



**FILE No: 2019/101/1220/HQ**

**NOTICE INVITING E- TENDER**

**E-TENDER No.2024\_KILA\_698041\_1**

**Dated:21/10/2024**

Kerala Institute of Local Administration (KILA) invites competitive online bids (e-tender) for the hiring of vehicles from prospective service providers or individual owners with vehicles originally registered within 15 years , which the bidder opts to offer. Preference will be given to bidders with at least two years of experience prior to the date of the Notice Inviting Tender (NIT) from a competent authority of any PSU, Central/State Government, or Private Limited Companies, Firms, Travel Agencies, or Rental Car Services, for having executed similar contracts of providing diesel/petrol-driven commercial vehicles. The vehicles will be used for transporting trainees attending training at KILA to Thrissur Railway Station, Bus Stand, Shornur Railway Station, as well as for other office purposes, exposure visits of trainees , training in other districts, and the transportation of materials to various districts etc.

1	Name of product supply	Hiring of Vehicle for KILA HQ Mulamkunnathukavu, Thrissur.
2	Specification	Detailed below:
3	Estimate Amount	Rs.90,00,000/- per annual (May vary)
4	Earnest Money Deposit (EMD)	Rs.90000 /-
5	Tender Submission Fee	Rs.5000 /- + 18 % GST = 5900/-
6	Security Deposit	Rs.4,50,000 /-
7	Period of supply of rental vehicles	For One year
8	Eligibility of Suppliers	Valid Registration & Experience of providing a vehicles any institutions (at least 2 years) ,GST Registration.
9	Tender documents	Can be Downloaded from KILA website/ www.etenders.kerala.gov.in
10	Document download starting date	21/10/2024, 05.00 PM

11	Pre Bid meeting	28/10/2024, 11.30 AM
11	Online bid submission starting date	22/10/2024, 09.00 AM
12	Online bid submission closing date	04/11/2024 04.00 PM
14	Date and time of opening of online tender bid	06/11/2024 04.00 PM

**Sd/-  
Director General**

### **COMPETITIVE E-TENDER FOR HIRING VEHICLES FOR KILA HQ**

1. Competitive e-Tenders are invited for the hiring of air-conditioned/non-air-conditioned vehicles for transporting trainees attending training at KILA, to and from Thrissur Railway Station, Bus Stand, Shornur Railway Station, and for other office purposes, including training in other districts and the transportation of materials to the districts, at KILA HQ, Mulamkunnathukavu, Thrissur 680581.
2. E-tenders are invited from prospective service providers or individual owners having vehicles with original registration within the last 15 years, which the bidder is opting for, and preferably having at least two years of experience prior to the date of the Notice Inviting Tender (NIT) from a competent authority of any PSU, Central/State Government, Private Limited Companies, Firms, Travel Agencies, or Rental Car Services, other institutions etc.. for having executed similar contracts of providing diesel/petrol-driven commercial A/C and non-A/C cars and MUVs.
3. The bidder should own or have on lease a fleet of one or more vehicles, including those quoted, registered as taxis (i.e., cars and vehicles with permits from RTOs as taxis). The bidder should submit full details of the vehicles along with a clear declaration that they will be able to supply commercial vehicles with original registration within the last 15 years. Proof of RCs and lease deeds must also be provided.

Tenders are invited for the hiring of the following vehicles and their respective requirements are as follows:

<b>Vehicle Type</b>	<b>Seating Capacity</b>
Bus (Pushback A/C, (Non A/C)	49 seats
Bus (Pushback A/C, Non A/C)	35 seats
A/C Volvo and Bharatbenz	49, 46, 42 seats
Mini Bus (A/C) ,(Non A/C)	40 seats
Volvo Bus A/C	35 seats

Mini Bus (A/C),(Non A/C)	30 seats
Traveller (A/C), (Non A/C)	14, 17, 26 seats
Innova (A/C)	6 seats
Innova Crysta/	6 seats
KIA Carens/Ertiga	6 seats
Other 4-seaters, sedan vehicles (, Nexon, Creta, Dezire, Honda city ,Honda amaze, maruti ciaz.)(AC/Non AC)	4 seats
Other 4-seaters, vehicles (, swift ,wagonr, Tata Tiago) (AC/Non AC)	4 seats

#### Truck specifications:

Types of Trucks	Size in Feet	Max Loading Weight
Tata Ace (Chota Hathi)/similar vehicle	7 L x 4.8 W x 4.8 H	850 KG
Ashok Leyland Dost/ similar vehicle	7 L x 4.8 W x 4.8 H	1 Ton
Mahindra Pickup/ similar vehicle	8 L x 4.8 W x 4.8 H	1.5 Ton
Tata Super Ace Mini Truck similar vehicle	8ft x 4.5ft x 5.5ft	1100 kg
Tata 407/ similar vehicle	9 L x 5.5 W x 5 H	2.5 Ton

**\*\* KILA can increase or decrease the number of vehicles at any point of time as per requirement.**

5. The Contractors who have failed to provide proper services and vehicles as per the previous tenders are strictly instructed not to participate in this tender procedure.

