

GOVERNMENT OF KERALA

No:EA4/15/2024/Elec
Election (Accounts)Department
3rd Floor, Administrative Block, KLA Complex
Thiruvananthapuram,
Dated:17-03-2024

QUOTATION NOTICE

Sub: Election Department-Request for Proposal-Hiring car on "on call" basis-reg

Ref:

Office of the Chief Electoral Officer, Election Department invites competitive tenders in sealed single cover from agencies/firms/Companies for providing vehicle on "on call" basis for the following vehicles as per the terms and conditions appended. Toll, Parking and permit will be extra. Last date for submitting the tender is 3 PM on 23.03.2024.

Vehicle Type (Registration on after 2021)	Particulars	Rate (Rs.)
DZIRE/ETIOS/AMAZE	8 Hrs 80 Kms	
	Addl km	
	Addl hr	
	Airport	
ERTIGA/BRV A/C	8 Hrs 80 Kms	
	Addl km	
	Addl hr	
	Airport	
TOYOTA INNOVA A/C (White)	8 Hrs 80 Kms	
	Addl km	
	Addl hr	
	Airport	
TOYOTA INNOVA CRYSTA A/C(White)	8 Hrs 80 Kms	
	Addl km	
	Addl hr	
	Airport	

Terms and Conditions

1. The contractor should provide the vehicle in excellent conditions on

- a full-time basis.
2. The vehicle shall be made available all the time, 24 x 7 for use in the parking area of the office of CEO, Kerala.
 3. If the Vehicle contractor fails to provide the said vehicle on a particular day/time/place due to any reason whatsoever including the mechanical breakdown of the vehicle, the Vehicle contractor shall provide alternate arrangement for the supply of another vehicle of the similar/higher category and any expenses incurred on account of this shall be borne by the vehicle contractor.
 4. In any case the Vehicle contractor fails to provide alternate arrangement for the supply of a similar category vehicle within a reasonable time, the service provider shall make own arrangements and expenses incurred on this account shall be levied from the Vehicle Contractor.
 5. The vehicle to be supplied shall be of 2021 or latest model.
 6. The vehicles should be in good running conditions, hygienically maintained, having good and decent upholstery.
 7. Vehicle should be maintained in perfect condition throughout the contract period and shall be made available as per the request from the authorized officer of Election Department failing which the service provider shall have the right to terminate the contract without any notice.
 8. The payment will be released to the vehicle contractor on production of a bill in triplicate along with the vehicle Log Book & Trip Sheet maintained for the period of payment on month-basis.
 9. All documents and records related to the vehicles should be kept valid and current throughout the period of the contract. The vehicle should have necessary tourist permit to ply all over Kerala as and when required by Election Department.
 10. True copies of R.C Book, permit and Insurance of the vehicle, Drivers license and pollution certificate have to be submitted to Election office. Any change in the vehicle agreed should be made only with the written prior approval of the competent authority.
 11. The contractor shall also provide qualified and experienced drivers with mobile phone. The Driver shall not use alcohol or intoxicating drinks/items while driving/on duty. The contractor shall be responsible for the misconduct of the drivers.
 12. The Driver shall ensure that the odometer reading and time at the

time of reporting for duty/release from duty has properly entered in the log book and should produce before the authorized officer for verification before admitting claim for payment.

13. The odometer reading at the time of reporting for duty/release from duty will only be reckoned for calculation of total kms run or hours used. The details for the Km charges are appended below:
 - a. The excess / shortage in kilometer running will be carried over to the next month for adjusting against total distance to be covered in a quarter.
 - b. No advance payment on any account will be made.
15. Payment will be made only by Account transfer in favour of the Contractor/Company of the vehicle.
16. It will be the responsibility of the Contractor to see that the driver possesses the valid driving license. The Contractor will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.
17. The Contractor should see that the driver reports in the Election Office at Thiruvananthapuram with the vehicle as and when required in time
18. If any loss/damage used to Election Department due to the negligence or lapse on the part of the Contractor/driver, the contractor of the vehicle alone shall be held liable for such losses/damages caused to the Company
19. Election Department will not be held responsible for any loss/damage to the vehicle, other properties, life or other unforeseen incident that may occur during the period of hiring of vehicle. In case of accidents, the Election Department shall not be liable to pay any damages or cost of repairs including legal charges to defend any litigation.
20. The rates are exclusive of GST. GST @ of 18% or at applicable rate will be paid on production of GST remittance. TDS on IT and on GST will be deducted from the bill, if applicable.
21. If the Contractor fails to provide the vehicle on specified time mentioned supra, an amount of ₹100/- per day will be deducted from the monthly rental charges and if the party repeats the same for more than three times in a month, the contract can be terminated without any advance notice.

ANISH T
JOINT SECRETARY & JOINT CHIEF ELECTORAL OFFICER

To:

Notice Board

✓ Election IT Wing(Published in Website)

Stock File/Office Copy

Approved issue,

Signed by

Salunath V S

Date: 17-03-2024 13:12:45

Section Officer.