

ഭരണഭാഷ മാതൃഭാഷ

കേരള സംസ്ഥാന ജൈവവൈവിധ്യ ബോർഡ്
KERALA STATE BIODIVERSITY BOARD



A statutory and autonomous body, Government of Kerala

L-14, Jai Nagar, Medical College (PO), Thiruvananthapuram – 695 011

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No.2698/A1/2017/KSBB

08.08.2018

QUOTATION NOTICE FOR HIRING VEHICLE

Sealed quotations are invited from registered travel agencies for hiring on contract basis one 6-7 seater A/C Deluxe Car (not older than three years) with driver for office use (24 hrs x 7 days basis) for a period of one year from 1st September 2018. The quotations should specify the monthly rate for a minimum of 2000 kilometers and the kilometre rate for every extra kilometre. The quotations in the specified form with the required documents shall be submitted in sealed cover superscribing “Quotation for hiring car for KSBB” addressed to the Member Secretary, Kerala State Biodiversity Board, L-14, Jai Nagar, Medical College, Thiruvananthapuram, before 3.00 p.m. on 20th August 2018. The quotations will be opened at 4.00 p.m. on the same day. Detailed information can be had from the office during office hours up to 5.00 p.m. on all working days.



Saji B.
Administrative Officer
MEMBER SECRETARY(I/C)

QUOTATION FOR ONE AIR CONDITIONED CAR

1.	Name and address of the contractor with mobile number (attach copy of Election ID/Aadhar card)	
2.	Name and address of the Registered Travel agency with telephone number (attach copy of registration document)	
3.	Year of Manufacture, Model and Registration number of the vehicle	
4.	Permit number of vehicle (attach copy of permit)	
5.	Date and year of registration (attach copy of RC book)	
6.	Details of insurance of vehicle, name and address of the insurance company and validity of insurance (attach copy of vehicle insurance document)	
7.	Whether the vehicle has been involved in any accidents or cases, if so furnish details	
8.	Minimum rate per K.M. for running up to 2000 kms per month	
9.	Rate per kilometre beyond 6000 kms (calculated on 3 months period)	
10.	Driver's batta if any to be paid for overnight stay per day in case the vehicle is used for duty outside Thiruvananthapuram district	
11.	Driver's batta if any to be paid for local trips beyond 100 km from HQ per day	
12.	Any other details to be furnished by the owner	

* For Sl.no.1,2,4,5 and 6 attach copy of documents as proof



Declaration

1. The above information is true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the quotation notice and understood the terms and conditions stipulated in hiring my tourist taxi for the use of KSBB, Thiruvananthapuram and I agree to abide the terms and conditions of the contract and also agree to arrange the vehicle as and when required if my quotation is accepted.

Place:

Signature of applicant

Date:

Name:

TERMS AND CONDITIONS

1. The Board shall be provided with car in good condition on a full time basis (24x7) by the travel agency.
2. The kilometer usage per month will be 2000 kilometer at no extra cost. Unused kilometers in a month will be carried forward for three months.
3. A permanent driver shall be allotted by the contractor for driving the vehicle at no extra cost.
4. Insurance, Taxes, Fuel, Lubricants and maintenance of the vehicle in good conditions shall be the responsibility of the contractor itself.
5. In case of any accident while the vehicle is driven for the Board, all repairs shall be done by the Contractor without any liability to the Board.
6. In case the vehicle has been withdrawn for maintenance/repairs a suitable replacement vehicle shall be provided without any loss of time at no extra cost, failing which a fine of Rs.1200/-per day shall be levied from the Contractor. Further prorated deduction of charge will be made.
7. A daily logbook indicating the Kilometer usage and driving hours shall be maintained with the counter signature of the officer using the vehicle.



8. Driver's batta will be paid to the driver directly by the Board on submission of claims in prescribed format.
9. For trips outside Thiruvananthapuram, when there is no overnight stay, Driver's Batta for trips beyond 100 Km will be applicable. Otherwise, Driver's Batta for Overnight stay will be applicable. In no case, both these Batta will be allowed together.
10. Only after producing the monthly bills duly signed by the contractor specifying the date, kilometer used, number of driver hours etc and all other relevant details along with the logbook duly signed by the officers who used the vehicle, to the Board, the payment will be made by way of bank transfer to contractor after making statutory deductions like TDS etc and other deductions if any.
11. An agreement has to be executed by the contractor with the Board and the terms and conditions of the agreement shall not be violated by both the parties.
12. Any dispute arising between parties, the decision of the Board shall be final and binding to the contractor. The courts in Thiruvananthapuram shall have exclusive jurisdiction in all matters concerning the agreement.



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