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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

Tele fax: 0471-2448234 | Ph: 0471-2554740

E-mail: keralabiodiversity@gmail.com | Website: www.keralabiodiversity.org

TENDER NOTICE

No: 3935/A4 /2018/KSBB

Date: 04/01/2019

Sealed tenders are invited from GST registered firms/ Contractors for hiring different types of vehicles for local conveyance during **Kerala State Biodiversity Congress, 2019** to be held at Govt. Brennan College, Thalassery, Kannur, Kerala from 26th to 28th January 2019.

Sl No	Tender No	Name of Work	Quantity	PAC (Rs)	EMD (Rs)	Cost of Tender form + GST (Rs)
1.	4/2018-19/KSBB	Hiring of different type of vehicles for local convenience at Kannur District for Kerala State Biodiversity Congress -2019	Economy cars(3nos) 7 seater cars(3nos) 25 seater cabs(3nos) [Details are shown below in table]	1,95,000/-	4,875/-	500+72 (18% GST)
		Total		1,95,000/-	4,875/-	572/-

The following Types/Brands of vehicles on hire are required for conveyance/transport of officials/delegates.

Vehicle Type	From	To
(Economy Cars)- Maruthi Swift Desire / Toyota Etios. AC and Non AC : [3 nos]	23.01.2019	28.01.2019
(7 seater) Toyota Innova / Mahindra Xylo AC and Non AC: [3 nos]	25.01.2019	28.01.2019
(25 seater) Eicher / Swaraj Mazda / Tempo Traveller. AC and Non AC : [3 nos]	26.01.2019	28.01.2019

Interested Firms/Contractors (with GST Registration) are requested to submit Tender in the prescribed 'Tender Forms' available from Kerala State Biodiversity Board, Thiruvananthapuram in sealed covers with superscription “ **Tender for supply of vehicle on hire for Kerala State Biodiversity Congress, 2019** ” addressed to the Member Secretary, KSBB, Thiruvananthapuram-695011 along with the DD towards EMD on or before **17-01-2019 at 2.00 pm**. Tenders will be opened **at 4.00 pm pn 17th January 2019**.

Detailed information can be had from the office during office hours as all working days. Detailed terms and conditions are given in Annexure. The Member Secretary reserves the right to cancel the Tender at any stage. The decision of the undersigned shall be final.

Contact No. 0471-2554740
www.keralabiodiversity.org



MEMBER SECRETARY

Kerala State Biodiversity Congress, 2019
Tender for Transportation Arrangements

Terms and Conditions

Kerala State Biodiversity Board is organizing Kerala State Biodiversity Congress, 2019 from 26th to 28th January 2019 at Govt. Brennan College, Thalassery, Kannur, Kerala.

Sealed tenders are invited from Prospective Contractors /firms having experience in providing commercial vehicles to Central/ State Government Institutions/Organizations for hiring **commercial vehicles (A/c, Non A/c) such as Toyota Etios, Maruthi Swift Desire, Toyota Innova, Mahindra Xylo, Swaraj Mazda, Eicher, Tempo Traveller**, or any other type of carrier with required seating, to undertake conveyance/transport of officials and personnel related to Kerala State Biodiversity Congress, 2019

Eligible bidders shall obtain the Tender form/ Bid Documents from the **Head office of Kerala State**

Biodiversity Board, Thiruvananthapuram on all working days between **04.01.2019 and 17.01.2019 1 p m** on payment of **Rs.572/- [Rs 500/- + GST @ 18 %]** of tender fee. Completed tender documents should be submitted along with a Demand Draft (DD) for **Rs.4,875/-**(Rupees Four

thousand eight hundred and seventy five only) drawn in favour of Member Secretary, KSBB payable at Thiruvananthapuram towards **EMD**. Exemption of EMD will not be entertained. During opening of the tenders, one Bidder can represent one Firm/Bidder.

Sealed tenders will be accepted upto **2.00 pm on 17.01.2019 at KSBB, Thiruvananthapuram**. The cover should be superscribed **"TENDER FOR SUPPLY OF VEHICLE ON HIRE- KSBC-2019"**.

Tenders received after the last date and time mentioned above or without EMD will be rejected. EMD of unsuccessful bidders will be refunded to them only after finalization of the tender. EMD of the Firm whose Bid is finally accepted will be accounted and will be released only after satisfactory completion of the contract.

Last date & time of receipt of filled in Tender :17/1/2019 up to 02.00 pm

Date & time of opening of Tender :17/1/2019 at 4.00 pm (at KSBB, Thiruvananthapuram)

The success bidder should execute an agreement in stamp paper worth Rs.200/-

INSTRUCTION TO THE BIDDERS

Service to be provided: The bidder should own or lease vehicles registered as commercial vehicles in their names or Firm's name. The proof of ownership or lease holding should be furnished. The bidder should have experience for similar type of contract of supplying/ providing commercial vehicle to Government Organizations. The proof of experience may be furnished.

BID DOCUMENT

Submission of bid: The Bid should be properly sealed and superscribed as "**TENDER FOR SUPPLY OF VEHICLE ON HIRE- KSBC-2019**" addressed to **The Member Secretary, KSBB, Thiruvananthapuram - 695011**. The Bidder must enclose the DD for **EMD of Rs.4,875/-** drawn in favour of Member Secretary, KSBB payable at Thiruvananthapuram. PAN number of the contractor should be furnished.

