

KERALA SOCIAL SECURITY MISSION



TENDER NO. P1/13443/18/KSSM

TENDER DOCUMENT

For

***HIRING OF AC VEHICLE ON CONTRACT BASIC FOR THE USE OF
CHAIRPERSON, KSSM POOJAPPURA, THIRUVANANTHAPURAM***

Issued to _____

Last Date and Time for issue of Tender: 3.00 pm 4-9-2019

Last Date and Time for receipt of filled Tender: 2.30 pm 5-9-2019

Date and Time of Opening of Tender : 3.00 pm 5-9-2019

NOT TRANSFERABLE

Terms and conditions

1. The vehicle along with driver should be available for the use of the Office of Chairperson, KSSM on 24x7 bases.
2. **The vehicle will be used upto 2000 km's per month, for usage over and above 2000 Km the contractor can claim for exceeding kilometers usage as per the rates fixed by Govt. of Kerala from time to time. The excess usage will be computed and paid only 6 months period based on a detailed computation summary which shows the total excess usage at the end of the contract period**
3. All maintenance work to the vehicle will have to be done by the contractor
4. The rates for each category of vehicle contracted on monthly basis may be quoted separately.
5. Fuel for the vehicle will be provided by Contractor
6. No separate bata for drivers will be given even for outstation duties.
7. The initial contract shall be signed for 12 months which can be extended further based on reliability and performance.
8. The rate quoted should include wages to the driver, maintenance charges, fuel, statutory taxes and any other charges for providing vehicle in good running condition.
9. Vehicle with reasonably high mileage will be preferred.
10. Drivers for out station duties have to make their own stay arrangements.
11. **EMD is liable to be forfeited if the contractor is not prepared to provide the vehicle after awarding the contract to him.**
12. Tender is to be accompanied with an EMD of Rs 3,120/- for each category (Rs. Three Thousand One Hundred and Twenty only) by way of demand draft (in favour of Executive Director, Kerala Social Security Mission, Poojappura, Thiruvananthapuram). Tender without EMD will be summarily rejected. EMD remitted will be forfeited if the tenderers withdraw from the tender or fail to carry out the work, after work is awarded.
13. An amount of Rs.3,120/- is to be remitted as security deposit by the successful tenderer, for each category of vehicle for which agreement is signed/work awarded.
14. The contractor shall provide and keep the vehicles in good running condition and supplied of all road taxes, insurance etc. shall be paid and borne by him. If and when the regular driver is not available, contractor should arrange driver and shall be paid and borne by him.

15. There shall not be any price hike in the rates quoted during the current period of the contract.
16. In case of an accident while the vehicle is being driven by the contractor's driver, all repairs shall be done by the contractor without any liability to KSSM or its employees. In case the vehicle is not available due to some breakdown or taken for service, the contractor shall make arrangements to provide an alternative vehicle of the similar category at his own cost, / if he failed to provide a vehicle, the expenses incurred in this office in this regard for making alternate arrangements will be deducted from the contractor from his monthly hire charges payable to him by the company from his security deposit.
17. Terms and conditions of contract quoted and accepted by the KSSM shall not be altered during the contract period.
18. The log book shall be kept in the safe custody in the vehicle by the driver who shall get the same filled up for journeys undertaken by the concerned officials. The log book shall be made over to the authority passing the bill. The log book shall be submitted to the controlling officer every month for verification. It is the responsibility of the successful contractor that the completed log book is made over to the controlling officer before the contract is terminated.
19. No advance will be made and the payment will be made on a monthly basis on presentation of Bill after deducting statutory recoveries, along with necessary certificate of usage.
20. In case of non-availability of the vehicle on any day, in case of non-provision of vehicle continuously for a period of more than three days or failure to attend repairs and replacement promptly to our satisfaction, it shall be treated as breach of contract, and the EMD shall be forfeited and contract may not be continued any further.
21. The meter indicating the kilometer run should be accurate and in working order as per the regulation of the relevant Regional Transport Authorities concerned.
22. Normally the contract will be awarded to the lowest Tenderer, but KSSM reserves the right to reject any or all the Tenders without assigning any reason. If any dispute arises in the contract, the same shall be referred to the Executive Director, Kerala Social Security Mission, Poojappura, Thiruvananthapuram or any other officer nominated by him for the purpose, and his decision shall be final and binding and provision of law relating to arbitration for the time being shall apply to such arbitration.

