

Tender Notice for hiring office vehicle(1No) for Kerala State Backward Classes Development Corporation Ltd (KSBCDC).

1. Introduction

Tenders are invited from reputable vehicle hire service providers or vehicle owners who possess a valid taxi permit. The tender is for the provision of **ONE** office car with driver (4 Seater , Sedan Type) for official use at the Head Office of the Kerala State Backward Classes Development Corporation Ltd (KSBCDC) . The vehicle should not be older than 2024 model and should be able to run a minimum of 2000 km per month . The contract shall be for a period of one **year**. The tender must be submitted in a sealed cover.

1.1 The tender details for office car are as follows

1. Estimated Amount for one office car with driver - Sedan Type (4 seater) for 12 months with Maximum of 2000 km per month Additional Kilometer rate -	Rs 4,50,000/- Rs.18/- per KM.
2. Last date & Time of receipt of sealed tenders	04.07.2025, 03.00 pm
3. Last date & Time of opening of sealed tenders	04.07.2025, 04.00 pm
4. Cost of Tender forms (Exemption allowed upon submission of valid documents as per existing laws).	₹1000 +GST @18%
5. EMD (Exemption allowed upon submission of valid documents as per existing laws).	₹5000
Tenders and all related communications shall be addressed to	The Managing Director , KSBCDC, T.C. 27/588, Sentinel, Pattoor, TVM- 695035

1.1.a Cost of Tender forms will be accepted in the head office either as cash or as Demand Draft of Nationalized Banks and will not be refundable under any circumstances.

1.1.b EMD will remain valid for a period of 45 days beyond the final tender validity period. EMD will be accepted either as cash or crossed Bank Drafts or Treasury Savings Bank Deposit or

Government Promissory Note or Bank Guarantee or National Savings Certificate.

2. Submission of bids

The cover must consist of qualifying criteria documents, proof of remittance of tender fee & EMD as stated in Clause 3 of this tender document and financial bid. The cover should be clearly super scribed "Bid for hiring Office Vehicle at Head Office of KSBCDC". The tender notice and accompanying documents are available on our website www.ksbcd.com.

The Managing Director reserves the right to withdraw the tender or part thereof or reject any bid without assigning any reason, whatsoever.

3. Qualifying criteria:

To participate in the bidding process for hiring an office vehicle at KSBCDC , the bidder is required to submit a SINGLE SEALED COVER containing details in Table 1 and financial bid in Annexure 1 in the prescribed formats and the documents mentioned below:

1. General profile of the service provider as in the format prescribed in Table 1.
2. The vehicle should be of make of 2024 or later and in excellent condition. Proof of the same shall be submitted.
3. Proof of necessary documents such as vehicle registration road tax clearance, pollution certificate, Vehicle fitness certificate. The certifying papers should be up to date with current comprehensive insurance validity.
4. Proof of remittance of tender fee and EMD in original as 1.1.a and 1.1.b
5. Financial bid in Annexure I of this tender document.

Any bid without the above documents shall be summarily rejected and shall not be taken up for evaluation. The bidder must superscribe the cover "**Bid for hiring Office vehicle at KSBCDC**" and address it to The Managing Director, KSBCDC, T.C. 27/588, Sentinel, Pattor, TVM-695035.

4. Financial Bid

The Financial bid shall be in Annexure I of this tender document.

5. Award of contract

The Managing Director or any authority authorised by the Managing Director will evaluate the bids based on their qualifying criteria

prescribed in this tender document and financial viability. The L1 bid that is deemed acceptable in all regards will be awarded the contract. The successful bidder must then execute a bipartite agreement in Rs.200/- stamp paper within 7 days of receiving the award of contract and submit a security deposit equivalent to 5% of the contract value. After the completion of the contract period and provided that all contractual obligations have been fulfilled satisfactorily by the Contractor/Service Provider, the security deposit shall be refunded to them.

6. Right to vary requirements

The tendering authority will have the right to alter the requirement as on the actual need basis of KSBCDC.

7. General Terms and conditions: -

1. Bid should be complete in all respects. Incomplete bids, bids without Tender fee and EMD and bids without requisite documents sought in this bid will be summarily rejected. No clarification will be sought by KSBCDC in this regard from the Bidder.
2. During the bid evaluation process, the contract will be awarded to the successful L1 bidder. However, if the L1 bidder fails to execute the agreement in accordance with the terms and conditions, the Managing Director reserves the right to consider the subsequent successful bidder, L2.
3. It would be presumed that the Bidder has read, fully understood and accepted all the terms and conditions and instruction contained in the tender document and parts/annexure thereof if he/she makes a bid.
4. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender and any attempt thereof will be treated as a ground for disqualification.
5. As per the terms of the contract, the driver provided with the vehicle must possess a valid commercial driving license and have a clean track record. A copy of the driver's license and police clearance certificate must be submitted to KSBCDC at the time of award of the contract.
6. The attire of the driver should be white shirt and neat trousers.