Any bid received after 02.00 pm on 17.01.2019 will not be considered and treated as invalid. If the contractor fails/ neglects any of the obligations under the contract, the security amount furnished by the bidder will be forfeited.

Requirements/ Conditions:

Vehicles are required for the conveyance of officials/ delegates attending the Kerala State Biodiversity

Congress to be held at Govt. Brennan College, Thalassery, Kannur from 26th to 28th January 2019. About 2000 participants are expected for the Conference.

Vehicles of different types/ models will be hired during the period between 23.01.2019 to 28.01.2019 for the purpose of Kerala State Biodiversity Congress, as per requirements to undertake the trips recommended for as per directions. KSBB will terminate the contract in whole, if the contractor fails to provide vehicle on demand within the period/ on time or if the contractor fails to perform any other obligations, under the contract without notice.

All the liabilities under relevant sections of Motor Vehicles Act 1968, IPC and CRPC or any other law in force incurred by the vehicle shall rest with the contractor. The hiring authority (KSBB)

shall have no responsibility whatsoever and will not entertain any claim in this regard under the provision of law.

The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour rules and regulations are the sole responsibility of the contractor (provider of vehicle).

Bidders should declare the types/ models and number of vehicles available with them so as to know the capability/ credentials of the firm for providing required number of vehicles.

Vehicles with valid insurance and registered after the year 2012 shall only be considered in the bidding. The Log sheets pertaining to each trip must be closed after the termination of the trip, and it will be verified by the officers concerned and no corrections allowed later.

Preference will be given to Government Approved Firms and those having prior experience in supplying vehicles for similar mega events. No subcontracting/ subletting will be permitted.

The contractor must ensure that the drivers assigned should be neatly dressed preferably in white uniform. The contractor must ensure that the drivers assigned should avoid picking up unwanted calls while travelling along with a guest/ officer in the vehicle.

The contractor shall assign the job of driving of hired vehicles only to qualified, experienced and

licensed drivers and also ensure full responsibility for the safety and security of the officers/officials travelling in the vehicles as well as store items while running the vehicles by ensuring safe driving. KSBB shall have no direct or indirect responsibility arising out of rash and negligent driving which is an offence under section 29 of IPC and any loss caused will have to be suitably compensated by the Contractor. The payment of penalties if any imposed by the Police or MVD should be remitted by the Contractor. Any sources for any cases related with the vehicle are the liability of the Contractor only.

The cost of fuel, lubricants, repairs, maintenance, taxes, insurances, etc. will be the liability of the contractors. The contractor should provide vehicles as and when required.

Services to be provided: The driver shall behave decently and co-operate with the user officers and fulfill duties conforming to the requirements.

Period of Contract: Under normal circumstances, the contract shall be valid for a period from the date of issue of work order till 28.01.2019. However, the term is likely to be extended for further period up to one or two days at the rates, terms and conditions agreed upon.

Duty hours: Any time of the day with minimum 12 hours duty on all days. However, actual duty hours shall be specified by the users which may exceed the above limit.

Reporting Place: Actual place of reporting shall be mostly at Govt. *BrennanCollege, Thalassery, Kannur, Kerala*. **But in some cases the vehicle should be made available as per required instructions** as specified by the Convener/Co-Convener, Transportation Committee, Kerala State Biodiversity Congress-2019.

Contact Details:

Shri. Pramod.C (944615439)
Convener, *Transport and Accommodation Committee, KSBC*
2019

Shri. Vinodsen (9349493160)
Co-Convener, *Transport and Accommodation Committee, KSBC*
2019

Accuracy of meters: The meter reading should tally with the actual distance run recorded in the log

sheet and authorized officer shall have full power to check up its correctness.

Special requirements: Intending bidder must have telephone with contact numbers available round the clock for booking the vehicles for trips any time. Telephone number must be specified in the bid.

The rates may be quoted in the prescribed format enclosed with this tender (ANNEXURE-II).

No additional conditions or requirements from the bidders will be entertained.

The full and final payment shall be made on submission of bill after necessary deductions / penalties if any towards deviation from the agreement/work order. The bank account number and other details are to be submitted along with the bills to facilitate the payment through bank transfer. Taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment..

Signature of Bidder :

Name of Bidder :

Address :

Date:


Member Secretary
Kerala State Biodiversity Board
Thiruvananthapuram - 695 011



Kerala State Biodiversity Congress, 2019
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Format for quoting rates including driver's batta

Vehicle Type: Toyota Etios/ Maruthi Swift Desire

Minimum		Type	Rate	Beyond 100 Km	Beyond 12 Hrs
100Kms	12 Hours	A/C			
100Kms	12 Hours	Non A/C			

Vehicle Type: Toyota Innova/ Mahindra Xylo

Minimum		Type	Rate	Beyond 100 Km	Beyond 12 Hrs
100Kms	12 Hours	A/C			
100Kms	12 Hours	Non A/C			

Vehicle Type: Tempo Traveler/ Eicher / Swaraj Mazda - 25 Seats

Minimum		Type	Rate	Beyond 100 Km	Beyond 12 Hrs
100Kms	12 Hours	A/C			
100Kms	12 Hours	Non A/C			

Additional Rates, if any :

Signature of Bidder :

Name of Bidder :

Address :

Date:


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