



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

No. 389/2021/KDISC

India Heights Building  
Govt. Women's College Road,  
Vazhuthacaud, Thycaud. P.O,  
Thiruvananthapuram – 695014.  
Phone: 0471 – 2334472.  
Email: secretaryksinc@gmail.com  
Dated: 03 .06.2024

**NOTICE**

Kerala Development and Innovation Strategic Council (K-DISC) invites bids from eligible bidders to wet lease 1 No. of Toyota Innova Crysta - White MPV (less than 3 years of age and has not covered more than 60,000km from the date of manufacture) on monthly lease rent, for a period of one year from the date of signing of agreement with K-DISC during June 2024, extendable further up to a period of 3 years.

Tender fee	Rs.1000/- (non-refundable)
Security Deposit	Rs.30,000/- (successful bidder shall deposit the amount while executing agreement)
Bid publication date	03-06-2024 @ 12 Noon
Bid submission date	03-06-2024 @ 12Noon
Bid submission end date	10-06-2024 @ 12Noon
Bid opening date	10-06-2024 @ 4.00 PM
Bid opening place	K-DISC, India Heights Building, Govt.Women's College Road, Vazhuthacaud, Thycaud P.O.

**Dr.Unnikrishnan P V  
Member Secretary,  
K-DISC**

**(TECHNICAL BID)**

**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 with full address with pin code, Phone No, Fax No, email etc. (Copy of certificate of incorporation issued by Registrar of Companies and authorized certificates)	
2	Name of all the Proprietor/Partners/Directors (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)	
3	PAN No. & GSTIN No. of the Firm as allocated by the Departments concerned (Please attach documents)	
4	List of Organizations where the Service Provider is currently providing services. (Please attach the job order/service certificate)	
5	No. of Organizations with whom the bidder has successfully/satisfactorily completed works. (Proof of certificates received from the organization)	
6	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 2021- 22, 2022-23, 2023-24. (Copy of the work order to be submitted)	
7	Copy of audited financial statements for last 3 years (The bidder should have at least a turnover of Rs.10 lakhs per annum during the last three financial years ie, 2021-22, 2022-23, 2023-24, in providing vehicles through lease/wet lease)	
8	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
9	Details regarding Insurance Coverage (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)	
10	Any other information to be considered:	

## UNDERTAKING

- 1) 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.
- 2) I/We hereby certify that none of my relative (s) is/are employed in Kerala Development and Innovation Strategic Council (K-DISC).
- 3) 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:

**(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 3000kms	Extra Km charges in Rs./Km (over & above 3000km/month).
1	Vehicle for a month on wet lease (ie., with fuel, etc) , excluding driver's salary & bata		

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

Name & full address : .....

.....

.....

Telephone No : .....

Office : .....

Residence : .....

Email : .....

Aadhaar No : .....

Seal

## TERMS AND CONDITIONS

1. The Tender fee of Rs.1000/- and Security Deposit of Rs.30,000/- should be in DD drawn in favour of the undersigned from any Nationalized/Scheduled Bank, shall be submitted in a sealed envelope with the super-scription "K-DISC - Hiring of a Car on Monthly Basis", strictly in the enclosed proforma. Bidders who are eligible for exemption of tender fee/ Security Deposit shall submit valid documentary proof of evidence along with the bid.
2. The bids will be opened on 09/06/2024 at 03.00 after Noon in the Kerala Development and Innovation Strategic Council (K-DISC) by the Tender Committee constituted for the purpose.
3. The contract will be valid for a period of one year from the date of signing of agreement during June 2024 and extendable further for another one year at a time, up to a maximum period of 3 years .
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 3000 kms. The maximum kilometer will be utilized in any manner on monthly basis by K-DISC. In case of usage more than 3000kms, a negotiable rate as per contract will be given.
5. 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 making statutory deductions. The service provider has to bear the expenditure on repair and maintenance of vehicle, insurance, petrol, diesel, oil, toll, road tax, RTO charges, registration charges, other incidental expenses, if any etc. The successful bidder shall provide driver for the vehicle, and salary & bata to the driver will be disbursed from K-DISC.
6. Agreed rate as per agreement will not be revised during the agreement period.
7. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the service provider.
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. 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).
10. The service provider would ensure that the drivers employed have valid driving license with

minimum 3 years of experience. Medical and eye fitness certificate shall be produced. The employed driver should have clear criminal record and should be in possession of Police clearance certificate and must follow traffic rules and other regulations. True copies should be produced at the time of contract.

11. The vehicle should have valid registration, insurance and PUC certificates, etc. The service provider should submit true copies at the time of agreement.

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. K-DISC would have the right to discontinue the service of the driver if the behaviour found objectionable and in such case the service provider shall provide the substitute at the earliest.

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

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

15. As regard vehicle timing, the service provider 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).

16. A daily record of time to time and mileage shall be maintained in a log book and log book shall be submitted to the Officer of Kerala Development and Innovation Strategic Council (K-DISC) on daily basis for scrutiny.

17. 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.

18. 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 contract period.

19. The vehicle should be available/may be used for running all over Kerala state as and when the Kerala Development and Innovation Strategic Council (K-DISC) so desires.

20. The billing will be done on monthly basis. GST generated bills should be submitted to this office in the 1st week of the next month.

21. In case of any accident, all the claims arising out of it shall be met by the service provider.

22. 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 service provider.

23. If any of the terms & conditions (1) to (22) 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.

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

25. K-DISC reserves the right to negotiate with the successful bidder and to cancel the notice and process at any stage.