6. Those contractors who failed to follow the terms and conditions as per the last contract are also disqualified.

7. (a) The bidder must quote rates for all the vehicles mentioned in the BoQ and tender documents. Partial tenders will not be accepted. The bidder is required to quote rates for all the vehicles required and listed in the tender notice and BoQ.

(b) The bidder must also quote rates for long trips/transportation of goods to various centers, etc. A minimum rate for 100 kilometers should be quoted, and beyond that, the cost per kilometer should be specified. Additionally, the bidder must provide rates for trip costs, including drop-off and pick-up charges from KILA to Thrissur Railway Station/KSRTC Bus Station and KILA to Shornur Railway Station. Separate columns in the BOQ must be filled out by the bidder.

**The bidder must quote daily hire charges for vehicles on a 100-kilometer basis up to 24 hour. also charges for halting beyond 24 hours journey should be quoted separately.**

9. The tender documents can be downloaded from the e-Tender [etender.kerala.gov.in](http://etender.kerala.gov.in), Kerala website or from the KILA website at [www.kila.ac.in](http://www.kila.ac.in).

10. The Bidder is required to provide commercial vehicles fully conforming to RTO/KMVD regulation along with fuel, Driver with proper uniform etc. and carry out periodical maintenance

and execute the work through their Supervision.

11. KILA may or may not amend the terms and conditions of the tender document on the basis of feedback obtained based on the published Tender, with a view to obtain a maximum number of competitive bids.

12. Minor infirmities in the submission of the documents will be allowed to be rectified so as to ensure qualification of maximum number of competitive offers to the final round.

13. There will not be any individual communication in respect of general notices, amendments etc. The prospective offers are advised to check for updates in our website and e tender site: [www.tenders.kerala.gov.in](http://www.tenders.kerala.gov.in) on a daily basis. Individual communications will only be issued in exceptional cases, at the discretion of the Tender Inviting Authority. All notices/information will also be disseminated through the Tender Inviting Authority's website and it will be binding on the Bidders. The prospective Bidders are advised to browse the website of the Tender Inviting Authority on a day-to-day basis till the tender is concluded.

14. Failure to furnish any information required by the tender documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.

15. **Service to be provided is supply on demand, vehicles with licensed drivers, registered as commercial vehicles (taxis) on hiring basis for running within the jurisdiction of Kerala and Tamil Nadu, Karnataka. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.**

16. The vehicle shall be made available on request at any time(24 X7), without charging any extra cost.

17. The working days shall be 6 days in a week from Monday - Saturday. However, based on the requirements, the bidder shall provide vehicle/vehicles on Sundays and holidays also. No extra charges will be paid for holidays.

18. Reporting and Parking Place for vehicles are at The KILA HQ Office, Mulamkunnathukavu 680581. However actual place of reporting and actual duty hours shall be specified by actual users of vehicles.

19. Vehicles hired by KILA will be sent out of station duty. No amount will be paid for out station stays (If staying outside Thrissur district). The driver shall arrange for accommodation and food by his own means. KILA reserves no obligation to arrange for accommodation or other facilities for the driver.

20. Counting of Distance will be from the starting point and closing point of the user which is normally the KILA HQ office Thrissur.

21. Accuracy of Meters will be checked periodically by any authorized officer of KILA and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by KILA, which may even lead to termination of Contract. For this purpose KILA will assign an employee and the same may be inspected during the submission of invoice. The starting KM and Ending KM should be informed to KILA the employee before the commencement of the Trip.

22. Service Provider should comply with the following:

a. It is desirable to have the Registration with mandatory documents. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, within one month of commencement of Contract.

b. It is the responsibility of the bidder to make all necessary statutory payments in respect of the drivers engaged and shall indemnify the KILA from any claims arising thereof. The drivers so engaged shall under no circumstances be treated as employees of the KILA.

c. Contact details along with Landline and Mobile numbers to be provided where requisition of

vehicles can be conveyed all the 24 hrs.

d. Driving should be assigned only to qualified, experienced, licensed, and well-disciplined drivers with a valid taxi badge. The contractor must also assume full responsibility for the safety and security of the officers/officials and store items during vehicle usage. The authorized officer of KILA will verify the documents of the drivers deployed, and the list of drivers should be submitted to the officer for verification. If required, a declaration letter/certificate must be produced in the standard format and submitted to KILA within 10 days after the contract is awarded..

