

Sub: Vehicle Hiring Quotation

Kerala State Commission for Scheduled Castes and Scheduled Tribes (KSCSC&ST), invites Quotations from competent firms/persons having experience for providing a car (Swift Desire in White Colour/Toyota Etios in White colour/TATA Tigor in white colour/Honda Amaze or Honda City in white colour) vehicle on hire on Contract basis for a period of 1 year.

Terms and Conditions:-

1. Contractor/ Travel agencies shall provide a vehicle mentioned above (including driver and fuel) which are not more than 24 months old in excellent condition for the official use of the Registrar & office use in Kerala State Commission for Scheduled Castes and Scheduled Tribes
2. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Agency. In case of any accident, all repairs shall be done by the Agency without any liability to KSCSC&ST or its employees, with no delay.
3. In case the vehicle cannot be utilized due to maintenance/repairs, or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. If for any reason the Agency is not in a position to provide substitute vehicle as demanded by KSCSC&ST, then KSCSC&ST will be free to engage vehicles from the open market and debit the expenditure on account of it on the claims payable to the Agency. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed 3 hours.
4. A daily log book indicating the kilometre usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of the KSCSC&ST
5. Generally, the vehicle will be used in the whole state of Kerala.
6. Contractor shall have experience of not less than 1 year of serving a reputed Organization preferably Govt. Department/Agency in Kerala by providing vehicle.
7. The driver shall be competent, well dressed with decent behaviour and must be provided with a mobile phone by the contractor/service provider.

8. The Agency shall provide the said vehicles to the office of the KSCSC&ST from 8.30 a.m. to 7.00 pm on all days of the week including holidays, if required. The vehicle provided shall be at the disposal of KSCSC&ST. In case the vehicle is required to be made available by KSCSC&ST for use on any day prior to 8.30 am, the length of such time as the vehicle is provided prior to the normal time (8.30 a.m.) shall be deducted from 07.00 p.m. to find the normal duration of service on that day.
9. The Contract amount shall be inclusive of GST as applicable from time to time.
10. No request of hike in approved rate will be entertained during the contract period.
11. KSCSC&ST shall deduct TDS at the rates applicable from time to time as per the Income Tax Act, 1961 from the monthly bill submitted by the Agency.
12. KSCSC&ST name-board should be fixed on the vehicle.
13. KSCSC&ST will not be responsible for any damages/accident caused to the said vehicles or driver during the period of this contract.
14. The vehicle shall be parked at our premises in KSCSC&ST when not in use.
15. If the total running kilometre in a month is less than the fixed kilometre, the remaining kilometres will be carried over to the next month in a block of three months.
16. Agencies blacklisted by KSCSC&ST need not apply.
17. KSCSC&ST reserves the right to terminate the contract at any time without assigning any reason thereof. If the Agency wants to terminate the contract, they shall give one month's notice to KSCSC&ST.
18. Validity of the agreement will be for 1 year from the date of signing the agreement.
19. The vehicle allotted to KSCSC&ST should not be utilized for any other purpose.
20. The agency should have a valid PAN and GST Registration.

21. In case of breach of any terms and conditions mutually agreed upon KSCSC&ST will have the right to terminate the contract without assigning any reason thereof, and the agency shall make good the loss and shall also be penalized @20% of monthly rate.
22. Sealed Quotations shall be received at the Commission office before 3.00 PM on 25.01.2025. The quotations will be opened in the presence of bidders at 3.30 PM on 25.01.2025 at KSCSC&ST Office, Kanaka Nagar, Vellayambalam, Kowdiar P.O, Thiruvananthapuram-03.

The quotes should contain the following details in the format given below:

- a) Make, model, vehicle No. and manufacturing year of the vehicle. If ownership registration is not with the contractor, then agreement with the owner needs to be submitted.
- b) Minimum charges for 2000 km (with GST/without GST) per month.
- c) Additional charges for additional kilometre above 2000 KM
- d) Outstation allowance
- e) Overtime charges payable to the driver after exceeding minimum total working hours.
- f) The price quoted shall be firm and final for the entire period of contract.
- g) PAN No. and GST Registration No. should be included. Copy of the relevant document should also be submitted
- h) Experience certificate from Govt. Department/Agency serviced by the Contractor

In case details sought and the relevant documents sought are not submitted, the quotations will be disqualified. In case of further clarifications please contact: 9188916127

QUOTATION FOR RATE CONTRACT FOR HIRING VEHICLE

	Details of Agency	
I	Name & Address of the Travel Agency	
	Owner of the Agency	
	Email address	
	Mobile No.	
	PAN No.	
	GST Registration No.	
II	Details of Vehicle offered	
	Make of the vehicle	
	Model of the vehicle	
	Manufacturing year of vehicle	
	Ownership details of vehicle	
	Vehicle registration No.	
III	Details of Rate on contract basis	
	Minimum charges for 2000 km per month (with GST/without GST)	
	Additional charges for additional kilometre above 2000 km	
	Outstation allowance/Bata	
	Overtime charges payable to the driver after total working hours (8.30 am to 7.00 pm)	

IV	Details of experience (Provide details of Government department/ PSU/ Organisation, where cab service on contract basis is provided)	
Sl No.	Government department/ PSU/ Organisation	Period

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

Date : 16.01.2025

(Sd/-)
Anil P. Antony

To,

Registrar
Kerala State Commission for SC and ST
Ayyankali Bhavan, Kanaka Nagar
Kowdior P.O., Thiruvananthapuram