

ഭരണഭംഗം മംതൃഭംഗം  
**കേരള സംസ്ഥാന ജൈവവൈവിധ്യ ബോർഡ്**  
**KERALA STATE BIODIVERSITY BOARD**



A statutory and autonomous body, Government of Kerala  
Kailasam, T.C. 24/3219, No. 43, Belhaven Gardens, Kowdiar P.O.,  
Thiruvananthapuram – 695 003: Phone :0471- 2724740  
Email: kerala.sbb@kerala.gov.in, Website: www.keralabiodiversity.org

No. KSBB/19/2024-TA(WS)

**QUOTATION NOTICE FOR HIRING CAR FOR KSBB**

Sealed quotations are invited from interested persons/registered travel agencies/registered firms having valid service tax registration number for providing vehicle for hiring on contract basis one 6-7 seater AC Car (not older than Seven years) with driver for office use (24hrs x 7days basis) for a period of two years. The quotations should specify the monthly rate for a minimum of 2000 kilometers and the kilometer rate for every extra kilometer. 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, Kailasam, T.C. 24/3219, No.43, Belhaven Gardens, Kowdiar.P.O., Thiruvananthapuram – 695 003, before 3.30 p.m on 16th January 2025. Detailed information can be had from the office during office hours up to 5.00 p.m. on all working days.

Signed by

Simi A S

Date: 08-01-2025 10:55:27

Administrative Officer

Copy to :  
SF/OC.

## TERMS AND CONDITIONS

1. The Board shall be provided with a car in good condition not less than Seven years from the date of manufacture having 6-7 seats, No accident History, Least amount and with a valid taxi permit on a full time basis (24x7) by the Contractor.
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. Rate per kilometer for extra distance running beyond 2000km monthly should be specified separately (rate per kilometer for extra distance running beyond 2000km monthly should be within the existing approved taxi/cab rate fixed and notified by the Govt. of Kerala).
3. Any change in agreed rate will not be allowed at any circumstance during the contract period.
4. A permanent driver with valid license shall be allotted by the contractor for driving the vehicle at no extra cost.
5. Driver should be with good conduct (a police verification certificate should be produced) and should follow the office decorum.
6. Insurance, Taxes, Fuel, Lubricants, maintenance and such other things of the vehicle shall be the responsibility of the contractor itself.
7. In case of any accident while the vehicle is driven for the Board, expenses for all repairs and compensations if any shall be bear by the Contractor without any liability to the Board.
8. In case the vehicle has been withdrawn for maintenance/repairs a suitable replacement vehicle having the conditions prescribed herein shall be provided without any loss of time at no extra cost, failing which shall be levied with a fine of Rs.1800/-per day from the Contractor. Further prorated deduction of charge will be made.
9. A Logbook in prescribed format indicating the Kilometer usage, Place of visit, Purpose of journey, halt and driving hours shall be maintained for each trip with the signature of the officer using the vehicle and counter signature of the controlling officer.
10. Only after producing the monthly bills duly signed by the contractor specifying the date, kilometer used, 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 and/or 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 is binding to the contractor. The courts in Thiruvananthapuram shall have exclusive jurisdiction in all matters concerning the agreement.
13. The final selection of the vehicle will be made only after evaluating the model, mileage, kilometers covered, performance and other factors by the authority.

**APPLICATION FORM FOR QUOTATION FOR ONE AIR CONDITIONED CAR**

1	Name and corresponding address of the owner of the vehicle with mobile number (attach copy of Election ID/Aadhar card)	
2	Name and address of the Registered Firm/ 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) a) Validity of fitness certificate	
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	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 Quotationer

Date:

Name :