

**KERALA INDUSTRIAL INFRASTRUCTURE  
DEVELOPMENT CORPORATION (KINFRA)**

**KINFRA HOUSE, T.C NO.31/2312, SASTHAMANGALAM, THIRUVANANTHAPURAM -  
695010**



**TENDER DOCUMENT**

**TENDER NO. KIN/II/4(iii)/2022-23**

**TENDER FOR HIRING VEHICLE ON  
CONTRACTUAL BASIS FOR ONE YEAR.**

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

**TENDER NO. KIN/II/4(iii)/2022-23**

Issued to

Received a sum of **Rs. 300/-** (Rupees Three Hundred + **18% GST** ) towards the tender fee as per the detailed below:-

Cash Receipt No.....dt.

Signature of Issuing Officer

Signature

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<b>QUALIFYING BID DOCUMENT</b>
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## NOTICE INVITING TENDER

KIN/II/4(iii)/2022-23

Date: 27.06.2022

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

SI.No	Brands Preferred	Quantity	Maximum KM Covered	Minimum Kms per Month	Drivers hours	Period of contract
1	AC Etios / Dzire / Xcent (model first registered on or after June 2017)	1 no	60,000 KM	2500 KM	315 Hrs / Month	1 Year

Tender forms and other details can be obtained from the office of KINFRA Corporate Office, KINFRA House, TC 31/2312, Sasthamangalam, Trivandrum during office hours (9.30 AM to 05.00 PM) (Ph: 0471 2726585) on all working days from 28<sup>th</sup> June, 2022 to 15<sup>th</sup> July, 2022, 11 AM.

Last date for submission / receipt of tender(s) is 15<sup>th</sup> July 2022, 03.00 PM which will be opened in the presence of available tenderers or their authorized representatives on the same day at 04.00 PM at 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.

- a) Presently we are hiring only one vehicle for official use of KINFRA Industrial Park, Kunnamthanam.
- b) The monthly charges quoted shall be covered in a calendar month which will also cover 315 driver hours. The payment alone will be admissible every month. Rate of excess KMS run if beyond minimum KMS specified, which is to be calculated and become eligible for payment on six months block period only i.e., rate per km run in excess of minimum KMS per month specified above i.e.,2500 KM / Month.

- c) Additional Charges for Drivers extra hours of work beyond 315 hours per month will be calculated and become eligible for payment only on monthly basis. Period less than an hour is not to be counted.
- d) Additional charges to be paid to the Drivers per day in the case of vehicle being used more than 100 KMS in one way to any district.
- e) The vehicle provided should have all Kerala taxi permit.

Managing Director  
KINFRA

Date:

### Schedule to the invitation of Tender

1.	Designation and address of the authority inviting tender	Managing Director, Kerala Industrial Infrastructure Development Corporation
2	Tender No.	KIN/II/4(iii)/2022-23
3	Name of work	TENDER DOCUMENT FOR HIRING OF AC Sedan Type (Etios / Dzire / Xcent) VEHICLE ON CONTRACTUAL BASIS FOR ONE YEAR
4	Time and date of selling Bid document	From 09.30 AM, 28 <sup>th</sup> June, 2022 to 11.00 AM 15 <sup>th</sup> July, 2022
5.	Time and last date of submission of tender	03.00 PM & 15 <sup>th</sup> July, 2022
6.	Time and date of opening of tender(Technical bid & price bid)	04.00 PM & 15 <sup>th</sup> July, 2022
7.	Minimum validity of tender offer	90 days
8.	Type of commercial vehicles required (model of vehicles)	1. AC SEDAN TYPE Car (Etios / Dzire / Xcent model first registered on or after June 2017)
9.	Duration of the contract	1 year
10	EMD	Rs. 1000/-
11	Security Deposit	3% of the annual contract value
12	Cost of tender document	Rs 300 + 18% GST

## **SCOPE OF PROVIDING VEHICLE**

1. The vehicle is required as per necessity within the day from the date of receipt of work order. The contract vehicle is for the use of KINFRA officials.
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 six months block period. The rates for extra hours beyond 315 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 Log book, the controlling officer's decision regarding payment will be final.

## **Service Provider's obligations**

1. The contractor shall provide and keep the vehicle in good running condition and supplies of all oils, fuels, road taxes, insurance etc. shall be paid and borne by him. The first registration of the vehicles offered should be registered on or after 1<sup>st</sup> June 2017. The vehicle will be kept at the disposal of KINFRA Industrial Park, Kunnamthanam. If and when the driver is not available the vehicle, if required may be operated by any one as nominated by KINFRA Industrial Park, Kunnamthanam.
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. Private owners registered vehicle will be engaged.
3. The logbook 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, 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 necessary. 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 (same model) should be provided forthwith.
8. 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 decent upholstery, clean seat covers, car freshners, comfortable seat cushions and other basic fittings / accessories for maximum comfort of passengers.
12. Drivers of vehicle must be provided with a mobile connection. 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 meters will be checked periodically by any authorized officer of KINFRA and reserve the right to get the meter calibrated or checked at any time at his 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 if any during either local or outside duty will be the service providers responsible.
17. No vehicle should be supplied having registration in the Name of employees of KINFRA or their close relative.
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 authorised officials of KINFRA after office hours.

