

DOPAL-DMG/532/2023-E

21/03/2023

Sub: Vehicle Hiring Quotation

Mining and Geology, Palakkad district office having its Registered Office at Town Bus Stand Complex, Palakkad, 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 shall provide four (4) numbers 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, Palakkad.
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, Palakkad 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 is not in a position to provide substitute vehicles as demanded by Mining and Geology, District office, Palakkad then Mining and Geology, District office, Palakkad 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. 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 Mining and Geology, District office, Palakkad.
5. Generally, the vehicles will be used in Palakkad District but if required it may be used for outstation duty also (outside any District).
6. Contractor/Owner 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 shall provide the said vehicles to Mining and Geology, Palakkad 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, Palakkad 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, Palakkad 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, Palakkad name-board should be fixed on the vehicle
13. Fastag should be affixed on the vehicle.
14. Mining and Geology, District office, Palakkad 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, Palakkad 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, Palakkad 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 Mining and Geology, District office, Palakkad
19. Validity of the agreement will be for 1 years 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, Palakkad 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, Palakkad 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 of 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, Palakkad.

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 Palakkad.



for  21/03/2023
GEOLOGIST
District Office of the Department
Mining and Geology, Palakkad
PIN : 678 014

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		
II	1	Make of the First Vehicle (5 SEATER SEDAN)	
		Model of the Vehicle	
		Manufacturing year of Vehicle	
		Ownership Details of Vehicle	
		Vehicle Registration No:	

		Details of Insurance: Policy Number and Period	
	2	Make of the Second Vehicle (5-SEATER SEDAN)	
		Model of the Vehicle	
		Manufacturing year of Vehicle	
		Ownership Details of Vehicle	
		Vehicle Registration No:	
		Details of Insurance: Policy Number and Period	
	3	Make of the third Vehicle (5 SEATER SEDAN)	

		Model of the Vehicle
		Manufacturing year of Vehicle
		Ownership Details of Vehicle
		Vehicle Registration No:
		Details of Insurance: Policy Number and Period
		Make of the fourth Vehicle (5 SEATER SEDAN)
		Model of the Vehicle
		Manufacturing year of Vehicle
4		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
	Minimum charges for 1500 km per month (without GST) 1. 5 SEATER AC SEDAN
	Additional charges for additional kilometer above 2000 km 1. 5 SEATER AC SEDAN
	Additional charges for additional kilometre above 1500 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 sis)
	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 / Period PSU/ Private Organisation

	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

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***Copy of supporting documents with respect to details furnished above (I to V) shall be submitted along with the application**

Date

Signature