

**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT
CORPORATION (KINFRA)**
(A Statutory body of Govt. of Kerala)

KINFRA House, TC 31/2312, Sasthamangalam, Thiruvananthapuram - 695010
Tel: 0471 2726585 / E mail: hr@kinfra.org / Web: www.kinfra.org



TENDER DOCUMENT

Tender No : **Tender No. KIN/II/4(iii)/2024-25**

Name of Work : **Hiring of an AC Maruti Ertiga car on contract basis for the official use of KINFRA Corporate Office, Sasthamangalam for one year.**

**TENDER DOCUMENT FOR HIRING OF VEHICLE PURELY ON CONTRACTUAL
BASIS FOR ONE YEAR**

TENDER NO. KIN/II/4(iii)/2024-25

Issued to

Received a sum of **Rs.354/- (Incl. of GST)** (Rupees Three Hundred Fifty Four only, Incl of GST) towards the cost of tender document as per the detailed below: -

Cash Receipt No.....dt.

Signature of Issuing Officer

TABLE OF CONTENTS

QUALIFYING BID DOCUMENT		
Sl.No.	Particulars	Page No.
1.	Notice inviting tender	4-5
2.	Schedule to the invitation of Tender	6
2.	Scope of work	7
3.	Eligibility criteria	7
4	Service Provider's obligations	7-9
5.	General (Commercial) conditions	9-12
6.	Technical Bid	13

FINANCIAL BID DOCUMENT		
Sl.No.	Particulars	Page No.
1.	Financial bid (Schedule of requirement and hire charges)	14

NOTICE INVITING TENDER

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA), a statutory body of Government of Kerala invites sealed tender under two cover bid system (Technical and Financial Bid), super scribed, competitive tenders for hiring of car from prospective cab service providers / agencies. The details of the vehicles (estimated requirement) to be hired are as follows:

Sl. No	Brand Preferred	Qty	Minimum Kms / Month	Drivers Hours	Period of Contract
1	AC Maruti Ertiga, registered on or after 01/01/2022	1 No	2000 KM / Month	250 Hrs / Month	1 Year

1. Tender Purchase:

Tender document can be purchased from the office of KINFRA (KINFRA House, TC 31/2312, Sasthamangalam, Trivandrum - 695 010, Phone: +91471-2726585), on all working days between 9.30 AM and 05.00 PM from **16th August, 2024 to 27th August, 2024 (the sale will be upto 11.00 AM only on 27th August, 2024)** on a payment of Rs.354/- (inclusive of GST). Bidder has to submit request for issue of document.

The tender document may be downloaded from the official website of KINFRA (www.kinfra.org). The Bidders who download the tender document from the official website should furnish the tender fee/cost of Rs.354/- (including 18% GST) by Demand Draft in favor of Managing Director, KINFRA payable at Trivandrum along with bidding documents and EMD.

2. Tender Submission: Bidder shall submit their offer in two cover system:-

Cover-1 to be addressed and super scribed '**PART-1 Technical Bid**' and should contain all the prequalification documents along with EMD and Tender Fee (DD / receipt). The name of the work – "hiring of an AC Maruti Ertiga on contract basis for the official use of KINFRA" and the name and address of the bidder should be written on the cover.

Cover-2 to be addressed and super scribed '**PART-2 Financial Bid**' and the name of the work - "hiring of an AC Maruti Ertiga on contract basis for the official use of KINFRA" and the name and address of the bidder should be written on the cover and to contain the financial bid document alone duly filled in, in the manner specified and signed on all pages.

Both **covers No.1 & 2** shall be put together in **cover No.3** and shall be duly sealed and indicate the name and address of the bidder. Sealed tender documents (Technical Bid and Financial Bid) along with EMD in pre-qualification cover as per instructions in the Tender document should be addressed to Managing Director, Kerala Industrial Infrastructure Development Corporation (KINFRA), Trivandrum-695010 and super scribed "Hiring of an AC Maruti Ertiga on contract basis for the official use of KINFRA" and must be dropped in the tender-box placed at reception counter of Head Office of Kerala Industrial Infrastructure Development Corporation, Sasthamangalam, Trivandrum latest by **12.00 Noon on 27th August, 2024.**

3. Last date for submission / receipt of tender(s) is **27th August, 2024, 12.00 Noon**. The technical bid received will be opened in the presence of available tenderers or their authorized representatives on the same day at **02.00 PM** in the KINFRA Head Office, Sasthamangalam, Trivandrum. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day. The tenders received after the above said scheduled date and time will not be considered. No tender by Fax / email electronic means will be entertained.

