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24/8/19

**GOVERNMENT OF KERALA
PLANNING & ECONOMIC AFFAIRS DEPARTMENT
BUREAU OF PUBLIC ENTERPRISES
GOVERNMENT SECRETARIAT, THIRUVANANTHAPURAM**

QUOTATION NOTICE FOR HIRING A VEHICLE

The Principal Secretary to Government, Planning & Economic Affairs (BPE) Department, Thiruvananthapuram invites sealed quotations for hiring an airconditioned vehicle of the type Mahindra Bolero, Maruti Suzuki Swift Dzire, Honda Amaze, Tata Indigo etc. (preferably new one or not older than three years) with Driver, for office use for a period of one year, extendable upto three years on a year to year basis, subject to satisfactory performance. Quotation form is available in the Government website (www.kerala.gov.in) and in the office of the Planning & Economic Affairs (BPE) Department. The last date of submission of quotation is 06.09.2019 at 3.00 PM.

Terms and Conditions

1. Quotation rate should be for a minimum of 2000 km per month. This rate must include maintenance, fuel charges, wages of the driver, bata, GST etc. The vehicle need not be a commercial vehicle.
2. If the vehicle travels beyond 2000 km per month, the rate exceeding this distance per kilometer must be specified.
3. The quotation should be in sealed cover and superscribed "**Quotation for hiring a vehicle for BPE**" and addressed to the Director, Bureau of Public Enterprises, Planning & Economic Affairs Department, Room No. 505 B, Annex 1, Govt. Secretariat, Thiruvananthapuram 695001.
4. The sealed quotation should reach the Director., Planning & Economic Affairs (BPE) Dept., Room No. 505 B, Annex 1, Govt. Secretariat, Thiruvananthapuram on or before 06.09.2019 at 3.00 PM along with a **demand draft for Rs.10,000/- (Rs. Ten thousand only) drawn in favour of the Under Secretary to Govt., Planning & Economic Affairs (BPE) Department, Government Secretariat, Thiruvananthapuram towards EMD which will be refunded to unsuccessful bidders.**

5. Quotation will be opened on 06.09.2019 at 4 PM. Quotations opening can be attended by the bidders or their representatives. Late quotations will not be considered on any account.

6. The successful bidder has to execute an agreement on a stamp paper worth ₹200/-. The EMD received will be kept as security deposit, which will be released without interest on completion of the term of agreement.

7. The Principal Secretary to Government, Planning & Economic Affairs Department, Govt. Secretariat, Thiruvananthapuram reserves the right to accept or reject all or any vehicles registered on or after 01.09.2016. New vehicles or vehicles in excellent condition alone will be considered. The vehicle should be made available to Planning & Economic Affairs (BPE) Department on a full time basis.

8. All documents like Registration book, vehicle insurance etc. should be kept valid till the completion of the contract period. Attested copies of these documents should be provided at the time of executing the agreement.

9. The driver authorised to drive the vehicle should have a valid driving licence and badge and experience of atleast 5 years. Attested copy of these should be made available to the Planning & Economic Affairs (BPE) Department. No compromise will be made by the Department towards punctuality, cleanliness, obedience and behaviour of the driver deployed.

10. If any loss is caused to the Planning & Economic Affairs (BPE) Department due to the negligence or lapse on the part of the owner/driver, the owner alone shall be held liable for all the damages caused to the Planning & Economic Affairs (BPE) Department. The Department will not be responsible for any loss, damage or accident to the vehicle or any other vehicle or injury. The vehicle should be insured in all respect by the tenderer. All liabilities, arising out of any legal disputes, accidents etc. shall be borne/paid by the owner of the vehicle and the Department shall not be liable in any manner whatsoever.

11. The maintenance including cost of fuel, wages of the driver and upkeep of the vehicle will be vested with the owner. Maintenance works should be done without causing any inconvenience to this Department and the owner shall make alternate arrangements to send another vehicle without any delay. For failure to provide another vehicle as per the terms and conditions of the agreement a penalty of Rs.1000/- per day will be charged and the same will be recovered from the bill.

12. No advance payment will be made by the Department. Payment will be made on monthly basis against the bills, duly verified and certified by the authorised officer of this Department.
13. Payment will be made only through bank account of the agency/owner who executes the agreement.
14. The vehicle and the driver should be in a condition to undertake long trips inside Kerala State as and when required by this Department.
15. The Planning & Economic Affairs (BPE) Department shall not be responsible for any damage caused to the vehicle during the contract period.
16. Proper log book should be maintained for the vehicle and it should be got countersigned by the officer travelling in the vehicle.
17. The contract will be valid for a period of one year, extendable up to 3 years, from the date of execution of the agreement.
18. No increase on rates will be allowed during the contract period under any circumstances. Rates should include duties and taxes applicable, if any.
19. For any queries, contact Director, Bureau of Public Enterprises, Planning & Economic Affairs Department, Room No. 505 B, Fifth floor, Annex 1, Govt. Secretariat, Thiruvananthapuram. Phone 0471 2323293, 2517215.

Sd/-
Director
for Principal Secretary to Government
Planning & Economic Affairs (BPE) Department
Govt. Secretariat, Thiruvananthapuram.



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QUOTATION FORM FOR HIRING A VEHICLE

1. Name & address of the owner with telephone number and mobile number :
2. Registration number of the vehicle :
3. Date & year of registration :
4. Details of insurance of vehicle, name & address of insurance company and validity of insurance :
5. Whether the vehicle has been involved in any accidents or cases, if so, furnish full details :
6. Minimum rate per kilometer for plying upto 2000 km per month :
7. Rate per km for additional use of vehicle beyond 2000 km (calculated on 6 months period) :
8. Driver's bata, if any, to be paid for outstation duty per day, in case the vehicle is used for duty with outstation halt :

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 quotation notice and understood the terms and conditions stipulated in hiring my vehicle for the use of the Director, Planning & Economic Affairs (BPE) Department, Government Secretariat, Thiruvananthapuram 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 the applicant
Name: