



**The Kerala State Women's Development Corporation Ltd.**

Basant, TC 20/2170, Opp. Manmohan Bunglow,  
Kowdiar P O., Trivandrum – 695003, Ph-0471-2727668,  
Fax -0471-2316006, e-mail-head@kswdc.org

Tender no: KSWDC/EA3/Hiring Vehicle/181 WHL/2018-2019 (20)

Date: 11.09.2020

**TENDER NOTICE**

**Sub : Providing AC seven seat Car on contract basis –reg**

Sealed competitive tenders are invited from individuals /Agencies/firms/companies/ for providing **AC Car** with 7 seat capacity, having women drivers, on hired basis for “The Kerala State Women’s Development Corporation Ltd. Thiruvananthapuram” for a period of one year as per requirement.

Tender form and Terms and Conditions are available on the Company’s website [www.kswdc.org](http://www.kswdc.org).

Requirement is as follows:

Description of Services	Type of Vehicle	Quantity	Place
AC Car with 7 seat capacity–Monthly basis	Ertiga, Innova, Bolero, XUV500	1	Thiruvananthapuram

Those who download the tender document from the website shall ensure that the tender contain a Demand Draft for Rs.500 + GST drawn in favour of the “ **Managing Director, The Kerala State Women’s Development Corporation Ltd.**” payable at Thiruvananthapuram towards cost of the tender/tender fee. Tenders submitted without the cost of the tender/tender fee will be summarily rejected.

Start date of issue of Tender document	:	11.09.2020
Last Date and time of issue of Tender	:	22.09.2020 (5 p.m.)
The last date and time of receipt of tender	:	23.09.2020 (5 p.m.)
Date and Time of opening of tenders	:	24.09.2020 (11a.m.)

The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid

KSWDC Ltd. reserves the right to change the qualifying criteria at their discretion and to reject or cancel the invitation for bids without assigning any reason thereof. The Decision of Managing Director, The Kerala State Women's Development Corporation Limited in this regard will be final and binding on all.

**Managing Director**

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES FOR OFFICIAL  
USE ON CONTRACT BASIS**

- 1) The Tenderer must be the owner of vehicles. The vehicle provided by the contractor must be in excellent condition. Preference will be given to newly purchased vehicle (2016/17 Models). However, vehicles older than 3 years or used for more than 75000 Kms as on date of publication of this tender shall be disqualified. Copies of the RC Book are to be enclosed along with the tender to prove the ownership and registration year etc. The tender without such copies shall be summarily rejected. The drivers of the vehicles should essentially be women drivers.
- 2) The rate should be quoted in the enclosed performa.
- 3) An EMD of Rs.5000/- (Rupees five thousand only) duly drawn by crossed demand draft favouring **“The Managing Director, The Kerala State Women’s Development Corporation Ltd ”** payable at **Thiruvananthapuram** should accompany the tender. Tender without EMD will be summarily rejected.

EMD shall be forfeited in the following cases

- If the successful tenderers withdraw from the tender after opening the tender or fail to carry out the work, after work is awarded.
  - On refusal to enter in to contract after award of work
  - If the work is not commenced on the date of starting of work after award of work
  - Unsatisfactory Performance and /or Non Performance
- 4) A deposit amount (5% on contract value) to be remitted as security deposit by the successful tenderer, for each vehicle to be provided by him/her/it on monthly hired basis.
  - 5) The contractor shall provide the vehicle along with woman driver and keep the vehicle in good running condition. Supply of oil, fuel and payment of tax, insurance, non-pollution certificate, service charges and other statutory and non-statutory requirements shall be the sole responsibility of the contractor.