The conditions to be followed for hiring car are as follows:

1. Presently we are hiring only one vehicle for head office, KINFRA, Trivandrum. The vehicle provided shall be an AC Maruti Ertiga Car registered on or after 01/01/2022.
2. Vehicle will be kept at disposal of KINFRA. It is expected to cover 2000 KM in a month and the rate for 2000 KM per month has to be quoted by the Contractor, which will be paid on monthly basis. The rate for additional coverage that is over and above 2000 KM will be paid as extra and for that also rate to be quoted by the Contractor, which will be paid on a six months block basis.
3. Permanent drivers shall be deputed for driving the vehicle. The total working hours of the Drivers will be 250 hours per month at no extra cost. Overtime charges (beyond 250 hrs / month) and outstation charges will be payable at the rate (amount to be quoted by the contractor) per hour (contractor to quote) calculated on monthly basis.
4. Vehicle will be deployed in Trivandrum District, but if required it may be used for outstation duty also (except Trivandrum District). In such cases, the additional amount (to be quoted by the Contractor) for such duty (per day) which are to be as extra allowance to the drivers.
5. The vehicle provided should have all Kerala taxi permit.
6. The security deposit shall be 5% of annual contract value and EMD as Rs.1250/- as DD from a Scheduled / Nationalized bank in favour of Managing Director, KINFRA Trivandrum, payable at Trivandrum.
7. If the tender is accepted and work order is issued to the Lowest bidder, the contractor shall execute an agreement with KINFRA, in stamp paper worth Rs.200/.
8. Further details can be obtained from the KINFRA Office during working hours (9.30 AM to 5.00 PM, Contact No. 0471 2726585).

Managing Director

Schedule to the invitation of Tender

1.	Designation and address of the authority inviting tender	Managing Director, Kerala Industrial Infrastructure Development Corporation, KINFRA House, Sasthamangalam P O, Trivandrum
2.	Tender No.	KIN/II/4(iii)/2024-25
3.	Name of work	TENDER DOCUMENT FOR HIRING OF VEHICLE PURELY ON CONTRACTUAL BASIS FOR ONE YEAR FOR THE OFFICIAL USE OF KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)
4.	Time and date of selling Bid document	From 09.30 AM, 16 th August, 2024 to 11.00 AM, 27 th August, 2024.
5.	Time and last of date of submission of tender	12.00 Noon, 27 th August, 2024.
6.	Time and date of opening of tender	2.00 PM, 27 th August, 2024.
7.	Minimum validity of tender offer	90 days
8.	Type of commercial vehicles required (model of vehicles)	1 no. of AC Maruti Ertigo Car (registered on or after Jan 2022)
9.	Duration of the contract	1 year
10.	EMD	Rs.1250/-
11.	Security Deposit	5% of the annual contract value
12.	Cost of tender document	Rs.354/- (Incl. of GST)

SCOPE OF WORK

1. The vehicle is required as per necessity within the day from date of receipt of work order. The contract vehicle is for the use of KINFRA.
2. The bidder / contractor is required to provide commercial vehicle fully conforming to RTA / RTO regulation along with fuel, driver etc. and to carryout periodical maintenance and execute the work through their supervisor.
3. The car will be required to run a minimum distance as specified in a month and is required to run on all days of the month including Sundays and holidays. The additional KMs, if any, will be paid at the rate agreed upon calculated on a 6 months block basis. The rates for extra hours beyond 250 hours per month on a per hour basis may be quoted, period less than an hour is not be counted.
4. The log book is to be maintained by the contractor as per Performa to be specified by the Organization, which is to be acknowledged by the controlling officers. In case of loss of the said Logbook, the controlling officer's decision regarding payment will be final.

Eligibility Criteria

1. If there is any service deficiency/complaint against the contractor or from any of the earlier contract, then the applicant shall stand disqualified.
2. Should have PAN.
3. The first registration of the vehicle should be on or after 1st January 2022. (Attach a copy of registration).

