

FORMAT QUOTATION FOR HIRING OF CAR (WITH DRIVER)

| Name & Address of the Agency/ Company/Person with Phone Number & E-Mail | | |
|--|---|---------------------|
| <u>Detail of Vehicle</u> Reg. No. Year Make Insurance (Attach Documents) | | |
| Sl. No. | Description | Amount Quoted (Rs.) |
| 1 | Monthly hire Charges on vehicle for a distance of 1500 km per month (including all cost). | |
| 2 | Rate per km for running in excess of 1500 km.(However the excess will be admitted for payment on the basis of the kilometres which exceed 4500km quarterly). | |
| 3 | Any Other | |

Registration/Trade Licence/PAN/GST etc.
of Agency/Company/Person(Attach Documents) :

Details of current engagement :
(Attach Documents)

Terms & Conditions: Enclosed.

Please submit your quotation on or before **06/07/2023 , 3 p.m** to The Managing Director, Kerala State Handicapped Persons Welfare Corporation Ltd, Poojappura, Thiruvananthapuram, Pin 695 012. The quotation will be opened at **06/07/2023 on 3.30 p.m** in the presence of the bidder or their representatives. Quotation should be in sealed cover properly superscribed. "Quotations for hiring of Car with driver for office use of KSHPWC".

Signature

Terms and Conditions:

1. The Vehicle shall be kept at the disposal of KSHPWC throughout the period of contract.
2. The Vehicle should be in good condition of **Compact Sedan Model (2021 or later model)** with valid tax, insurance, tourist taxi permit with skilled qualified drivers.
3. All vehicle records such as Registration Certificate, insurance, fitness certificate, pollution certificate, permit etc. Shall be kept up-to-date. True copies of these records shall be submitted at the time of agreement. The contractor shall also provide sufficiently qualified drivers having a valid driving license and drivers' badge with at least three years of driving experience and also having a mobile phone for ready contact.
4. The assured minimum kilometres run per month shall be 1500 KM and the excess beyond the assured minimum will be paid at the rate fixed by Government from time to time or the quoted rate whichever is less. The excess will be admitted for payment on the basis of the kilometers which exceed 4500 km quarterly.
5. The rate quoted by the service provider should be inclusive of rent, parking fee, fuel cost, toll charges, maintenance, driver remuneration, batha rates for other consumables of vehicle and any other incidental expenses.
6. The contract period will be 11 (Eleven) months from the date of execution of the agreement. However, Kerala State Handicapped Persons Welfare Corporation (KSHPWC) reserves the right to extend the contract period for another six months or one year on the same terms and conditions.
7. The vehicle along with driver should be provided on 24 x 7 basis and shall not be used for any other purpose during the period of contract.
8. No advance payment will be made to the contractor under any circumstances and the payment will be made on a monthly basis on presentation of Bill after statutory recoveries along with necessary certificate of usage.
9. The monthly rent as agreed upon by both the parties the MD, KSHPWC, as the 1st party and vehicle owner/hired agency/service provider as the 2nd party at the time of signing of contract will be fixed and will not be subject to any change due to agency/service provider during the entire period of contract.
10. The service provider will bear all expenses incurred on fuel, insurance, payment of GST or any other tax as levied by Government from time to time on the service provider, updating of documents, paying chalan or any other legal dispute, service & maintenance related to that vehicle, breakdown of vehicle, arranging substitute vehicle or driver or both etc. And any other daily expenses of the driver.
11. The driver will maintain the log book with him and record the data strictly in the prescribed format and will obtain the verification signature from the travelling

KSHPWC official at the time of completion of journey. The log book will be produced to JS, KSHPWC every day.

12. The service provider will have the responsibility to keep and maintain all the requisite documents related to the vehicle & driver in the vehicle itself and update the same during the period of contract in accordance with the laws/acts as enacted or amended by the legal authorities time to time.
13. The Service provider will ensure that the vehicle is maintained at the highest level of cleanliness, neatness and dust free from the exterior as well as the interiors of the vehicle. All the fixtures and facilities like AC/ heaters/ stereo/ speakers/ perfume/ lights/ fan/ switches will always be kept in perfect condition and must be ready & available for running as and when needed.
14. It will be the responsibility of the Contractor to ensure that the driver possesses a valid driving license and has got at least 3 years experience in driving the class of vehicle. The Contractor will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.
15. The driver must be polite, courteous with etiquettes and manners. The driver should be in practice to strictly follow the traffic rules and should produce all necessary documents to police/traffic police/transport authorities on their demand. The driver also should obey the instructions of the KSHPWC officials/guests during their travelling.
16. The driver along with the vehicle must report to duty in time as instructed by the KSHPWC officials.
17. KSHPWC 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, KSHPWC shall not be responsible for any third party claims. This office will also not be responsible for any challan and disobeying of Traffic Rules caused by the driver.
18. In case of any service/breakdown of the vehicle or unavailability of driver, the service provider, in the shortest of time, will arrange to send the substitute vehicle or substitute driver or both as the case may be without any loss of time.
19. The expenses incurred in arranging substitute vehicle or driver or both, if arranged by KSHPWC from any other alternate source, agency at any time, either in case of breakdown of vehicle/services or not reporting of vehicle/driver to KSHPWC in time, will be entirely borne by the service provider.
20. The terms and conditions prescribed in this document are binding on both the parties i.e KSHPWC and the Service Provider. Either of the party can terminate the contract by giving one month prior notice to the other party. However, in case of non compliance of the terms and conditions by the service provider and delivery of the satisfactory services by the service provider, KSHPWC will be at liberty to terminate the contract immediately without citing any other reason to the service provider.

21. An agreement will be made with the vehicle owner before engagement of vehicle for KSHPW C
22. MD, KSHPW C holds the power & authority to modify the terms & conditions of the contract.
23. MD, KSHPW C reserves the right to accept or reject any or all quotations without assigning any reasons. The decision of MD, KSHPW C will be final with respect to the acceptance/rejection of quotation.

Signature