



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

No. 413/2021/KDISC

4<sup>th</sup> Floor India Heights Building  
Govt. Womens College Road,  
Vazhuthacaud, Thycaud. P.O,  
Thiruvananthapuram – 695014.  
Email: secretaryksinc@gmail.com  
Dated: 04/03/2023

**NOTICE**

Kerala Development and Innovation Strategic Council (K-DISC) invites sealed competitive tenders from Individuals/ Firms for providing on wet lease 1 No. of (**Suzuki Ciaz/ Honda City**) Car - White (not more than five years old as on 01.03.2023 & should not have covered a distance of more than 30000/Kms-) for a period of one year from 01/04/2023 on monthly lease rent, extendable further up to a period of **3 years**. Tender form and Terms and Conditions are available on [www.kdisc.kerala.gov.in](http://www.kdisc.kerala.gov.in).

Tender publication date	04-03-2023 @ 2.30 PM
Tender submission start date	04-03-2023 @ 2.30 PM
Tender submission end date	16 -03-2023 @ 2.30 PM
Tender opening date	16-03-2023 @ 3.00 PM
Tender opening place	K-DISC, 4th 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	Rates (in Rs.) per Month for 1800kms	Extra Km charges in Rs./Km (over & above 1800km/month).
1	Vehicle for a month on wet lease (ie., with driver & fuel, etc)		

Signature of Authorized person with date : .....

Name & full address : .....

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Telephone No : .....

Office : .....

Residence : .....

Email : .....

Aadhaar No : .....

Seal

**(TECHNICAL BID)**

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

<b>1</b>	Name of the Proprietor/ Organization/ Firm 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>	
<b>2</b>	Name of all the Partners/Directors in the case of Partnership firm/ Companies. <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>	
<b>3</b>	PAN No. & GSTIN No. <i>(Please attach documents)</i>	
<b>4</b>	List of Organizations where the Service Provider is currently providing services. <i>(Please attach the job order/service certificate)</i>	
<b>5</b>	No. of Organizations with whom the bidder has successfully/satisfactorily completed works. <i>(Proof of certificates received from the organization)</i>	
<b>6</b>	No. of organization with whom the bidder have executed at least 3 work order of wet lease nature during the last three financial years ie., FY 2019-20, 2020-21, 2021-22. <i>(Copy of the work order to be submitted)</i>	

7	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
8	Details regarding Insurance Coverage <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>	
9	Any other information to be considered:	

**UNDERTAKING**

- † I/We undertake that I/We have carefully studied all the terms and conditions of contact 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 Tenderer must be the owner of the vehicle. Copies of the RC Book to be enclosed along with the tender to prove the ownership and registration year of the vehicle. The vehicle should not be more than 5 years old as on 01.03.2023 and should not have covered more than 30000 Kms.
  
2. The tender will be opened on 16/03/2023 at 3.00 PM in the Office of the Executive Director [Management Services] Kerala Development and Innovation Strategic Council (K-DISC) located at India Heights Building, Womens' College Road, Vazhuthacaud, Thiruvananthapuram by the Tender Committee constituted for the purpose.
  
3. The contract will be valid for a period of one year from 01/04/2023 and extendable further for another one year at a time, up to a maximum period of 3 years as per requirement and on satisfactory performance of the contractor during the service period. .
  
4. There will not be any limitation of minimum running distance in Km on day-to-day basis, but the minimum during a month will be 1800 kms. The maximum kilometer will be utilized in any manner on monthly basis by K-DISC. In case of usage less than 1800 kms, the remaining kilometers will be carried over to the succeeding month(s) up to the end of the contract period.
  
5. The contractor shall provide the vehicle along with driver and keep the vehicle in good running condition. Supply of oil, fuel and payment of tax, insurance, non-pollution certificate, service charge and other statutory and non-statutory requirements shall be the sole responsibility of the contractor.
  
6. Kerala Development and Innovation Strategic Council (K-DISC) shall be liable to pay the lease rent on monthly basis as per the agreement only after deducting and remitting of TDS. Agreed rate as per agreement will not be revised during the agreement period.
  
7. The rates quoted shall include wages to the driver, cost of the fuel, maintenance charges, service tax and other charges if any for providing the vehicle in good running condition.
  