Service Provider's obligations

1. The contractor shall provide and keep the vehicles in good running condition and supplies of all oils, fuels. Road taxes and insurance, if any shall be paid and borne by him. The first registration of the vehicle offered should be on or after 1st Jan 2022. The vehicle will be kept at the disposal of KINFRA. If and when the driver is not available, the vehicle, if required may be operated by any one as nominated by KINFRA.
2. The bidder/contractor is required to provide commercial vehicle fully conforming to RTA/RTO regulation along with fuel, driver etc and to carryout periodical maintenance and execute the work through their supervisor.
3. The log book is to be maintained by the contractor as per Performa to be specified by the Organization, which is to be acknowledged by the controlling officers. In case of loss of the said Logbook, the controlling officer's decision regarding payment will be final.
4. While on duty, the driver should keep with him the proper and up-to-date records of the vehicle and his valid driving license.
5. A permanent driver shall be allotted for driving the vehicle. A suitable replacement, acceptable to KINFRA, can be provided for short periods only, during sickness/leave of the driver.

6. The courtesy and good behaviour on the part of the driver is important. Discourteous or careless driver shall be replaced on demand.
7. The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case the vehicle is withdrawn for maintenance/repair/breakdown, a substitute vehicle should be provided forthwith.
8. The contractor should be registered with the authority concerned of the State or Central Govt. and should fulfil the conditions prescribed in Section 66 of Motor Act, 1988 for hiring of vehicle. The Contractor must ensure that the vehicle remain under insurance cover for the entire period of contract.
9. The liability arising out of accident of the hired vehicle under relevant sections of relevant motor vehicle Act and IPC shall solely be on the contractor. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
10. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws or regulations shall be deemed to be breach of this contract if not adhered to.
11. The vehicle shall always be provided with good upholstery, clean seat covers, comfortable seat cushions and other basic fittings/accessories for maximum comfort of passengers.
12. Drivers of vehicle must be provided and should maintain mobile phones. No extra charges would be paid by KINFRA for the same.
13. Insurance: The provided vehicle must be fully and comprehensively insured the risk to the driver and all passengers also.
14. The vehicle sent to KINFRA Office on requisition must have all relevant documents like registration book, driving license, insurance, road tax receipt/permit fee/pollution certificates/ passenger tax/border tax/mobile phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulations being in force from time to time.
15. Accuracy of the meters will be checked periodically by any authorized officer of KINFRA and reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken would be adjusted, besides any other penal action as decided by KINFRA, which may even lead to the termination of the Contract.
16. Driver's food expenses and all other miscellaneous expenses during either local or outside duty will be the service provider's responsibility.
17. No vehicle should be supplied having registration in the Name of employees of KINFRA or their close relatives.

18. No liability whatsoever for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt in this regard and the service provider shall indemnify KINFRA against any/all claims which may arise under the provisions of various Acts, Govt. orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
19. There should be a first aid box and air freshener spray in the vehicle.
20. Vehicle must be parked at KINFRA premises or place directed by authorized officials of KINFRA after office hours.

General Conditions

1. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.
2. The make of vehicle should be specified and the model should not be earlier than specified date. The vehicle must have a valid taxi permit to run in the territory of Kerala.
3. The Applicant contractor/Registered owner should be a firm/individual having fleet of the above-mentioned vehicle in their name or having agreement with owners in non-judicial stamp paper that they have deployed the cars with the agency under their disposal and will be able to provide to KINFRA on monthly hiring basis. Copy of the registration certificate/agreement should be enclosed with the technical bid.
4. The liability on account of fuel, driver and all expenses relating to maintenance, insurance, parking etc. of the vehicle should solely and wholly, be the responsibility of the contractor and KINFRA will not bear any liability apart from the hiring charges.
5. The rates/contract would remain normally valid for one year from the date of agreement with the contractor. However, KINFRA has the right to terminate the contract/agreement by giving one month's notice without assigning any reason.
6. The offer of the Applicant Contractor/Registered owner who do not fulfill the required qualification and who do not furnish full documentary evidence will be summarily rejected. Any misleading information will be rescinded leading to disqualification of quotation.
7. It is the responsibility of the contractor to make all necessary statutory payments in respect of the drivers engaged and shall indemnify the Corporation from any claims arising thereof. The drivers so engaged shall under no circumstances be treated as employees of the Corporation.
8. Office contact details along with Land Line and mobile numbers to be provided where requisition of vehicles can be conveyed 24 hours.
9. Assign driving to only qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the officers/officials.

