to send another vehicle without any delay.
16. In case of accidents, KSCSTE-NATPAC shall not be liable to pay any damages or cost of repairs including legal charges to defend the case.
17. The vehicle should have necessary tourist permit to ply all over Kerala or outside the State as required by the KSCSTE-NATPAC.
18. Payment will be made on monthly basis against the trip sheets duly verified and certified by the authorized officer of KSCSTE-NATPAC. No advance payment will be made.
19. Payment will be made only through Account Payee Cheque in favour of the owner of the vehicle.
20. The vehicle and the driver should be ready to undertake long trips both inside and outside Kerala State as and when required by the KSCSTE-NATPAC. The driver shall not use alcohol or intoxicating substances while driving.

21. The KSCSTE-NATPAC shall not be responsible for any damage if any, caused to the vehicle during the contract period.
22. Regarding any other relevant terms and conditions which are not stipulated in this contract, the orders and rules issued by the Transport Department, Government of Kerala shall be followed in such cases and it shall be binding.
23. The meter indicating the kilometer run should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the KSCSTE-NATPAC campus at Pattom or Akkulam (depending upon the campus to which the vehicle is allotted).
24. The trip sheet will be kept for each day for the vehicle and the driver get it should countersigned by the officers travelling in the vehicle.
25. The contract will be valid for a period of one year from the date of execution of the agreement, which may be extended on mutual consent.
26. No increase on rates will be allowed during the contract period under any circumstances.
27. Statutory deductions such as GST, Income Tax and other duties and leviable will be deducted from the hire charges.

Sd/-
DIRECTOR (i/c)

HIRING OF VEHICLE ON CONTRACT BASIS

1	Name and address of the owner with Telephone number	
2	Type of vehicle (Hatch back / Sedan type / 7 seater SUV / MUV)	
3	Registration number and Permit number of the vehicle	
4	Date and year of registration	
5	Details of Insurance of vehicle, Name and Address of the Insurance Company and Validity of Insurance	
6	Whether the vehicle has been involved in any accidents or cases, if so furnish full details	
7	Minimum rate per KM up to 50 KMs	
8	Rate per kilometer for addl. Kilometer ie, beyond 50KMs per day	
9	Driver's Bata if any to be paid for out station duty per day in case the vehicle is used for duty outside Trivandrum District only	
10	Any other details to be furnished by the owner (Whether you can provide vehicle in any other district other than Trivandrum, if so give details)	

* All fields are mandatory

DECLARATION

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the notice and understood the terms and conditions stipulated in hiring my tourist taxi for the use of the National Transportation Planning and Research Centre and I agree to abide by the terms and conditions of the contract and also agree to arrange the vehicle as and when required if my quotation is accepted.

Place:

Date:

Signature of Applicant
Name & Address