

QUOTATION NOTICE

Sub:- Invitation of quotation for providing Toyota Innova Crysta on contract-reg.

Kudumbashree NRO invites quotation from eligible company/firm, having experience of similar contract, for “hiring Toyota Innova Crysta for Kudumbashree NRO”. The detailed scope of the work is provided in the annexure.

Key details:

Name of work	Hiring of Toyota Innova Crysta Passenger Vehicle
Availability of quotation form	Quotation documents can be downloaded from the official website of the Kudumbashree and Kudumbashree NRO at www.kudumbashree.org and www.kudumbashreenro.org
EMD	Demand draft of Rs 5000/- drawn in favour of Executive Director, Kudumbashree
Last date & time of submission of quotation	17.02.2023 3pm
Technical Bid opening date & time	21.02.2023 3pm
Financial Bid opening date & time	22.02.2023 3pm

Late quotation (received after date and time of bid) shall not be accepted under any circumstances.

Kudumbashree NRO reserves the right to accept or reject any or all quotations without assigning any reason. No bidder shall have any cause of action or claim against Kudumbashree NRO for rejection of his proposal

Sd/-
For Kudumbashree NRO
Director (A&F)

Notice Inviting Quotation for hiring of Toyota Innova Crysta

QUOTATION DOCUMENT

1.0 Scope of work

1.1 The scope of work is for hiring of the vehicle for use of Executive Director of Kudumbashree with terms and conditions as detailed in Appendix-I and be made available for on all days in a month and at any time as may be required.

2.0. Pre-qualification Criteria

- 2.10 The vehicle supplied by the operator should be either new or not older than 2021 make.
- 2.11 If the vehicles are not owned by the bidder, a consent letter from the registered owner in original should be attached with the bid.
- 2.12 The agency could be a sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms / Registrar of Companies, having minimum three years of experience. [Attach copy of registration certificate and experience certificate of at least three orders with Govt. offices/leading PSU's]
- 2.13 The operator should have GST Registration and valid PAN .
- 2.14 Copies of all documents viz; RC book, Insurance, Tax, Pollution free certificate, driver license etc. are to be submitted along with the bid. This should be renewed throughout the contract.
- 2.15 The operator should comply with the Rules and Regulations stipulated by the RTO authorities.

Notice Inviting Quotation for hiring of **Toyota Innova Crysta**

APPENDIX 1

3.0 Terms and Conditions

- 3.11 An agreement will be entered into with the successful bidder. Duration of contract period will be one year from the date of award of contract. However, the same may be further extended up to one more year on the same terms and conditions
- 3.12 The minimum monthly requirement is 2000 km per vehicle for local/out station use, shortfall in minimum kilometre in a month for a vehicle will be adjusted against any of the subsequent or previous months excess KM reading of the same vehicle for adjusting in the quarter. The excess, if any at the end of every quarter will be reckoned and paid at the accepted rates.
- 3.13 The vehicle should be made available on all days in a month and at any time as may be required.
- 3.14 Spare vehicles of the same class should be provided whenever the vehicle is under maintenance, breakdown, accident or repair. In case the operator fails to provide the vehicles a penalty equal to two times of the actual average monthly charges per day for each day of such failure would be imposed on the operator.
- 3.15 Monthly rent charges will include cost of fuel, driver's monthly salary and all other incidental expenditure. Toll/Parking charges will be reimbursed by Kudumbashree NRO on submission of original vouchers duly certified by the authority who is using the vehicle. Driver's bata if engaged after 10 pm or before 6.30 am will also be reimbursed. Monthly fixed rate should be inclusive of all taxes (GST etc).
- 3.16 The operator shall arrange for the maintenance of suitable log book supplied by Kudumbashree with the driver and should be got authenticated by the authority engaging the vehicle. Monthly bills submitted should be accompanied by such log sheets.
- 3.17 The driver should comply with the orders given by the Executive Director of the Organisation or any other functionary regarding the safety and security when the vehicle is in the Company's disposal.
- 3.18 The car should be neatly maintained and the driver should be of good character and conduct and should possess valid driving licence.
- 3.19 The monthly bill may be submitted immediately on completion of the month and payment will be effected by the organisation within 15 days of submission of the invoice complete in all respects, after deducting applicable taxes. All payments will be made in electronic form to the designated bank account of the bidder only.
- 3.20 The car should be made available within 15 days of the offer, failing which the offer will be treated as cancelled and the EMD will be forfeited.
- 3.21 All taxes, insurance, permit, pollution certificate charges are to be borne by the operator.
- 3.22 Any cost, damage, compensation to third parties resulting from plying of the car on the Road is to be met by the operator.
- 3.23 The wages paid to the driver should not be less than those provided under the minimum wages act from time to time.

