

DMG/1355/2022-T1

21-03-2023

Sub: Vehicle Hiring Quotation

Department of mining and geology, having its Registered Office at Manjeri mini civil station, Malappuram, invites Quotations for providing the following types of Vehicles on hire on Contract basis for a period of 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 (Mahindra Bolero/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 Malappuram District office of Mining & Geology, at its registered office at Manjeri mini civil station.
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/Travel Agency. In case of any accident, all repairs shall be done by the Contractor/Owner/Travel Agency without any liability to Malappuram district office of Mining & Geology 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 Malappuram district office of Mining & Geology, then Malappuram district office of Mining & Geology 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 3 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.....~~Malappuram~~ district office of Mining & Geology
5. Generally, the vehicles will be used in ~~Malappuram~~.....District but if required it may be used for outstation duty also (outside ~~Malappuram~~ district).
 6. Contractor/Owner/Travel Agency may have **experience of not less than 2 years** of 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/Travel Agency shall provide the said vehicles to ~~Malappuram~~..... district office of Mining & Geology 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 ~~Malappuram~~ district office of Mining & Geology. In case the vehicles are required to be made available by ~~Malappuram~~ district office of Mining & Geology 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. ~~Sr. Geologist~~ 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/Travel agency.
 12. ~~Malappuram~~ district office of Mining & Geology name-board should be fixed on the vehicle
 13. Fastag should be affixed on the vehicle.
 14. ~~Malappuram~~ district office of Mining & Geology 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 Malappuram district office of Mining & Geology 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/Travel Agency blacklisted by Malappuram district office of Mining & Geology need not apply.
18. Malappuram district office of Mining & Geology reserves the right to 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 Malappuram district office of Mining & Geology.
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 Malappuram district office of Mining & Geology should not be utilized for any other purpose.
22. The Contractor/Owner/Travel Agency should have a valid PAN and GST Registration.
23. In case of breach of any terms and conditions mutually agreed upon, Malappuram district office of Mining & Geology will have the right to terminate the contract without assigning any reason thereof, and the Contractor/Owner/Travel agency shall make good the loss and shall also be penalized @20% of monthly rate.
24. Sealed Quotation shall be received at the registered office of the company before



3.00 pm on 27/03/2023. The quotations will be opened in the presence of bidders at 3.00 pm on 28/03/2023 at Manjeri Mini Civil Station

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:

- 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.
- Minimum charges for 2000 km per month (without GST)
- Additional charges for additional kilometre above 2000 KM
- Outstation allowance
- Overtime charges payable to the driver after exceeding minimum total working hours.
- The price quoted shall be firm and final for the entire period of contract.
- PAN No. and GST Registration No. should be included. Copy of the relevant document should also be submitted
- 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:

Senior Geologist, District Office, Mining and Geology Dept., Mini Civil Station, Manjeri

Office phone NO- 0483-2760695

Mob: 9447469850.



21/3/23
GEOLOGIST
DIST. Office Of Mining & Geology
Mini Civil Station, Manjeri
Malappuram District

Quotation for Rate Contract for Hiring Vehicle

I	Details of Agency	
	Name & Address of the Travel Agency	
	Owner of the Agency	
	Email Address	
	Mobile No	
	PAN No.	
	GST Registration No	

	Make of the First Vehicle (5 SEATER SEDAN)	
	Model of the Vehicle	
	Manufacturing year of Vehicle	



II	I	
	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	

III	Details of Rate on Contract basis	
	Minimum charges for 2000 km per month (without GST)	
	1. 5 SEATER AC SEDAN	
	Additional charges for additional kilometer above 2000 km	
1. 5 SEATER AC SEDAN		
Outstation allowance / Bata		
1. 5 SEATER AC SEDAN		



	Overtime charges payable to the driver after total working hours	
	1. 5 SEATER AC SEDAN	

IV	Details of Rate if hired on daily basis (Rate, min hours, min km, extra km rate, extra hour rate ,driver bata etc)
	Mahindra Bolero/Maruti Suzuki Swift Dzire/ Honda Amaze/Tata Indigo or equivalent

V Details of Experience (Provide details of Government Departments / PSU/ Organisation, where cab service on contract basis is provided)

Sl. No	Government Departments / PSU/ Private Organisation	Period

***Copy of supporting documents with respect to details furnished above (I to V) shall**



DMG/1355/2022-T1

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be submitted along with the application

Date

Signed by

Devidas N. Ias

Date: 21-03-2023 15:42:10

Devidas N. IAS

DIRECTOR