23. No sub-contracting of the Service allotted is permissible by KILA. The near relatives of all KILA employees either directly recruited or on deputation are prohibited from participation in this tender.

24. Supporting documents to be submitted along with Technical Bid:

**(1) Copy of firm registration details (for firms only) (2) Copy of PAN Card (Individuals/Firms) (3) Copy of Annual Turnover(4year) Statement (For Firms) (5) Lease Agreement (6) preliminary agreement 11) undertaking**

**Preliminary agreement original should be submitted to KILA HQ vide post/directly before the opening of technical bid.**

**25. The successful bidder has to sign an agreement with KILA within 10 days to fulfill the contract.**

\* This is a computer generated document. Hence no signature is required.

**UNDERTAKING  
Bid Security Declaration**

**To**

**The Director General  
Kerala Institute of Local Administration,  
Mulamkunnathukavu,  
Thrissur- 680581**

**Dear Sir/Madam,**

**1. I / We/ M r . / M s.....authorised person to sign the bid documents of E-TENDER for hiring of vehicles do hereby declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.**

**2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.**

**3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO etc., we will be suspended for the period of three years from being eligible to submit bids/proposals for contracts with KILA.**

**Signature of Bidder  
With seal of firm (Name of Bidder)**

**Place .....**

**Date.....**

## PROFORMA FOR PRELIMINARY AGREEMENT

(To be executed on stamp paper of value Rs.200/- and submitted along with tender). Preliminary agreement entered into on this...../day of ..... **Two thousand Twenty Four between Employer.)** (Hereinafter called owner on one part and.....

.....(name and address of the Contractor) (Hereinafter called the Contractor) on the other part for the execution of the agreement as well as the workof ..... dated ..... And whereas the notice inviting tenders it is stated as follows. Before commencing the work of within a week of the date when the acceptance of tender has been intimated to him, shall be remitted to Employer, an amount of ..... value as Performance Security Deposit. 50 % of this amount shall be in the form of Bank Guarantee from a Scheduled/Nationalized bank and execute the contract agreement within seven days from the date of the letter of acceptance or ten days from the date of work order whichever is earlier. The validity of BG shall be up to the one year from the date of agreement.

If he fails to do this or fail to maintain a specified rate of progress, the EMD shall be forfeited to Employer and fresh tenders shall be called for or the matter otherwise disposed. If as a result of such measures due to the default of the tender to pay the requisite deposit sign contracts to take possession of the work any loss to the Employer results, the same will be recovered from him as arrears of revenue but should it be a saving to Employer the original contractor shall have no claim whatever to the difference.

Recoveries to this or any other account will be made from the sum that may be due to contractor on this or any other contracts or under the Revenue Recovery Act or otherwise as the Employer may decide.

Now therefore this present witness and it is mutually agreed as follows:

1.The terms and condition for the said contract having been stipulated in the said tender form to which the contractor has agreed, a copy of which is appended, and which forms part of this agreement, it is agreed that the terms and conditions stipulated there in shall bind the parties to this agreement, except to the extent to which they are abrogated or altered by express terms and conditions herein, agreed to and in which respect the express provisions herein shall supersede those of the said tender form.

2. The Contractor hereby agree and undertake the perform and fulfill all the operation and obligations connected with the execution of the said contract work viz. –

.....for Employer,

3. If the Contractor does not come forward to execute the original agreement after the said work is awarded and letter of acceptance issued in his favour or commits breach of any of the

Conditions of the Contract as stipulated in the Notice inviting Tenders as quoted above within the period stipulated, Employer may rearrange the works otherwise or get it done otherwise at the risk and cost of the contractor and the loss so sustained by Employer can be realizing from the contractor under the Revenue Recovery Act as if arrears of land revenue as assessed, quantified and fixed by an adjudicating authority consisting of Employer or any other officer or officers authorized by Employer taking into consideration the prevailing rates and after giving due notice to the Contractor. The decision taken by such authorized officer or officers shall be final and conclusive and shall be binding on the contractor.

4. The contractor further agrees that any amount found due to Employer under or by virtue of this agreement shall be recoverable from the Contractor from his E.M.D. and his properties, movable and immovable as arrears of land revenue under the provision of the Revenue Recovery Act for the time being in force or in any other manner as Employer may deem fit in this regard.

In witness where of ....., Employer and the Contractor, have set their hands on the day and year first above written, signed by

Sri.....Employer In the presence of witness

- 1. ....
- 2. ....

Signed and delivered by Sri....., Contractor, in the presence of witness.

- 1.....
- 2.....



