



No. 289/24/Vehicle/SKF-2

Date:- 13.12.2024

QUOTATION NOTICE

Quotation No. 13 /SKF/CE/2024-25

Name of work:- Supply of 7 seater Car on Monthly hire basis (Toyota Innova or above) for Sports Kerala Foundation

The Managing Director & CEO, Sports Kerala Foundation invites sealed quotations from Transport Operators / Taxi Operators / Taxi Owners (hereinafter called the "Agency") on **LEASE** basis at office of the Sports Kerala Foundation, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram. The details of approved quotation form and Commercial bid shall be obtained from the office during office hours or downloaded from the website.

Transport Operators/ Taxi Operators / Taxi Owners from the respective fields are requested to submit their quotations in sealed cover to the undersigned. More details can be obtained from the office during office hours. The undersigned reserves the rights to cancel or change any part of this quotation notice, and to reject any quotation received without assigning any particular reason. The prevailing rules of PWD are applicable in this also.

The quotation documents can be obtained on any working day from this office upto 11.00 A.M on 20.12.2024 during office time. The last date of submission of quotation shall be up to 03.00 P.M 20.12.2024 and will be opened on 20.12.2024 at 04.00 P.M.

Managing Director & CEO

Copy to:-

1. Office Notice Board of Directorate of Sports & Youth Affairs, Vellayambalam, Thiruvananthapuram
2. Office Notice Board at Sports Kerala Foundation
3. Website
4. Any two Malayalam daily newspapers

Terms and conditions as shown below:-

1. The Agency shall provide 7 seater taxi (**Toyota Innova or above**) for the use of Sports Kerala Foundation under this contract. Sports Kerala Foundation reserves the right to verify the quality of the vehicle before opening of the bid. Vehicles which do not abide to the quality standards expected shall be rejected and their bids shall not be opened.
2. The vehicle should be in good running condition, hygienically maintained, having good and decent upholstery including curtain and **should not be less than 10 years old**. Vehicle should be maintained in perfect condition throughout contract period. All vehicle records such as registration certificate, insurance, permit, fitness certificate, experienced etc should be upto date.
3. The hired taxi should have comprehensive insurance coverage and the Agency shall take total responsibility of protecting the interest of vehicle and passengers in case of any eventuality, by way of claiming insurance etc.
4. The drivers provided shall have an accident free driving experience in all kinds of terrain. The license of the driver shall be valid and not have any endorsement by RTO with regard to traffic violation or rash driving. The driver should have sufficient experience and knowledge about the various routes from Thiruvananthapuram district to Kasargod district.
5. The Agency shall supply the vehicle with driver on all the days of the month irrespective of the fact whether it is a general holiday or not.
6. The agency shall nominate the contact person who shall be available to be contacted over phone in case of any problems with the vehicles supplied.
7. The timing for the vehicle shall normally be between 8 am to 8 pm and may vary depending on the requirements of the concerned officers and the owner/agency/driver shall ensure the availability during any such extension hours.
8. The driver should possess a mobile phone for easy access to the officer to whom the vehicle is allotted.
9. The agency shall make their own arrangements for providing all necessary tools and tackles required for maintenance and operation of the vehicle so that the vehicle is always kept in good running condition.
10. The agency shall make available sufficient cash with the driver for purchase of fuel or repairs when the vehicle is taken outside Thiruvananthapuram.

11. The agency has to maintain daily trip sheet for the vehicle and obtain signature of the concerned Officer of Sports Kerala Foundation at the beginning and end of each day for the actual kilometers covered. The agency has to furnish monthly log book with trip sheet extracts enclosed to each bill.
12. The distance covered from the Garage or agency's office or driver's house cannot be considered. Actual distance covered from pickup point to drop point only will be considered for payment purposes.
13. The rate quoted by the agency for 1500kms will be given in case of Kilometer running is less than 1500 kilometers in a month. If the vehicle is not called on any day due to any reasons, the total kilometres for that day will be treated as zero.
14. It is the responsibility of the agency to park the vehicle at a suitable location at his risk and cost for ensure timely delivery of vehicles. The Agency has to comply with the statutory requirements whenever and wherever applicable. The payment will take normally 15 days from the date of preference of bill. Payment will be released after completion of each month by RTGS. Taxes and other statutory levies as applicable will be deducted from the travel agency's bill.
15. The Agency shall execute an agreement on Rs. 200/- stamp paper as per the proforma prescribed by the Sports Kerala Foundation for the satisfactory execution of woks.
16. The period of contract shall be one year from the date of agreement extendable by one more year on mutual agreement.
17. The agency has to note that the vehicle provided to Sports Kerala Foundation will be under the overall control of Managing Director & CEO, Sports Kerala Foundation.
18. The agency shall carry out the specified work to the satisfaction of the Sports Kerala Foundation. In case of unsatisfactory performance, Sports Kerala Foundation reserves the right to cancel the contract.
19. The driver shall always be dressed in proper uniform (white and white) during the period of the contract.
20. In case the vehicle is not made available to any officer of Sports Kerala Foundation on any day on time, or any violation to the terms and conditions of the contract, a penalty of Rs. 500/- per day per vehicle shall be levied and the cost of hiring an alternate vehicle shall be recovered from the agency for that day.
21. The transport Contractor shall not change the particular vehicle and the driver earmarked for the particular officer unless there is a genuine reason for which

prior concurrence of the officer concerned shall be taken. If such instances are frequent, action to be taken for terminating the contract without prior notice.