10. Attested copies of valid documents of the vehicle (RC Book, permit, insurance etc) driving licenses of the driver etc. should be submitted along with the offer, without which the offer will not be considered. The vehicle should also be produced for inspection of its condition, if required.
11. Drivers are to be provided with uniforms as required under the rules, which shall be worn by them all the time while on duty.
12. Smoking, chewing of pans and alcoholic habits of drivers are strictly prohibited while on duty as well as in our office campus.
13. Driver allotted should not be changed without valid reasons and the same should have prior approval from KINFRA.
14. Vehicles, mentioned in the Contract Document, should not be changed without valid reasons and the same should have prior approval from KINFRA.
15. In case of non-reporting due to breakdown of vehicles or for any other reason, the agency/contractor will have to make immediate alternative arrangement under intimation to the users of the vehicle and strict care should be taken so that normal services are not disturbed/disrupted due to non-reporting of the vehicles.
16. Vehicle must reach the user at least 30 minutes before the assigned time. In case of any unforeseen happenings and breakdown of the vehicle, contractor will inform the user and arrange prompt replacement of car/s.
17. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the default is as under: -

Sl.No.	Nature of Default	Penalty amount in Rupees
1.	Late reporting	Rs.250/-hour or part thereof.
2.	Non-Reporting	Rs.1000/-day or actual expenditure incurred by KINFRA for hiring another vehicle, whichever is higher.
3.	Poor maintenance of vehicle/Unclean or non-road worthiness of vehicle deployed	Rs.250/-incident
4	Refusal of duties/Misbehaviour of driver /disobeying of instruction from officers of KINFRA.	50% of proportionate contract charges per day (i.e., (Monthly contract value/25) *one day
5.	Any lapse noticed during operation of contract other than listed in clause of penalties	Rs.250/- incident
6.	Older model (other than prescribed model)	20% reduction in quoted rate for each day of default.

18. The rates quoted include wages to the driver, cost of fuel, maintenance charges or any other charges, and for providing vehicle in a good running condition with good interiors. In the case of an accident while the car is being driven by the contractor's driver, all repairs shall be done by the contractor without any liability to KINFRA or its employees. In case, due to some breakdown, the vehicle is not available, the contractor shall make arrangements to provide alternate vehicle (with equivalent or more seating capacity) at his own cost, within a reasonable time. If an alternative vehicle is not provided, or if the alternate vehicle provided is not as specified and acceptable to KINFRA, it will be treated as a case of non-availability of vehicle and a penalty imposed, accordingly.
19. In case of unavailability of vehicle continuously for a period more than one week, it shall be treated as breach of contract.
20. The charges for additional KMs/additional hours, if any, will be paid at the rate agreed upon, calculated on a 6 months' block period.
21. Rates, terms and conditions of contract quoted, once accepted by KINFRA shall not be altered during the period of the contract (normally for one year) for any reason and shall be valid till the expiry of contract, for one year from the date of award. The contract can be terminated by giving a notice of one month on either side.
22. The log book shall be kept in the safe custody of the Driver, who shall get the same filled up for journeys undertaken by the officials of KINFRA daily. The log book shall be made over to the authority passing the bill. The log book shall be submitted along with the bill to the Controlling officer. It is the responsibility of the successful tenderer that completed log book is handed over to the Controlling Officer before the contract is terminated. The contract will be normally for one year from the date on which the vehicle starts plying and the tenderer should execute an agreement with KINFRA to that effect in a stamp paper not less than Rs.200/.
23. The driver shall be well dressed and well behaved. Any laxity of the behaviour of the drivers shall be treated as breach of contract resulting in cancellation of contract. Drivers of vehicle must be provided and should maintain mobile phones. No extra charges would be paid by KINFRA for the same. Attested copies of valid documents of the vehicle (RC Book, permit, insurance etc.) should be submitted along with the offer, without which the offer will not be considered. The vehicle should also produce for inspection of its condition, if required.
24. The tender should be sent in sealed cover only, duly super scribed "Tender for hiring of vehicle for an AC Maruti Ertiga Car on contract basis for the official use of KINFRA" and should be addressed to the Managing Director, **KINFRA, KINFRA House, TC 31/2312, Sasthamangalam P O, Trivandrum – 695010, so as to reach not later than 27th August, 2024, 12.00 Noon**. The tenders will be opened at **02.00 pm** on the same day in the presence of those tenderers who are present.
25. **An EMD of Rs.1250/- (Rupees One Thousand Two Hundred Fifty only) is to be deposited with Managing Director, KINFRA by way of Demand Draft payable at Trivandrum**. EMD in the form of DD should be attached with the tender and the tenders without EMD will be rejected. The EMD of the unsuccessful

tender will be refunded soon after the tender is finalized. The successful tenderer shall remit an amount equivalent 5% of the annual quoted value as an interest free Security deposit, by Demand Draft from a nationalized/scheduled bank drawn in favor of Managing Director, KINFRA payable at Trivandrum, on award of the contract to him. After end of the contract period, the security deposit will be returned, after adjusting any amount due to KINFRA.