23. The first registration of the vehicle should be on or after 01/01/2018. Fresh vehicle will also be considered, subject to the condition that if it gets the tender, the new vehicle must be provided within 10 days, failing which the tenderer gets disqualified.
24. A regular driver should be available throughout the contract period and he should be well dressed (white shirt and black pants) well behaved and professional skilled to drive any make of vehicle. Any laxity of the behaviour of the driver shall be treated as breach of contract resulting in a cancellation of contract and forfeiture of Security deposit.
25. If services of the contractor are not satisfactory, KSSM reserves the right to cancel the contract at any point of time without giving any reasons / notice thereof.
26. No advance will be made and the payment will be made only on a monthly basis on presentation of bill after deducting statutory recoveries.
27. The Tender should be submitted in sealed cover only duly superscribed "**Tender for hiring of OFFICE VEHICLE for the use of Chairperson, KSSM**" and should be addressed to the Executive Director, Kerala Social Security Mission, Poojappura, Thiruvananthapuram. So as to reach him not later than 2.30 pm on 5-9-2019. The Tenders will be opened at 3.00 pm on the same day in the presence of the Tenderers who are present. No individual communications will be sent in this regard.
28. Any other information required may be available from the office of the Executive Director, KSSM, Poojappura, on all working days between 10 am to 5.30 pm.
29. The vehicle should come under contract permit, Insurance, taxes and any other statutory requirements, lubricants and maintenance of the vehicle in good condition shall be the responsibility of the Agency.
30. In case of accident, all repairs shall be done by the Agency without any liability to KSSM or its employees, or the vehicle using officers, with no delay.
31. In case the vehicle cannot be utilized due to maintenance/ repairs or non-availability of driver, a suitable replacement vehicle with driver shall be provided without any loss of time. Alternatively during the absence of driver / non-availability of the vehicle, the agency is liable

to compensate an amount equal to the expenditure incurred by the KSSM for alternative arrangement or transport.

32.The vehicle will be used throughout Kerala, if it required it may be used for outside the State also. In such cases, no additional charges will be paid extra for the driver.

33.I also agreed to run this vehicle as per the mileage certificate given by the Technician.

34.This is website copy and is not valid for tendering. Original Document can be purchased directly from the office of KSSM (10 am to 5 pm, on all working days) for Rs 600/- (INR Six Hundred Only).

Category of Vehicle: (AC/, Full option vehicle with Airbag) 2018 model

- 1) Honda City
- 2) Maruthi Ciaz
- 3) Honda Civic

All the other terms and conditions as contained in the Tender notice issued to the Agency will be valid.

Sd/-
Executive Director
Kerala Social Security Mission,
Poojappura, Thiruvananthapuram

**TENDER FORM FOR HIRING OF AC VEHICLE ON MONTHLY BASIS FOR THE
USE OF CHAIRPERSON, KSSM, POOJAPPURA, THIRUVANANTHAPURAM**

1.	Category of vehicle	:	
2.	Office in which the vehicle to be attached	:	
3.	Name, Address, email id & phone nos. of Tenderer	:	
4.	Details of Vehicle	:	
	i. Make	:	
	ii. Capacity	:	
	iii. Model	:	
	iv. Mileage	:	
	v. RC Particulars, Insurance, Badge & Driving license (Attested copy should be enclosed)	:	
5.	Monthly charges for the vehicle (as per conditions stipulated)	:	

I agree to provide the vehicle as per the terms and conditions mentioned, and at the rate quoted above.

Signature :

Name :

Place :

Date :

Witnesses:

1.

2.

FORM OF TENDER

From

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To

Executive Director,
Kerala Social Security Mission,
Poojappura, Thiruvananthapuram

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Government, at the rates quoted against each item. The articles will be delivered within the time and at the place s specified in the schedule.

I/We am/are/ have separately remitted the required amount of Rs.....(Rupees.....
.....only) as EMD.

Yours faithfully

Signature.....

Address.....

Date :