7. The driver with vehicle should report promptly at the time required from KSBCDC. If the vehicle does not report for duty on any day(s) or the driver reports late (more than 20 minutes late than the scheduled reporting time) or there is violation of any other provision of the tender, then a penalty of Rs.500/- per day would be levied for each such incident from the Contractor/Service Provider. Any incident of repeated breach of reporting time, as decided by the Managing Director, would be treated as a breach in the tender and contract conditions.
8. The Contractor/Service Provider will be held accountable for any claims made by third parties, including KSBCDC staff, in the event of an accident. KSBCDC will not be responsible for any damages, specific or consequential, that may arise from any accidents.
9. The vehicle must display a name board at an appropriate location that reads "On Duty– Kerala State Backward Classes Development Corporation Ltd (KSBCDC)."
10. The vehicles should be sanitised daily before being sent on duty and should be maintained neat and tidy while on duty. The vehicles must be made available every day, including Saturdays, Sundays, and public holidays, and even during Harthal/strike days, as required.
11. The vehicle must carry mandatory spare parts such as a tool kit, fuses, an inflated spare tire, spare plugs, fan belts, etc. at all times and must have a sufficient amount of fuel. Additionally, the vehicle must also be equipped with necessary firefighting equipment(s).
12. In case of any breakdown of vehicle on duty, the Contractor/Service Provider shall make arrangement for providing another vehicle of the same standards at their expense and ensure that there is no disruption in duty.
13. In the event that a replacement or if a standby vehicle is required and provided during the contract period, it must also meet the same quality, approval standards and capacity as the original vehicle.
14. The Contractor/Service Provider shall undertake to indemnify KSBCDC from all damages/charges arising on account of or

connected with the negligence of the Contractor/Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

15. LPG Cylinders should not be used for running the vehicle in any case.
16. Any requests for rate revision due to an increase in fuel costs or any other will not be considered during the entire duration of the contract/agreement.
17. The calculation of mileage shall start from the point where the travel for an official purpose starts and shall end in the point where the travel for official purpose ends and not “from garage” and “to garage” basis.
18. The payment to the Contractor/Service Provider for hiring the vehicle will be made on a monthly basis. This payment will be based on the submission of a bill by the contractor which must be supported by log book entries. The payment will be subject to all statutory deductions. The Contractor/Service Provider shall not make any requests for payment in advance.
19. All expenses relating to wages and allowances of the driver shall be borne by the contractor. The Contractor/Service Provider shall be responsible for compliance of all statutory provisions related to minimum wages, etc in respect of the drivers deployed by it. The Contractor/Service Provider will be fully responsible for compliance of the labour laws, welfare schemes etc applicable to the drivers deployed by them for KSBCDC.
20. All expenditure relating to the vehicle including insurance, maintenance & fuel etc. will also be borne by the contractor.
21. KSBCDC shall be at liberty to withhold any payment in full or in part subject to the recovery of penalties, if any.
22. The term ‘payment’ mentioned in the paras above includes payments due to the service provider arising on the account of this contract and excludes the performance & security

governed by the separate clauses of the contract.

23. KSBCDC reserves the right to terminate the contract by giving 30 days' notice or for a shorter period in exigencies as decided by the Managing Director of KSBCDC and without assigning any reason whatsoever.
24. During the period of Contract/agreement, any matter or dispute, which has not been specifically covered by this agreement, shall be decided by the Managing Director of KSBCDC whose decision shall be final and binding on the Contractor/Service Provider.

Managing Director

Enclosures

1. Table 1: General profile of the service provider
2. Annexure 1 Price Bid

Copy to

1. Notice board
2. KSBCDC website
3. Print Media (2 Malayalam and 1 English in Trivandrum edition)

Table -1 General profile of the Bidder

SI No:	PARTICULARS	DETAILS
1	Name and Address of the Service Provider	
2	Telephone and Mobile numbers	
3	Please state whether the service provider is Registered Co./ Proprietary/ Society/ or registered under Shops & Establishment Act. Please enclose Copy of registration, accordingly	
4	Experience (years in the field of transport / travel)	
5	Number of vehicles owned and Number of employees	
6	Nature of any other business carried by you/ your company	
7	Location of the main Office from where the cabs are monitored	
8	Details of vehicles owned by you/ your company Make/Models/Registration No.	

Signature of Authorized person**Date:**

Annexure 1 Financial bid form**Financial Bid**

Sl.No	Details of vehicle (With make and model)	Seating capacity	Year of Manufacture of vehicle with current Odometer reading	Monthly rate for 2000 km	Rate per km beyond 2000 km
1					

Signature of Authorized person**Date:**