

TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON CONTRACT  
BASIS FOR OFFICIAL USE IN ICCS, KOTTAYAM

**No: ICCS/79/2024-GA1**

**date: 11 .07.2024**

The Director, Institute for Climate Change Studies, Kottayam invites sealed quotations from interested persons/registered travel agencies/firms for providing one A/C Car (Honda City, Swift Dzire, Honda Amaze, Toyota Corolla, Maruti Ciaz, Volkswagen Virtus, Hyundai Verna or other 4+1 seater premium Car) with driver for a period of 12 months (likely to be extended) for the office use vehicle on contract basis. The quotations should specify the monthly rate for a minimum of 1,500 kilometer and rate for every extra kilometer.

1. The Quotation should be submitted in sealed covers superscribing “Quotation for hiring of vehicle for ICCS” and addressed to the **Director, Institute for Climate Change Studies, Deepthi Nagar, Muttambalam P.O, Kanjikuzhi, 686004, Kottayam.**
2. The quotation should reach to the Director, Institute for Climate Change Studies, Kottayam on or before **07.08.2024**, 12.00 PM. Quotations will be opened on the same day at 02.00 PM. The quotationer or his/her representatives may attend the quotation opening.
3. In case of acceptance of quotation an agreement has to be executed with ICCS on a stamp paper worth Rs.200/- and the contract will be for a period of one year. The successful bidder shall, before signing the agreement, within period specified in the letter of acceptance of his tender, should deposit a sum equivalent to 5 percent of the value of the contract as security deposit for the satisfactory fulfillment of the contract, which will be released without interest on completion of the term of agreement. In case, the vehicles are not provided on demand for a period of more than one week, it shall be treated as breach of contract and the security deposit will be forfeited and the contract will be terminated.
4. The Director, Institute for Climate Change Studies, Kottayam reserves the right to accept or reject all or any of the quotations without assigning any reason there off.
5. The vehicle provided by the contractor must be in excellent condition and must have proper and complete documents. Vehicles registered on or after 01.08.2021 alone will be considered.

6. All documents and records related to the vehicle should be kept valid and current through out the period of the contract.
7. The bidder should clearly quote the basic rate without GST. GST at the applicable rate as per Government norms shall be claimed in the monthly bill. All statutory dues are to be remitted by the contractor. TDS will be deducted as per rules. A copy of pan card and ID proof details should also be provided.
8. **Regular Vehicle Requirements (on monthly rate for 1500 kilometers per vehicle).**
  - a. One A/C Car (Honda City, Swift Dzire, Honda Amaze, Toyota Corolla, Maruti Ciaz, Volkswagen Virtus, Hyundai Verna or other 4+1 seater premium Car) with driver for a period of 12 months for the office use vehicle on contract basis are proposed to be hired on a regular basis (monthly 1500 kilometers per vehicle per month).
  - b. The vehicle should be made available at the office premises of the Institute for Climate Change Studies, Kottayam or to any other authorized officer during office hours on all working days. The vehicle should also be made available outside office hours too if required. The timings and days may vary depending on the actual requirements. The contractor shall deploy the vehicle to ICCS Office on all working days. However, as and when required by ICCS, the contractor shall also be required to deploy the vehicle before and after normal office hours and also on holidays.
  - c. The bidder must quote for a monthly contract amount for 1500 km per vehicle. Amount required for running 1500 kilometers per month per vehicle may be quoted. If the kilometer covered is more than 1500, the additional amount required (all inclusive) for each additional kilometer covered must also be clearly quoted in the quotation.
  - d. In case the vehicle is not made available for a day, penalty of Rs.1000/- per day will be charged to the account of the contractor and the amount will be recovered from the contract amount during the end of the month. If the contractor fails to provide the vehicles for more than 5 days in a month, Rs.7000/- will be recovered. If the vehicle is delayed for one hour in one day a penalty of Rs.300/- will be deducted in each occasion.
  - e. In case the vehicle has been withdrawn for maintenance/repairs a suitable vehicle shall be provided without any loss of time at no extra cost. If the contractor fails to provide such vehicles, a penalty of Rs.1000/- per day shall be levied from the contractor.
  - f. A name board in red colour with the words “On contract to ICCS Government of Kerala” to be displayed on the front and back side of the vehicle. If the contractor fails to provide the board, a fine of Rs.100/- per day will be levied and the amount will be recovered from the payable amount to the contractor.

