

**KERALA RURAL WATER SUPPLY & SANITATION AGENCY**

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KRWSA-PMU/3052/2017-AD2(ADMIN)**15-11-2023**

Sealed competitive quotations are invited from Individuals / Firms / Vehicle operators for hiring vehicle (with valid Taxi Permit) of **MARUTI SUZUKI CIAZ OR HYUNDAI Verna OR HONDA CITY OR HONDA AMAZE OR MARUTI ERTIGA** (All Vehicles make 2020 or later) with driver on hire for office use of the Agency on monthly contract basis. Terms and Conditions of the contract are attached separately.

Interested parties may submit their proposal for hiring the vehicle on monthly contract basis in the prescribed format to the undersigned on or before **21/11/2023, 11.00 am.**

The Quotations will be opened **on the same day at 11.30 am** in the presence of the bidders or their representatives who choose to attend. Quotations should be in sealed cover in the prescribed format properly super ' 'Quotations for hiring of vehicle to KRWSA' ' in the address given above.

**DIRECTOR (Finance & Administration) i/c
For EXECUTIVE DIRECTOR**

To

Tourist Vehicles Operators,
PMU Notice Board
KRWSA Website

QUOTATION FOR HIRING OF VEHICLES FOR KRWSA ON MONTHLY BASIS

SL.No	Description	Details
1	Name and Address of the Owner	
2	Telephone Nos	
3	Email Id	
4	Reg.No.of the Vehicle	
5	Model and Make	
6	Permit No & Validity	
7	Hire charges for a distance up to 1500 Km (inclusive GST) (Rs)	
8	Rate per Km in excess of 1500 Km (Rs.)	
9	Any other details (Please specify)	

Place
Date
Firm

Signature
Full Name of the Proprietor /

PAN

Terms and Conditions for the award of contract for hiring vehicle

1. Individuals owning one or more vehicles can quote for supplying the vehicle,provided all other eligibility conditions are satisfied.
2. The vehicles should be in good running condition, hygienically maintained, having good and decent upholstery. Vehicle should be maintained in perfect condition throughout the contract period. All vehicle records such as Registration Certificate,

Insurance, Fitness Certificate, Permit etc should be up to date. The bidder shall also provide qualified and experienced driver having a valid driving license with mobile phone.

3. Frequent change of drivers is not allowed. The change of driver of the vehicle shall be either on the direction of KRWSA or with the prior approval of KRWSA.

4. The assured KM run / month shall be 1500 Kms. Rates should be inclusive of GST. The excess kilometers run shall be carried over to the next month or adjusting against total distance to be covered in the Quarter. The distance unused shall also be carried over in the similar manner for adjustment in the Quarter.

5. The contract period will normally be twelve months from the date of execution of the Agreement. KRWSA will have right to extend the contract period for another one year on the same terms and conditions.

6. The supplier should maintain date wise account of journeys performed the vehicle in the Log Book given and submit the same to KRWSA duly countersigned by the officers. The rates quoted will remain unchanged during the contract period under any circumstance. During the period of contract toll / parking fee etc paid during official use will be reimbursed on production of the receipt.

7. The vehicle should be provided on all days in a month and at any time including holidays to take any trips whether long or short at the direction of the authority and shall be used exclusively for KRWSA purpose.

8. The Km at the time of reporting for duty / release from duty will only be reckoned for calculation of the total kms run or hours used.

9. KRWSA will not be held responsible for any loss / damages to the vehicle, other properties, life or their unforeseen incident that may occur during the period of hiring vehicle. The contractor shall bear all expenditure connected with maintenance of the vehicle including salary of driver, cost of fuel, repair charge, service charge, etc

10. The contractor should see that the driver reports in the KRWSA office at 8.30 am every day unless otherwise informed in advance. For the purpose of reckoning the hire charges day means 12 hours from 8.30 am to 8.30 pm and night means 12 hours from 8.30 pm to 8.30 am. Drivers bata will be paid @ Rs.150/- per night, if the halt exceeds 3 hours beyond 8.30 pm. This is only for halts while traveling in Thiruvananthapuram District.

11. For all outstation trips, room rent for night halt shall be reimbursed to a maximum at Government Guest House base room rent and food expenses at the rate of Rs.200/- day on production of original bills.

12. The hired vehicles shall be made available for use round the clock on all days (including Saturdays and Sundays) as required.

13. The contractor is liable to make available a substitute vehicle, if the vehicle on contract is under repair / in case any inconvenience is experienced in the performance of trips / due to other reasons. If the contractor fails to provide a vehicle on specified time and date proportionate amount per day will be deducted from the monthly rental charges and if the party repeats the same for more than three times in a month, the contract will be terminated without any further notice.

14. Vehicle should be in proper condition to undertake long trips at short notice, even on informing over phone. The expenditure of the driver in the case of the outstation halts must be met by the supplier.

15. Km reading will start and terminate at the KRWSA's office. No mileage will be permitted for lunch, tea break etc. The milometer should be in good working condition

and accurate and in accordance with the regulations of the Motor Vehicles and Legal Metrology Departments.

16. The driver should be very polite and punctual and under no circumstances driver the vehicle under the influence of the any intoxicating drink or drug. The supplier shall be responsible for the conduct of the drivers. KRWSA have the right to discontinue hiring the vehicles if in the opinion of the officers of KRWSA by whatever designations such officers is called, the behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the supplier.

17. It will be responsibility of the supplier to see that the driver possesses the valid driving license and has got three years experience in driving the vehicle. The supplier will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.

18. Contractor as well as the driver of the vehicle shall obey all directions issued by the officers to which the contract vehicle is attached or other designated officers of KRWSA.

19. Payment will be made monthly on the basis of Log Book / Trip Sheets entries certified by the concerned officers. No advance payment on any account will be made.

20. The accepted bidder has to enter into an Agreement with KRWSA. True copies of RC books, permit and insurance of the vehicle to be provided for monthly use should be submit at the time of Agreement. Any change in the vehicle agreed should be made only with the written prior approval of the competent authority.

21. KRWSA has the right to accept or reject any or all quotations without assigning any reason thereof.

22. KRWSA employees or their relatives are not eligible to participate in this tender.

23. KRWSA reserves the right to terminate any contract after serving seven day notice in writing without assigning any reason thereof.

24. The agency shall be under no obligation to accept the lowest tender. The capability of the bidder, his performance etc will also be taken in to account along with rate quoted before finalizing the award of contract.

**DIRECTOR (Finance & Administration) i/c
For EXECUTIVE DIRECTOR**