



KERALA –DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL
(Council under Planning and Economic Affairs Department, Government of Kerala)

No. 301/2022/KDISC

India Heights Building
Govt. Women's College Road,
Vazhuthacaud, Thycaud. P.O,
Thiruvananthapuram – 695014.

Email: mangementservices@kdisc.kerala.gov.in

Dated: 14.07.2022

NOTICE

Kerala Development and Innovation Strategic Council (K-DISC) invites bids from eligible bidders to dry lease 1 No. of Toyota Innova- White MPV (in good condition and less than 10 years of old from the date of manufacture) (without driver and fuel) or 1 No. of Toyota Innova- White MPV (in good condition and less than 10 years of old from the date of manufacture) (without driver only) on monthly lease rent, for a period of one year from the date of signing of agreement with K-DISC during July 2022, extendable further up to a maximum period of **3 years** (***All the fields in both the technical bid and financial bid should be duly filled by the bidders. Otherwise the tender shall be summarily rejected***)

Bid publication date	14-07-2022 @ 4.00 PM
Bid submission date	14-07-2022 @ 4.00 PM
Bid submission end date	18-07-2022 @ 3.00 PM
Bid opening date	18-07-2022 @ 3.30PM
Bid opening place	K-DISC, 5 th floor, India Heights Building, Govt.Women's College Road, Vazhuthacaud, Thycaud P.O.

Sajitha P P
Special Secretary to Government
& Executive Director (Management Services),
K-DISC



**(FINANCIAL BID) PROFORMA FOR
QUOTING RATES**

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

Sl. No	Category	Make, Model and Registration No.	Rates (in Rs.) per Month for 3000kms	Extra Km charges in Rs./Km (over & above 3000km/month).
1	Vehicle on dry lease (without driver and fuel)			
2	Vehicle on dry lease (without driver only)			

Signature of Authorized person with date :

Name & full address :

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Telephone No :

Office :

Residence :

Email :

Aadhaar No :

Seal

(TECHNICALBID)

**To be submitted in a separate sealed envelope subscribing "Technical Bid"
Pre- qualification requirements for award of contract for
'Hiring of Vehicles'**

1	Name of the Organization/ Firm/Individual with full address with pin code, Phone No, Fax No, email etc. <i>(Copy of certificate of incorporation issued by Registrar of Companies and authorized certificates)</i>	
2	Name of all the Proprietor/Partners/Directors <i>(An affidavit should be submitted to the effect that the bidder shall not be involved in any criminal case and shall not be Blacklisted by Govt./Public/Private Organization)</i>	
3	PAN No. & GST IN No. of the Firm as allocated by the Departments concerned <i>(Please attach documents)</i>	
4	List of Organizations where the Service Provider is currently providing services. <i>(Please attach the job order/service certificate)</i>	
5	No. of Organizations with whom the bidder has successfully/satisfactorily completed works. <i>(Proof of certificates received from the organization)</i>	
6	Make , Model , Registration No. , average mileage, kilometer already covered for the vehicle proposed to supply	

7	Details regarding Insurance Coverage of the vehicle proposed to supply (<i>Vehicle to be provided by the service provider should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government</i>)	
8	Any other information to be considered:	

UNDERTAKING

- I/ We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
- I/We hereby certify that none of my relative (s) is/are employed in Kerala Development and Innovation Strategic Council (K-DISC).
- I/We further undertake that the information given in this tender are true and correct in all respect

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Fax No:

Email:

TERMS AND CONDITIONS

1. The Tender offers, duly filled, shall be submitted in a sealed envelope and shall be super scribed "K-DISC - Hiring of a Car on Monthly Basis", in the enclosed proforma (*Technical Bid and Financial Bid shall be submitted in separate envelopes*)
2. The tender should be duly sealed and addressed to the Executive director (Management Service), K-DISC, 5th floor, India Heights Building, Govt. Women's College Road, Vazhuthacaud, Thycaud P.O.
3. The bids will be opened on **18/07/2022 at 3.30 PM** in the Kerala Development and Innovation Strategic Council (K-DISC) by the Tender Committee constituted for the purpose.
4. The contract will be valid for a period of one year from the date of signing of agreement during July 2022 and extendable further for another one year at a time, up to a maximum period of 3 years .
5. There will not be any ceiling on running distance in Km on day-to-day basis, but the minimum during a month will be **3000 Kms**. In case of usage less than 3000 Kms, the remaining Kilometers will be carried over to the succeeding month/months up to the end of the contract period. In case of usage more than 3000 Kms, a negotiable rate as per contract will be given.
6. Kerala Development and Innovation Strategic Council (K-DISC) shall be liable to pay the lease rent (dry lease) on monthly basis as per the agreement only after making statutory deductions. In case of the vehicle **without driver and fuel**, the service provider has to bear the expenditure on repair and maintenance of vehicle, insurance, oil, toll, road tax, RTO charges, registration charges, other incidental expenses etc while in case of the **vehicle without driver only**, the service provider has to bear the fuel expenses including the expenditure on repair and maintenance of vehicle, insurance, oil, toll, road tax, RTO charges, registration charges, other incidental expenses etc
7. Agreed rate as per agreement will not be revised during the agreement period.
8. If the vehicle provided is not found satisfactory, the same will be returned for immediate replacement. If no replacement is provided in time, Kerala Development and Innovation Strategic Council (K-DISC) would have a right to hire another vehicle and the additional cost incurred in this regard will be borne by the service provider.
9. Generally, vehicle will be utilized into **24 X 7** manner on all calendar days.

10. The vehicle should have valid registration, insurance and PUC certificates, etc. *The service provider should produce the original certificates for verification and a copy of them at the time of signing the agreement.*
11. The service provider should have telephone/ contact numbers round the clock.
12. A daily record of time to time and mileage shall be maintained in a log book on daily basis .
13. In case of breakdown during official duty, it shall be the responsibility of the service provider to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Kerala Development and Innovation Strategic Council (K-DISC) would have the right to hire another vehicle and the additional cost incurred on this account will be borne by the service provider and will be deducted from the monthly lease rent due to the service provider/contractor.
14. In case of failure of the service provider in providing/making available of vehicle on account of any defect/ fault/ breakdown/ not reporting or alternative arrangement with prior permission shall be made in time. *Kerala Development and Innovation Strategic Council (K-DISC) would have the right to cancel the agreement at any time if the service provider/contractor commits failure on providing services for second time within the contract period.*
15. The billing will be done on monthly basis. GST generated bills of the month should be submitted to this office in the 1st week of the next month.
16. In case of any dispute of any kind and in any respect whatsoever, the decision of the Kerala Development and Innovation Strategic Council (K-DISC) shall be final and binding on the service provider.
17. If any of the terms & conditions (1) to (16) above is not found fulfilled during the period of agreement, Kerala Development and Innovation Strategic Council (K-DISC) reserve the right to discontinue the contract without assigning any reason thereof.
18. TDS and other Taxes shall be deducted as per statutory compliance from the lease rent payable to the service provider.
19. K-DISC reserves the right to negotiate with the successful bidder and to cancel the notice and process at any stage.