22. The rates quoted shall remain firm throughout the contract period. No escalation charges towards any variation in the prices of fuel, tyres and spares or in the consumer price index or due to any increase in taxes/ statutory levies or increase in the insurance premium will be paid under any circumstances.
23. The successful bidder will have to give an undertaking to the effect that he will abide by all the Government rules and statutory requirements.
24. During the occurrence of the contract whenever called for, the contractor is bound to furnish any documents pertaining to the vehicles being supplied and also the driving license of the drivers.
25. The agency should not change the particular vehicle and the driver earmarked for the particular officer unless there is a genuine reason for which prior concurrence of the officer concerned has to be taken. If such instances are very frequent, affecting the transportation facility extended to the officer, Sports Kerala Foundation shall take note of the same and suitable penalty as per clause (20) above will be imposed.
26. The intending bidder/agency must enclose their item wise acceptance to all the terms and conditions along with their quotation.
27. For any dispute arising during the occurrence of the contract, the decision of the Managing Director & CEO, Sports Kerala Foundation shall be final and binding on the contractor.
28. Any suit or proceedings arising out of this contract shall be instituted in law courts in the jurisdiction of Thiruvananthapuram city.
29. The Sports Kerala Foundation reserves the right to entrust the hiring of vehicle contract to more than one agency at the L 1 rates for operational efficiency.
30. Completed quotations shall be submitted to the Managing Director & CEO, Sports Kerala Foundation before the due date and time for receipt of quotation. Sports Kerala Foundation may at its discretion extend the date for receipt of quotations. Quotations received after the aforesaid date and time or the extended date and time, if any, will be rejected and returned unopened to the bidders. Bidders can also submit their bids through courier or by registered post. However, they have to ensure that while sending the quotation through courier or registered post, the quotation reaches the **Managing Director & CEO, Sports Kerala Foundation, Vellayambalam, Thiruvananthapuram** on or before the last date and time of submission of quotation.

31. The Sports Kerala Foundation shall not bind itself to accept the lowest or any other quotation and reserves the right to accept any quotation in part or reject any quotation or all quotations without assigning any reasons whatsoever.
32. The quotation shall consist of documentary evidence including copy of RC Book of proposed vehicles, copy of insurance coverage, copy of driver's license, fitness certificate, permit, work order for supply to other Government agencies, self declaration of driver showing experience (if any) etc.
33. Earnest Money Deposit is Rs. 2,500/- (Rupees Two Thousand Five Hundred only) shall be submitted along with the bid. The EMD shall be drawn from Nationalized/Scheduled bank in the form of crossed demand draft in favour of the Managing Director & CEO, Sports Kerala Foundation payable at Thiruvananthapuram. Any bids without EMD shall be rejected.
34. EMD of the unsuccessful bidders will be refunded without any interest on finalisation of the Contract with the successful bidder or on the expiry of the validity period whichever is earlier.
35. The company will not be responsible for any (i) damage to the car for any accident (ii) Court case of compensation payable because of the condition of the vehicle or because of driving by its driver (iii) any charge of Tax or surcharge that may be levied by the state on Central Govt. including Road Tax except toll charges. The owner must pay Road tax, Insurance charges within the stipulated time.
36. EMD deposited with ACCEPTING AUTHORITY will be forfeited,
 - I. if a bidder withdraws his bid during the period of validity specified.
 - II. if the successful bidder fails within the time limit to sign the Contract document or fails to furnish the required security deposit.

Quotation No. 13 /SKF/CE/2024-25

COMMERCIAL BID

(To be enclosed in a separate sealed envelope)

Name of the Bidder :
Phone No :
Service : **Supply of 7 seater Car on Monthly hire basis
(Toyota Innova or above) for Sports Kerala
Foundation**

SI No	Description	Charges in Rs.
1.	Monthly Rate 1500 km per month, 12 hrs a day	
2.	Extra per km (over 1500 km per month) in Rs	
3	Out station night halt charges	
4.	Any other charges (Please indicate)	

- Terms and conditions mentioned in this quotation (No..... dated.....) are applicable.
- The rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in to the contract.
- The payment shall be made on conclusion of the calendar month only on the basis of duties performed by contractor during the month.
- The above rates required to be inclusive of statutory taxes as may be applicable.
- Earnest Money Deposit is Rs. 2,500/- (Rupees Two Thousand Five Hundred only) shall be submitted along with the bid. The EMD shall be drawn from Nationalised/Scheduled bank in the form of crossed demand draft in favour of the Managing Director & CEO, Sports Kerala Foundation payable at Thiruvananthapuram. Any bids without EMD shall be rejected.

Signature of authorized person
Date
Full Name
Place
Seal

Sd/-
Managing Director & CEO
Sports Kerala Foundation