- 3.24 The Organisation reserves the right to terminate the agreement by giving 30 days' notice, at any time during the contract period without assigning any reason and no compensation will be paid for such termination.
- 3.25 The agreement will be terminated without any notice if the operator violates any of the terms and conditions of the agreement accepted by the operator at any stage of the contract.
- 3.26 The quotation can be modified/ postponed /cancelled at the discretion of the Organisation, without assigning any reason.
- 3.27 The operator shall not replace the driver without prior approval from the Organisation but in case of any act of misconduct from the side of the driver, the operator shall make necessary arrangements for replacing the driver immediately.
- 3.28 The L1 (lowest) quotation will be considered.
- 3.29 The bid shall be accompanied with an Earnest Money Deposit (EMD) of Rs. 5,000 /- (Rupees five thousand only) in the form of Demand Draft favouring “ Executive Director, Kudumbashree” payable at Thiruvananthapuram. The EMD will be refunded without any interest to the unsuccessful bidders after finalisation of the tender. In case any bidder revokes or withdraw its offer within the validity of the offer. Kudumbashree NRO will be at liberty to forfeit the Earnest Money Deposit. Bids without EMD will be summarily rejected.
- 3.30 All pages of this tender document shall be signed by the bidder and be attached with the bids.

4.0 Submission of Quotation

4.0. The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix-I to this Annexure, may submit the **Technical** as well as **Financial bids** in a separate sealed cover super scribing-‘**Technical Bid for Hiring of Toyota Innova Crysta**’ and ‘**Financial Bid for Hiring of Toyota Innova Crysta**’ as per the specification given in Annexure I & II respectively. Both these covers should be placed in a third sealed envelope super scribing “**Bid for Hiring of Toyota Innova Crysta**”.

4.1. The Technical Bid in a separate sealed envelope shall contain EMD, Quotation Notice(all pages signed) ,Application form for Technical Bid ,Photo copies of all the proofs as mentioned and the Financial Bid with Appendix II will be in a separate sealed cover.

4.2. Completed application form along with the requisite documents shall be submitted in a sealed envelope clearly indicating the category of work on top of the envelope to:-

Executive Director

Kudumbashree NRO

III Floor, Carmel Towers, Cottonhill, Vazhuthacaud

Trivandrum-695014

Phone: 0471-2335714

5.0 Selection Procedure

5.10 The technical bid will be opened first for the necessary evaluation. The Financial bids of the technically qualified bidders only will be opened on the date prescribed in the quotation notice.

Notice Inviting Tender for hiring of Toyota Innova Crysta

ANNEXURE -I

TECHNICAL BID

FOR PROVIDING CAR ON HIRE BASIS TO KUDUMBASHREE NRO, III FLOOR, CARMEL TOWERS, VAZHUTHACAUD, TRIVANDRUM-14 FOR THE USE OF OUR EXECUTIVE DIRECTOR

1	Name of the operator	
2	Status(Sole Proprietor concern/ Partnership Concern//Company)	
3	Address	
4	Office Address	
5	Telephone Numbers: Mobile Land Line Email Id Fax no.	
6	Photocopy of proof of ID enclosed(Any one of the items is required)	a) Election ID card no Issued on at b) Passport No issued on at c) PAN Card No issued at d) Driving licence no issued on at
7	a) Details of GST Regn no.,If available and date; b) PAN	
8	Details of car offered for hire	
9	Bank account details Account Number Bank name & branch IFSC code: Type of Account Account holders name	

Declaration:- I/We agree for the terms & conditions prescribed by the Company in this regard. I / We have signed and handed over a copy of the Terms & Conditions in token of having agreed to the same.

Place :

Signature

Date :

Name

Notice Inviting Tender for hiring of vehicle

ANNEXURE II

FINANCIAL BID

FOR PROVIDING CAR ON HIRE BASIS TO KUDUMBASHREE NRO, III FLOOR, CARMEL TOWERS, VAZHUTHACAUD, TRIVANDRUM-14 FOR THE USE OF OUR EXECUTIVE DIRECTOR

VEHICLE OFFERED :

Sl no	Particulars	Rate quoted
A	Fixed charges for 2000 Kms per Month (To be made available for all days in a month and at any time as may be required)	Rs.
B	Rate for above 2000 Kms	Rs. /Km
C	Driver bata for driving after 10 pm/before 0630 am	Rs. /day

Name , Address ,& Mobile number
of the Operator

Signature of the Operator

PLACE-

DATE -

Notice Inviting Tender for hiring of vehicle

CHECK LIST FOR ENCLOSURES

The Bids will be treated as Non Responsive in case of absence of Following documents:

<u>S.No</u>	<u>Description of Items</u>	<u>Enclosed</u>	<u>Not Enclosed</u>
1	All Points from 2.11. up to 2.14. under 2.0. Pre-qualification criteria		
2	Copies of RC Book/Undertakings		
3	Copies of insurance		
4	Copy of driver licence		
5	Copies of Pollution certificate		
6	ID Proof of the owner of the car		
7	Certificate of GST registration		
8	Certificate of agency registration		
9	Certificate if similar work orders has been under taken.		
10	PAN copy		
11	Bank details		
12	Separate envelope for Technical & Financial bid		

