

**₹.1000/- (Rupees One thousand only)**



**State Health Systems Resource Centre, Kerala**

**Thycaud, Thiruvananthapuram-14.Ph: 0471-2323223**

**Fax:- 0471- 2323213**

**TENDER DOCUMENT**

**FOR**

**Hiring of Air Conditioned Vehicles for SHSRC-K**

**(Tender No. ADMIN1-346/2018/SHSRC dated 27.06.2018)**

**Name of the Bidder :**

**Address :**

**Signature :**

**Last date and time for the receipt of Tender: 31.07.2018 11.00 AM**

**Date of opening of bid: 31.07.2018 3.00 PM**

**NOT TRANSFERABLE**

**For details;**

**[www.shsrckerala.org](http://www.shsrckerala.org)**

**Email: shsrckerala@gmail.com**

## **TENDER NOTICE**

Sealed competitive tenders are invited from the experienced parties for supplying Category II & Category III Vehicles ( as detailed in annexure) on hire basis for monthly contract or daily on KM rate basis, for the use of State Health Systems Resource Centre, Thycaud, Thiruvananthapuram. The interested parties/firms with experience of at least three years and presently holding similar nature of work and also willing to comply with the condition annexed to this notice may submit their proposal specifically mentioning the rate to be charged on the monthly as well as daily basis for the services stated above in a sealed cover to the undersigned on or before **31-07-2018 by 11:00 AM**. The envelope should be marked as **"Tender for hiring of vehicles"** on the top of sealed cover. The same shall be opened on the Same Day at **3:00 PM** in the presence of interested parties present.

### **GENERAL INSTRUCTIONS**

1. The period of contract will be initially for 3 months from the date of awarding the contract. However, the contract can be further extended with some addition/deletion/modification of rates on completion of satisfactory services at the discretion of the Executive Director with the mutual consent of both the parties
2. The party shall not be allowed to transfer, assign, pledge or sub-contract its services under any circumstances without written permission of the Executive Director.
3. The bidder shall submit his/her quote for at least one category of vehicle mentioned above. The bidder shall quote the rate for providing single vehicle in the category he/she is opting. The bidders can quote for all the three categories of the vehicle and also for individual category too.

### **Terms and conditions**

1. The vehicle will be kept neat & clean and in perfect running condition & should be provided with air conditioner, heaters neat & clean seat covers & curtains.
2. The driver should have valid driving license & the vehicle should be registered with concerned authorities of State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
3. The Executive Director reserves the right to reject all or any of the offers or accept more than one offer.
4. The Executive Director shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, tribunal shall not be responsible for any third party claims. This office also not responsible for any challan and disobeying of Traffic Rules caused by the driver.

5. If the vehicle is out of order, the contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the department would have right to hire a vehicle from the market & the additional cost incurred by the department will be borne by the contractor.
6. Payment of monthly bill shall be made within one month on presentation of the pre-receipt bill along with log book.
7. Contact charges include monthly charges of driver, repair and maintenance of vehicle petrol/diesel oil and also any other incidental charges etc.
8. CNG fitted vehicle does not permitted, if the same is found the contract will be terminated without any notice.
9. The bidder is also required to quote for daily hire charges for all category of vehicle on 8 Hours / 80 Kilometer basis and the same shall be provided in addition to the above said provision on demand from the SHSRC authority.
10. Intending eligible bidders may obtain Bid Document from the office of the Executive Director, SHSRC-K on all working days up to 5:00 pm by paying an amount of Rs.1000/- (Rupees One thousand Only) as tender cost, either by cash or as DD drawn in the name of The Executive Director, State Health Systems Resource Centre-Kerala, Thiruvananthapuram.
11. The Bidder is required to provide commercial vehicles fully conforming to RTO/KMVD regulation along with fuel, Driver with proper uniform etc and carry out periodical maintenance and execute the work through their Supervision.
12. The tenders should be prepared and submitted as per the tender formats only prescribed in the tender document (Annexures attached) and should be addressed to:

The Executive Director  
State Health Systems Resource Centre-Kerala  
Thycaud, Thiruvananthapuram - 695014  
Kerala, Phone: 0471-2323223, Fax: 0471- 2323213 Email:  
shsrckerala@gmail.com

13. The bidder(s) shall have to deposit an amount of Rs.6000/-(Rupees Six Thousand only) as bid security (EMD) in the form of DD in favor of Executive Director, State Health Systems Resource Centre-Kerala, payable at Thiruvananthapuram along with the Bid.
14. Vehicles hired by SHSRC-K will be sent for out station duty. An amount of Rs. 200/- per day will be paid for out station stays (If staying at outside Trivandrum district) only. The driver shall arrange for accommodation and food by his own means. SHSRC-K reserve no obligation to arrange for accommodation or other facilities for the driver.
15. Earnest Money Deposit (EMD):
  - a. An amount of Rs.6000/- (Rupees Six Thousand only) should be submitted along with the tender (Technical Bid) as bid security EMD) in the form of DD in favor of The Executive Director, State Health Systems Resource Centre-Kerala, payable at Thiruvananthapuram.
  - b. EMD of unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after opening of the bids by the Tender Inviting Authority.
16. A daily record indicating time and mileage for the vehicle shall be maintained in a log book.
17. In case of any accident, all the claims arising out of it shall be met by the contractor.
18. The party shall ensure that the odometer of car supplied is properly sealed and so that no tempering is done with a view to inflate distance traveled.