26. Normally, the contract will be awarded to the lowest tenderer, but KINFRA reserve the right to reject any or all the tenders without assigning any reason and to increase or decrease the number of vehicles to be engaged. If any dispute arises out of this contract, the same shall be referred to the Managing Director, KINFRA, at its Head Office located at Kerala Industrial Infrastructure Development Corporation, KINFRA House, TC 31/2312, Sasthamangalam, Trivandrum 695 010, 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.
27. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
28. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 300kms per day.
29. Any other information required may be had from the Office of Managing Director, KINFRA, Trivandrum 695 010, on all working days between 9.30 am to 5.00 pm.
30. The format annexed to this document shall be completely filled up, signed and sealed on all pages by the tenderer and submitted before the due date as mentioned in the tender were incomplete, partially filled up, quotations not containing all pages and unsigned quotations shall be summarily rejected.
31. Tender document can be purchased from the office of KINFRA (KINFRA House, TC 31/2312, Sasthamangalam, Trivandrum - 695 010, Phone: +91471-2726585), on all working days between 9.30 AM and 05.00 PM from 16th August, 2024 to 27th August, 2024 (**the sale will be upto 11.00 AM only on 27th August, 2024**) on a payment of Rs.354/- (inclusive of GST). Bidder has to submit request for issue of tender document. The tender document may be downloaded from the official website of KINFRA (www.kinfra.org). The Bidders who download the tender document from the official website should furnish the tender fee/cost of Rs.354/-(including 18% GST) by Demand Draft in favor of Managing Director, KINFRA payable at Trivandrum along with bidding documents and EMD.
32. **Rates quoted by tenderer shall be exclusive of GST.** The relevant rules of financial Act /GST shall be applicable. All statutory deductions like TDS etc. shall be deduced from the payment made to the tenderer during the contract.
33. The billing will be done on monthly basis. Bill should be neatly typed and submitted in duplicate, in connection with the service to this office in first week of the following month. Payment will be made within 20 days from the receipt of bill, clear in all respect through A/c Payee cheque / NEFT only. TDS shall be deducted.

Technical Bid

1.	Name of work	TENDER DOCUMENT FOR HIRING OF VEHICLE PURELY ON CONTRACTUAL BASIS FOR ONE YEAR FOR THE OFFICIAL USE OF KINFRA HEAD OFFICE, SASTHAMANGALAM, TRIVANDRUM			
2	Name of Travel agency/firm/Proprietor				
3.	Registration No. of travel agency/firm if any attach copy				
4.	Details of official representative to be contacted-complete address with proof				
5	PAN - attach copy				
6	Details of EMD				
Details of vehicle in procession/quoted					
Sl. No	Type(AC)	Make/model	Nos.	Registration number & Date of First Registration	Year of Manufacture

Note: Please attach extra sheet in support of your information, if required

To

The Managing Director
KINFRA
KINFRA House
Sasthamangalam
Trivandrum

FINANCIAL BID

Rates quoted for hiring of car on monthly basis (Price Bid)

Model of car	Fixed rate for a maximum distance of 2000 KM / 250 Hrs per month (in Rs) (Excl. GST)	Rate for additional distance in KMs beyond 2000 KM/ Month (Rate/KM) (Six Months Block basis)	Rate for extra hours beyond 250 hrs /Month (Rate/hour)	Driver's Bata
AC Maruti Ertiga Car registered on or after 01/01/2022				

Rates quoted by tenderer shall be exclusive of GST.

**Signature of the Tenderer
with full address and office seal**

Note: The quoted rate is inclusive of all taxes, duties excluding GST. The statutory deduction like TDS (Income Tax) shall be deducted from the payment.

Check List for the Tendered

1. *Have you read the tender document in full and understand?*
2. *Whether you have signed in all the pages of the tender?*
3. *Whether you have written the rates in figures and words in pen?*
4. *Whether the original full tender document is being submitted as offer?*
5. *Whether the EMD is enclosed as per the requirement?*

Signature of the tenderer with seal