

CENTRE FOR CONTINUING EDUCATION KERALA
Anathara Lane, Charachira, Kowdiar PO
THIRUVANANTHAPURAM - 3

No. CE(D)/1536/11

Dated 2/7/2014

**QUOTATION FOR HIRING OF VEHICLES FOR THE OFFICIAL USE OF
CENTRE FOR CONTINUING EDUCATION KERALA [CCEK]**

Sealed competitive quotations are invited from eligible owners for hiring of vehicle for the official use of the CENTRE FOR CONTINUING EDUCATION KERALA [CCEK] Thiruvananthapuram.

Terms and conditions

1. The Quotations should be submitted in the prescribed form attached along with this notice.
2. The quotation should be in sealed cover and superscribed "Quotation for hiring of vehicles" and addressed to "The Director, Centre for Continuing Education Kerala, Thiruvananthapuram 695 003".
3. The sealed quotations should reach the Director, Centre for Continuing Education Kerala, Thiruvananthapuram on or before 17/7/2014 for 4.30 p m.
4. The Quotations will be opened on 17/7/2014 at 5.00 p m. Opening can be attended by the tenderers or their authorized representatives. Late quotations will not be considered.
5. The successful tenderer should execute an agreement with CCEK on a stamp paper worth Rs.100/- for a period of one year.
6. The Director, CCEK reserves the right to accept or reject all or any of the quotations. The vehicles in excellent condition alone will be considered. The vehicles should be made available to CCEK as and when required on km/hourly/monthly basis or on monthly basis without fuel and driver. Vehicles registered on or after 1/7/2012 alone will be considered.
7. All documents like permit, vehicle insurance, pollution control certificate, mileage certificate etc. should be kept valid till the completion of the contract period. Attested copies of these documents should be provided at the time of executing the agreement.
8. The Director, CCEK also reserves the right to enter into parallel contracts with any other parties for similar service.
9. The driver authorised to drive the vehicle should have a valid driving license and badge.
10. If any loss is caused to the Centre due to the negligence or lapse on the part of the owner/driver, the owner alone shall be held liable for all the damages caused to the Centre.
11. No advance payment will be made. Payment will be made on monthly basis against the bills, duly verified and certified by the authorised officer of CCEK.
12. Payment will be made only by Account Payee cheque in favour of the Contractor.
13. The vehicles and the driver should be in a condition to undertake long trips both inside and outside Kerala State as and when required by the Centre.
14. The maintenance including cost of fuel and upkeep of the vehicles should be done without causing any inconvenience to the Centre and the owner shall make alternate

arrangements to make available other vehicles in replacement without any delay. For failure to provide another/other vehicle/s as per the terms and conditions of the agreement, a penalty of Rs.500/- will be charged and the same will be deducted from the monthly payment due to the contractor.

15. If after the vehicle is taken on hire and if any defect occurs in the vehicle or if the CCEK Officials have to hire a vehicle from any other agency, the expenses of the vehicle engaged from the other agency will have be borne by the empanelled agency.
16. If an AC vehicle is requested for hire and the AC of the vehicle is not effective or AC does not function properly, payment will be made @ Rs. 1 per Km, less than the rate of AC vehicle.
17. No increase on rates will be allowed for a period of one year from the date of empanelment under any circumstances.
18. The vehicles should qualify the prescribed yardsticks maintained by the Government of Kerala for such classes of vehicles.
19. The vehicles should be made available at the disposal of the Centre along with driver and fuel.
20. The Assured KM run/month shall be 2000 km and the excess km run in a particular month will be carried over to the next months for adjusting against total distance to be covered in the quarter.
21. The vehicle should be provided on all days in a month and at any time including holidays to take any trips whether long or short at the direction of the authority and shall be used exclusively for CCEK purpose. The vehicle will be stationed at the CCEK office premises unless otherwise directed from the office.
22. The km at the time of reporting for duty/release from duty will only be reckoned for calculation of total kms run or hours used.
23. Kilometer reading will start and terminate at the CCEK office. No mileage will be permitted for lunch/tea break etc. The milometer should be in good working condition and accurate and in accordance with the regulations of the Motor Vehicle Department.
24. A metal plate in blue bearing "ON DUTY CCEK GOVERNMENT OF KERALA" in black letters should be displayed in the front and back number plates.
25. Contractor as well as the driver of the vehicle shall obey all directions issued by the officers to which the contract vehicle is attached or other designated officers of CCEK.

DIRECTOR

CENTRE FOR CONTINUING EDUCATION KERALA
Anathara Lane, Charachira, Kowdiar PO
THIRUVANANTHAPURAM - 3

Quotation for hiring of Diesel vehicles Indica/ Indigo/ Swift Desire or any one of that kind on monthly basis with fuel and driver

1	Name & address of the owner with telephone number	
2	Registration number of the Cars	
3	Permit number of vehicles	
4	Date & year of registration	
5	Details of insurance of vehicles, name & address of insurance company and validity of insurance	
6	Whether the vehicles involved in any accidents or cases, if so, furnish full details	
7	Minimum rate per kilometer for plying Up to 2000 km per month per vehicle	With Fuel and Driver
	Indica	
	Indigo	
	Swift Desire	
8	Rate per km for additional use of vehicle beyond 6000 km.(calculated on 3 months period)	
	Indica	
	Indigo	
	Swift Desire	
9	Driver's bata, if any, to be paid for outstation duty per day, in case the vehicle is used for duty outside Trivandrum district	
10	Any other details to be furnished by the owner	

DECLARATION

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the tender notice and understood the terms and conditions stipulated in hiring my vehicle for the use of the K.R. Narayanan National Institute of Visual Science & Arts functioning under the Centre for Continuing Education, 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.

Date:
Place:

Signature of the applicant
Name