- 6) The driver of the vehicle should be a women, having a valid driving license and badge with minimum 5 years four wheeler driving experience especially in commercial vehicles.
- 7) The rates quoted shall include wages to the driver, cost of the fuel, maintenance charges, service tax and other charges if any for providing the vehicle in good running condition. In case of any accident or maintenance of the vehicle provided by the contractor, the same shall be attended by the contractor at own cost and responsibility and shall attend the same without any liability to The Kerala State Women's Development Corporation Ltd. In case, the vehicle entrusted cannot be made available due to breakdown, inspection etc., the contractor shall make alternative necessary arrangements to provide substitute vehicle. The expense for providing substitute vehicle shall be beared by the contractor himself.
- 8) The drivers and vehicles should be covered by valid insurance and the payment of compensation in case of any accident or otherwise shall be the responsibility of the contractor.(Copy of the insurance documents should be enclosed with the Tender form).
- 9) The vehicle provided by the contractor must have taxi permit.(Copy to be enclosed)
- 10) The duty timing of vehicle provided by the contractor shall be from 9.00 p.m. to 7.00 a.m. on all days including Sundays and holidays. However the timings may vary depending on the actual requirement.
- 11) Meter Reading will start/terminate from point of pickup/drop respectively. No extra kilometres shall be added as distance from the garage to point of pickup/drop. Monthly contract shall be for running 2500 km per month.
- 12) The drivers of the vehicle will maintain log book/sheets which will be supplied by this office and all the entries should be updated and authenticated by the concerned.
- 13) The tampering of meter reading, vehicle usage timings, overwritings of log sheet, misconducts and other such acts shall be penalized heavily, including termination of the contract and forfeiting of the security deposit.

- 14) The vehicle provided must be fully and comprehensively insured covering the risk to the driver.
- 15) Vehicle to be provided by the contractor should be in perfectly sound working condition and suitable for use by Officers. Dirty, noisy and not well maintained vehicle shall be rejected and no payments shall be made for the same.
- 16) Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or order of the Govt. This office shall have no liability whatsoever in this regard and the contractor shall indemnify this office against any/all claims, which may arise under the provisions of various acts, govt. orders etc.
- 17) The vehicle will meet all the necessary compliance of requirements like pollution, emission, noise and other statutory provisions etc.
- 18) Unsatisfactory or unprofessional behavior shall result in termination of the contract. Non adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with encashment of the security deposit.
- 19) The driver must be punctual and arrive on specified time on specified location. Delay in reporting for duty shall attract a penalty on case by case basis as decided by the KSWDC.
- 20) Within office premises, the driver shall not leave the office without permission and shall not do any private work other than the normal duties. If the driver is found to be absent from the office, it will be taken as non-availability of the vehicle and suitable penalties shall be imposed.
- 21) Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other harmful deeds by his staff.
- 22) No advance will be made for the service provided by the contractor and the payment will be made only on monthly basis on presentation of bill after deducting statutory recoveries. The contractor should also ensure that minimum wages is paid to the driver and a

certificate to this effect shall be rendered by the contractor along with the monthly bill.

- 23) The charges for additional kilometres, if any, will be paid every month at the rate agreed.
- 24) If the services of the contractor are not satisfactory, "The Kerala State Women's Development Corporation Ltd." reserves the right to cancel the contract. Any loss or difficulty or inconvenience to the Company with regard to this contract due to the lapse from the contractor, the loss or inconvenience shall be the risk of the contractor and the amount shall be deducted from the security deposit.
- 25) In case of non-availability of the vehicles on any day, the same will attract penalty and the expense incurred by the Company in this regard for providing vehicles from other sources will be deducted from the contractor from his monthly hire charges payable to him by the Company and/or from his security deposit. Penalty will be Rs.1500/day.
- 26) In case of non-provision of vehicle continuously for a period of more than two days, it shall be treated as breach of contract.
- 27) The meter indicating the kilometre should be accurate and in working condition as per the regulation of the Regional Transport Authorities concerned.
- 28) A log book will be kept in vehicle under the custody of the driver for verification with company records in this regard.
- 29) The contract will normally be for a period of one year, which may be extended to further period as per requirement the company and on satisfactory performance of the contractor during the service period. The contractor shall provide the vehicles based on the requirement of the company.
- 30) The drivers of the vehicle and the vehicle shall satisfy all statutory requirements applicable from time to time. Any laxity in the behavior of the driver shall be treated as breach of contract resulting in cancellation of contract. The driver should wear uniform prescribed by the Company and shall be well behaved.

- 31) The tenderer must execute an undertaking that it is responsibility of tenderer to make sure that driver do not indulge in any anti-social/illegal activities.
- 32) Contractor shall be directly responsible for any/all dispute arising between him and his personnel and keep this office indemnified against all actions , losses, damages, expenses and claims whatsoever arising thereof.
- 33) On awarding the contract, the contractor shall execute an agreement with The Kerala State Women's Development Corporation Ltd to the effect in a stamp paper equivalent to Rs.200/- (Rupees Two Hundred only). The draft agreement available with Establishment Section shall be fully understood by the tenderers before filling the tender.
- 34) Tenderer shall convey acceptance of the award of work contract within 3 days of the receipt of the work award letter from The Kerala State Women's Development Corporation Ltd.
- 35) Tenderer shall execute the agreement and commence the work within 7 days of the receipt of the award letter.
- 36) The tender must ensure that the tender is duly signed and stamped in each and every page.
- 37) Successful bidder has to deploy vehicle as required or instructed by "The Kerala State Women's Development Corporation Ltd".
- 38) In case of violation of any of the terms and conditions mentioned in this tender document, competent authority reserves the right to terminate the contract immediately and awarded the same to the next lowest bidder or third lowest bidder depending on the situation. In such cases, no payments (pending or future) shall be released against the original contract.
- 39) The KSWDC reserves right to cancel /annul this tender/ tendering process or accept or reject any tender (bid),or to award the contract to one party or to more than one party. or to reject all tenders at any time prior to award Contract award, without thereby incurring any liability to the affected tenderer or tenderers. The decision of 'The Managing Director', "The Kerala State Women's Development

Corporation Ltd” on the matter shall be final and binding on all tenderers.

40) The tenders in sealed covers, duly superscribed as “ Tender for hiring Vehicle” should be addressed and reach **“The Managing Director,**

41) **The Kerala State Women’s Development Corporation Ltd, Basant, TC 24/3279, Opp. Manmohan Bunglow, Kowdiar PO., Trivandrum – 695003.** Any kind of delay in receipt of Tenders will be at the tenderers risk and responsibility. The Kerala State Women’s Development Corporation Ltd, reserves the right to reject any or all the tenders without assigning any reason. The Last date of receipt of sealed tenders is on 23.09.2020 at **5.00 P.M.** and the same will be opened on 24.09.2020 at **11A.M.**





**The Kerala State Women's Development Corporation Ltd.**

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**TENDER FORM**

1. Tender no. :

2. Name & address of tenderer :

Contact phone no. :

Office :

Residence :

Mobile :

PAN No :

GST registration no. :

3. Name and address of  
Driver (woman) (attach copy  
of license) :

4. Details of EMD : Rs

DD No & Date .....Drawn on Bank.....

5. Details of vehicle owned by the tenderer

Sl no.	Type of vehicle	Seating capacity	Reg. no.	Year of registration

6. Rate to be quoted :

Type of Vehicle :.....

<b>A/c VEHICLES</b>			
Details	Rate per month	Rate per additional kms beyond 2500 km	Out station Bata
Monthly rate for 2500 km			

7. Whether the vehicle has taxi permit (attach copy of taxi permit) :

8. Whether the vehicle is covered insurance (attach copy) :

**DECLARATION BY TENDERER**

I/we agree to provide the vehicles as per the terms and conditions mentioned and at the rate quoted above.

Place :

Signature

Date :

Name & address of tenderer

Enclosures :