### **General Conditions**

1. The vehicle on hire shall be available at all time including Saturdays, Sunday 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 owning 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 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 months' notice without assigning any reason.

6. The offer of the Applicant Contractor / Registered owner who do not fulfil the requisite qualification and who do not furnish full documentary evidence will be summarily rejected. Any misleading information will be rescinded and will lead 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 contract details along with Land Line and mobile numbers to be provided where requisition of vehicles can be conveyed all the 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 licences 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 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 same of the default is as under:-

<b>Sl.No.</b>	<b>Nature of Default</b>	<b>Penalty amount in Rupees</b>
1.	Late reporting	Rs.250/-hour or part thereof.
2.	Non Reporting	Rs.1000/-day or actual expenditure incurred by KINFRA for hiring other vehicle, whichever is higher.
3.	Poor maintenance of vehicle/Unclean or non road worthiness of vehicle deployed	Rs.250/-incident
4	Refusal of duties / Mis behavior of driver / not followed instruction of officers of KINFRA	50% of proportionate contract charges per day(ie,(Monthly contract value / 25)*one day
5.	Any lapse noticed during operation of contract other than listed in clause of penalties	Rs.250/- incident

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 non-provision of vehicle continuously for a period more than one week, it shall be treated as breach of contract.

20. The charges for additional KMs, if any, will be paid at the rate agreed upon, calculated on a six month block period.

21. The charges for additional hours, if any, will be paid at the rate agreed up on a monthly basis.

22. Rates, terms and conditions of contract quoted, once accepted by KINFRA shall not be altered during the currency 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.
23. 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 made 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 stamped paper not less than Rs.200.00.
24. 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.
25. 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.
26. The tender should be sent in sealed cover only, duly superscribed "**Tender for hiring of AC vehicle for KINFRA Industrial Park, Kunnamthanam**" and should be addressed to the Managing Director, KINFRA, TC 31/2312, Sasthamangalam, Trivandrum 695010 so as to reach not later than 03.00 PM on 15<sup>th</sup> July,2022. The tenders will be opened at 04.00 PM on the same day in the presence of those tenderers who are present.
27. An EMD of Rs.1000/- (Rupees Thousand Only) is to be deposited with the Managing Director, KINFRA by way of Demand Draft. The receipt of the EMD should be attached with the tender and the tenders without EMD will be rejected. The EMD of the unsuccessful tender will be refund soon after the tender is finalized. The successful tenderer shall remit an amount equivalent 3% value of the annual quoted value (approximate monthly value X 12 months) for each vehicle as an interest free Security Deposit, by Demand Draft from a nationalized / scheduled bank drawn in favour of Managing Director, KINFRA payable at Trivandrum, on award of the contract to him. After the end of the Contract period, the security deposit will be returned, after adjusting any amount due to KINFRA.

28. 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.
29. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
30. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 300 kms per day.
31. Any other information required may be had from the Office of Managing Director, KINFRA on all working days between 9.30 am to 5.00 pm.
32. The format annexed to this document shall be completely filled up, tender signed and sealed on all pages by the tenderer and submitted before the due date as mentioned in the tender where incomplete, partially filled up, quotations not containing all pages and unsigned quotations shall be summarily rejected.
33. Tender forms can be obtained from the office of the Kerala Industrial Infrastructure Development Corporation, KINFRA House, TC 31/2312, Sasthamangalam, Trivandrum 695010 during office hours (9.30 am to 5 pm) (Ph.0471 2726585) on all working days from 28<sup>th</sup> June, 2022 to 13<sup>th</sup> July 2022, 11.00 AM by paying Rs.300 + 18%GST (Rupees Three Hundred only plus GST ) towards cost of the tender.
34. **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 deducted from the payment made to the tenderer during the contract. The GST shall be paid by the Contractor to the concerned department on demand and it will be reimbursed to him by KINFRA after satisfying that it has been actually and genuinely paid by the Contractor.
35. The billing will be done on monthly basis; Bill should be neatly typed (as per the formality prescribed by KINFRA) and submitted in duplicate, along with the logbook 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.

To,

The Managing Director  
KINFRA  
KINFRA House  
Sasthamangalam  
Trivandrum

**Technical Bid**

1.	Name of work	HIRING OF AC Sedan Type (Ethios/Dzire) VEHICLE ON CONTRACT BASIS FOR ONE YEAR		
2	Name of the bidder			
3.	Details of official representative to be contacted-complete address with proof			
4.	PAN-attach copy			
5.	GST registration number-attach copy			
6	Details of EMD			
Details of vehicle in possession/quoted				
Sl.No	Type(AC) Sedan (Etios / Dezire)	Registration number and Date of first Registration	Year Manufacture	of

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

To,

The Managing Director  
KINFRA  
KINFRA House  
Sasthamangalam  
Trivandrum

**Price Bid**

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

<u>Make &amp; Model of car</u>	<u>Fixed rate per month for 2500 km per month.</u>	<u>Additional rate per KM (Six month block period)</u>	<u>Rate for extra hours</u>	<u>Driver's bata for outstation duty.</u>

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

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

### Check List for the Tenderer

1. Have you read the tender document in full and understood?
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