8. In case of any accident or maintenance of the vehicle provided by the contractor, the same shall be attended by the contractor at his own cost and responsibility and shall attend the same without any liability the K-DISC. In case, the vehicle entrusted cannot be made available due to breakdown, inspection etc., the contractor shall make necessary alternative arrangements to provide substitute vehicle. The

expense for providing substitute vehicle shall be borne by the contractor himself.

9. The driver and the vehicle shall be covered by valid insurance and the payment of compensation in case of any accident or otherwise shall be the responsibility of the contractor. (Copy of the insurance documents should be enclosed with the Tender form).

10. The vehicle will be kept neat and clean and perfect running condition with good upholstery by the contractor. 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 contractor.

11. Generally, vehicle will be utilized from 8 AM to 8 PM; however, in case of urgency, the vehicle will be continuously utilized. The vehicle must be available at any time on any day as desired by the officers of Kerala Development and Innovation Strategic Council (K-DISC). There will not be any extra payment for extra hours of utilization of vehicles.

12. The driver should be neatly dressed, polite and punctual and shall observe all the etiquette and protocol while performing the duty and under no circumstances drive the vehicle under the influence of alcohol or any other intoxicating drink or drug.

13. Unsatisfactory or unprofessional behavior shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately.

14. The contractor should have telephone/ contact numbers round the clock. The driver should carry a mobile phone for which, no separate payment shall be made.

15. The vehicle should be kept with sufficient stock of fuel.

16. As regard vehicle timing, the contractor will not pass on instructions directly to the driver concerned. All the instructions should be routed through the officers of Kerala Development and Innovation Strategic Council (K-DISC).

17. A daily record of time to time and mileage shall be maintained in a logbook and log book shall be submitted to the Officer of Kerala Development and Innovation Strategic Council (K-DISC) on daily basis for scrutiny. Meter Reading will start/terminate from point of pickup/drop respectively. No extra kilometers shall be added as distance from the garage to point of pickup/drop.



18. Tampering of meter reading, vehicle usage timings, over-writings of log sheet, misconducts and other such acts shall be penalized heavily, including termination of the contract.

19. Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other harmful deeds by his staff.

20. In case of non-availability of the vehicles on any day, the same will attract penalty @ the rate of 2% of proportionate lease rent and in addition to this the expense incurred by K-DISC in this regard for providing vehicles from other sources will be deducted from the contractor from monthly hire charges.

21. If the services of the contractor are not satisfactory, K-DISC reserves the right to cancel the contract. Any loss or difficulty or inconvenience with regard to this contract due to the lapse from the contractor, the loss or inconvenience shall be the risk of the contractor..

22. In case of non-provision of vehicle continuously for a period of more than two days, it shall be treated as breach of contract.

23. The vehicle should be available/may be used for running all over Kerala as and when the K-DISC so desires.

24. The billing will be done on monthly basis. GST generated bills should be submitted to this office in the 1st week of every month. No advance will be made for the service provided by the contractor. The contractor should also ensure that minimum wages is paid to the driver and a certificate to this effect shall be rendered by the contractor along with the monthly bill.

25. The tenderer must execute an undertaking that it is the responsibility of tenderer to make sure that driver do not indulge in any anti-social/illegal activities.

26. Contractor shall be directly responsible for any/all dispute arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

27. On awarding the contract, the contractor shall execute an agreement with the K-DISC) to the effect in a stamp paper equivalent to Rs.200/- (Rupees Two Hundred only).

28. In case of violation of any of the terms and conditions mentioned in this tender document, competent authority reserves the right to terminate the contract immediately and awarded the same to the L2 or the L3 depending on the situation. In such cases, no payments (pending or future) shall be released against the original

contract.

29. TDS and other Taxes shall be deducted as per statutory compliance from the lease rent payable to the service provider.

30. K-DISC reserves the right to negotiate with the successful bidder and reserves right to cancel /annul this tender/ tendering process or accept or reject any tender, or to award the contract to one party or to more than one party, or to reject all tenders at any time prior to award of the contract without thereby incurring any liability to the affected tenderer or tenderers. The decision of Kerala Development and Innovation Strategic Council (K-DISC) on the matter shall be final and binding on all tenderers.