19. The driver shall observe all etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white color uniform & shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.
20. The party shall provide the name & address of the driver along with the copy of driving license while submitting acceptance of offer.
21. The party and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the vehicle.
22. Once a particular driver has been attached with a particular vehicle normally service provider should not change the driver in causal manner unless and until directed to do so by this office.
23. The service contract shall valid for two months from the date of execution of contract. However, the Competent Authority may terminate the contract after giving fifteen (15 days) days' notice without assigning any reason thereof to the service provider.
24. In case during the contract period it comes to know that the vehicle was changed without any valid reason or what so ever and any vehicle replaced other than petrol/diesel vehicle the contract shall be terminated without any notice.
25. The contract between the Department and the party can be cancelled with a notice of 30 days by party or the Department.
26. The party should keep necessary tools kit always with the vehicle and updated "Pollution under Control Certificate" with the vehicles.
27. In case of any dispute of any kind and in any respect whatsoever, the decision of Executive Director shall be final and binding.
28. Additional Kilometer if any will be paid at the rate as per kilometer calculated on a six month block basis.
29. The Executive Director, SHSRC reserves the right to accept or reject any or all quotation without assigning any reasons thereof.

**30. Important details & dates in a glance:**

1	Tender No.	ADMIN1-346/2018/SHSRC
2	Cost of Tender Document	Rs. 1000/-
3	Earnest Money Deposit (EMD)	Rs. 6000/-
4	Validity of EMD	150 days from the date of opening of tender
5	Performance Security	Rs. 6000/- (per each category of vehicle submitted)

**Important Dates**

Sl. No	Particulars	Date and Time	Venue
1	Date of release of tender	04.07.2018	State Systems Health Resource Centre-Kerala, Thycaud, Thiruvananthapuram
2	Last date for submission of filled up tenders	31.07.2018	
3	Date of opening of bid	31.07.2018	

(Bid Document and subsequent clarifications on bid terms, if any, can be downloaded from SHSRC web site, [www.shsrckerala.org](http://www.shsrckerala.org))

**Executive Director**

**STATE HEALTH SYSTEMS RESOURCE CENTRE- KERALA**

**QUOTATION FORM FOR AIR CONDITIONED DIESEL VEHICLES**

Sl. No.	Particulars	
<b>1</b>	Name Address E-Mail ID and Contact No. of Bidder (Land No. & Mobile No.)	
<b>2</b>	Income tax Permanent Account Number (PAN) (Attach Proof)	
<b>3</b>	GST No. if any (attach Proof)	
<b>4</b>	Experience from the Govt. PSU Companies / rental agencies / Pvt. Firms etc (Attach copy of the performance certificate), If any	----- <b>Years</b>
<b>5</b>	Total No. of taxis / Vehicles owned by the bidder (Copies of the RC Books and other details of the Vehicles should be attached)	
<b>Details of Vehicle</b>		
	<b>Make</b>	<b>Seating Capacity</b>
	<b>Model</b>	<b>Date of original registration &amp; Odometer reading</b>
		<b>Registration Number</b>
<b>Category II</b>		
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>Category III</b>		
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		

I hereby agree to provide the vehicles as per the terms & conditions mentioned in the quotations by SHSRC-K.

Signature

Place:

Name & Address of the Agency /

Date:

Contractor/vehicle owner

**STATE HEALTH SYSTEMS RESOURCE CENTRE-KERALA**  
**QUOTATION FORM FOR AIR CONDITIONED DIESEL VEHICLES**

1. Category II

Sl. No.	Particulars	Monthly Charges for the vehicle including all expenses (as per tender conditions stipulated for a monthly usage of 2000 Kms)		Daily Use rate for 8 Hrs/ 80 Km
	Chevrolet Tavera / Mahindra Scorpio / Maruthi Ertiga / Mahendra Xylo / Ford Fiesta/ Fiat Linea / Nissan Sunny / Honda Mobileo / Honda City / Renault scala or equivalent <i>(cost of the vehicle after depreciation should not be more than ₹.14 lakhs as on date of opening of tender)</i>	In words		
		In Figures		

2. Category I

Sl. No.	Particulars	Monthly Charges for the vehicle including all expenses (as per tender conditions stipulated for a monthly usage of 1500 Kms)		Daily Use rate for 8 Hrs/ 80 Km
1	Tata Indigo / Tata Zest / Maruthi Swift DZire / Honda Amaze / Chevrolet Enjoy / Mahindra Bolero / Mahindra TUV300 or equivalent	In Words		
		In Figures		

I hereby agree to provide the vehicles as per the terms & conditions mentioned in the quotation by SHSRC-K and at the rate quoted above.

Signature  
Name & Address of the Agency /  
Contractor/vehicle owner

Place:

Date: