

### Sub: Vehicle Hiring Quotation

Mining and Geology Pathanamthitta district office having its Registered Office at KIP Building, Near Kendriya Vidyalaya, Adoor, invites Quotations for providing the following types of Vehicles on hire on Contract basis for a period 1 year.

**5-Seater AC Sedan (not more than 15 months old), white colour,  
(Mahindra Bolero/ Swift Dzire/ Honda Amaze/ or equivalent-)**

Terms and Conditions:

1. Contractor/Owner/Travel Agency shall provide One (1) number of any one of the following vehicles (Toyota Etios/ Swift Dzire/ Honda Amaze or equivalent in white colour), including driver and fuel **which are not more than 15 months old** in excellent condition. 5-Seater AC Sedans are for transportation of the officials of District office of Mining & Geology, Pathanamthitta.
2. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Contractor/Owner. In case of any accident, all repairs shall be done by the Contractor/Owner without any liability to Mining and Geology, District office, Pathanamthitta or its employees, with no delay.
3. In Case the vehicles cannot be utilized due to maintenance repairs, or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. If for any reason the Contractor/Owner/Travel Agency is not in a position to provide substitute vehicles as demanded by Mining and Geology District office, Pathanamthitta then Mining and Geology, District office, Pathanamthitta will be free to engage vehicles from the open market and debit the expenditure on account of it on the claims payable to the Contractor/Owner/Travel Agency. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed hours.
4. A daily log book indicating the kilometre usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer Mining and Geology, District office, Pathanamthitta
5. Generally, the vehicles will be used in Pathanamthitta District but if required it may be used for outstation duty also (outside Pathanamthitta District).
6. Contractor/Owner may have **experience of not less than 2 years** serving a reputed Organization preferably Govt. Department/Agency in Kerala by providing vehicle.

7. The driver shall be competent, well dressed with decent behaviour and must be provided with a mobile phone by the Contractor/service provider.
8. The Contractor/Owner shall provide the said vehicles to Mining and Geology, Pathanamthitta from 9.00 a.m. to 7.00 pm on all days of the week including holidays, if required. The vehicles provided shall be at the disposal of Mining and Geology, District office, Pathanamthitta in case the vehicles are required to be made available by Mining and Geology, District office, Palakkad for use on any day prior to 9.00 am, the length of such time as the vehicle is provided prior to the normal time (9.00 a.m.) shall be deducted from 07.00 p.m. to find the normal duration of service on that day.
9. The Contract amount shall be inclusive of GST as applicable from time to time.
10. No request of hike in approved rate will be entertained during the Contract period.
11. Mining and Geology, District office, Pathanamthitta shall deduct TDS at the rates applicable from time to time as per the Income Tax Act, 1961 from the monthly bill submitted by the Contractor/Owner.
12. Mining and Geology, District office, Pathanamthitta name-board should be fixed on the vehicle.
13. Fastag should be affixed on the vehicle.
14. Mining and Geology, District office, Pathanamthitta will not be responsible for any damages/accident caused to the said vehicles or driver during the period of this contract.
15. The vehicles shall be parked at our premises in Mining and Geology, District office, Pathanamthitta when not in use.
16. If the total running kilometre in a month is less than the fixed kilometre, the remaining kilometres will be carried over to the next month in a block of three months.
17. Contractors/Owner blacklisted by Mining and Geology, District office, Palakkad need not apply.
18. Mining and Geology, District office, Pathanamthitta reserves terminate the contract at any time without assigning any reason thereof. If the Contractor/Owner wants to terminate the contract, they shall give one month's notice to Mining and Geology, District office, Pathanamthitta.

19. **Validity of the agreement will be for 1 year** from the date of signing the agreement.
20. The driver should hold the badge for public service vehicles issued by the transport authority.
21. The vehicles allotted to Mining and Geology, District office, Pathanamthitta should not be utilized for any other purpose.
22. The Contractor/Owner should have a valid PAN and GST Registration.
23. In case of breach of any terms and conditions mutually agreed upon, Mining and Geology, District office, Pathanamthitta will have the right to terminate the contract without assigning any reason thereof, and the Contractor/Owner shall make good the loss and shall also be penalized @20% of monthly rate.
24. Sealed Quotation shall be received at the registered office or the company before 3.00pm on 27/03/2023. The quotations will be opened in the presence of bidders at 3. 00 pm on 28.03.2023 at Mining and Geology, District office, Pathanamthitta.
25. The qualified Service providers should be ready to provide the offered vehicles in excellent condition, immediately. The quotes should contain following details in the format given below:
- a) Make, model, vehicle No. and manufacturing year of the vehicle. If ownership registration is not with the contractor, then agreement with the owner needs to be submitted.
  - b) Minimum charges for 2000 km and 1500 km per month (without GST).
  - c) Additional charges for additional kilometre above 2000 KM/ 1500 KM
  - d) Outstation allowance.
  - e) Overtime charges payable to the driver after exceeding minimum total working hours.
  - f) The price quoted shall be firm and final for the entire period of contract.
  - g) PAN No. and GST Registration No. should be included. Copy of the relevant document should also be submitted.
  - h) Experience certificate from Govt. Department/Agency serviced by the Contractor, if any.

In case details sought and the relevant documents sought are not submitted, the quotations will be disqualified. In case of further clarifications please contact: Geologist, Mining and Geology, District Office, Pathanamthitta.



  
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