- g. The vehicle should be well maintained and appear clean both outside and inside. The vehicle should be daily washed and inside cleaned. Seats and towels should be clean and fresh and proper air freshener provided in the vehicles. If the vehicle provided is not found satisfactory the same will be returned for immediate replacement.
- h. Contractor shall provide the registration number of the vehicle along with the attested copies of registration certificates, insurance certificates and other documents while signing the agreement.
- i. All documents like tourist taxi permit, vehicle insurance etc. should be kept valid till the completion of the contract period. Attested copies of these documents should be provided at the time of executing the agreement.
- j. The driver authorized to drive the vehicle should have a valid driving license and badge and the copy of the same should be produced to this office.
- k. Contractor has to assure continuity of vehicles/drivers. ID Proof of the drivers must be submitted.

#### **General Terms and Conditions:-**

1. The Director, Institute for Climate Change Studies, Kottayam reserves the right to enter into other contracts with other parties for similar services simultaneously.
2. Driver's bata for outstation halt beyond Kottayam District will be paid at the rate agreed upon.
3. In case the vehicle has been withdrawn for maintenance/repairs a suitable vehicle shall be provided without any loss of time at no extra cost. If the contractor fails to provide such vehicles, a penalty of Rs.1000/- per day shall be levied from the contractor.
4. The driver should have valid Driving License when he is on duty for ICCS. A copy of his Driving License should be made available to the ICCS.
5. If any loss is caused to the ICCS due to the negligence or lapse on the part of the contractor/ driver, the contractor of the vehicle along shall be held liable for all the damages caused to the ICCS.
6. The maintenance including cost of fuel and upkeep of the vehicle should be done without causing any inconvenience to ICCS and the contractor shall make alternative arrangements to send another vehicle without any delay.
7. In case of accidents, ICCS shall not be liable to pay any damages or cost of repairs including legal charges to defend the case.
8. The vehicle should have necessary tourist permit to ply all over Kerala or outside the State as required by the ICCS.

9. Payment will be made on monthly basis against the bills, duly verified and certified by the authorized officer of ICCS. Proper tripsheets in prescribed format also should be furnished along with the bills. The bills are to be submitted on the first week of the subsequent month and the payment will be made within 10 days from the date of submission of the same. A daily log book indicating the Kilometre usage and driving hours shall be maintained with the counter-signature of the officer using the vehicle. The log book must be brought to the competent authority for verification on weekly basis.
10. Payment will be made only through Account transfer/by Cheque in favour of the contractor of the vehicle.
11. The vehicle and the driver should be ready to undertake long trips both inside and outside Kerala State as and when required by the ICCS. It is the sole responsibility of the Contractor to provide accommodation, food & refreshments, fuel expenses to the Drivers for travel both inside Kerala and outside the state. The officers of ICCS travelling in the vehicle shall not be liable to provide accommodation, fuel expenses or any other payments to the Drivers, and the contractor should clearly mention this to the drivers. The drivers should not make any such requests to the travelling officers, and such requests shall not be admitted by the travelling officer. The driver shall not use alcohol or intoxicating substances while driving.
12. The ICCS shall not be responsible for any damage if any caused to the vehicle during the contract period.
13. The contractor has to make own arrangements for parking vehicle sat night time. The Drivers shall not be allowed to stay in the ICCS Campus. However the vehicles can be parked in ICCS campus.
14. ICCS shall not be responsible for any accident, loss or damage to the vehicles on any account during the course of deployment of vehicles by ICCS.
15. The vehicle numbers which are proposed to be deployed by the contractor with vehicle details such as make/year of registration/petrol or diesel are to be quoted in the quotation itself.
16. Regarding any other relevant terms and conditions which are not stipulated in this contract, the orders and rules issued by the Transport Department (Government of Kerala) shall be followed in such cases and it shall be binding.
17. The meter indicating the kilometer run should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the ICCS campus at Institute for Climate Change Studies, Kottayam.
18. The trip sheet will be kept for each day for the vehicle and the driver should get it countersigned by the officers traveling in the vehicle.
19. The contract will be valid for a period of one year from the date of execution of the agreement, which may be extended on mutual consent.

20. No increase on rates will be allowed during the contract period under any circumstances.
21. Any dispute arising between parties the decision of the Institute shall be final and binding to the contractor. The court in Kottayam shall have exclusive jurisdiction in all matters concerning the agreement.
22. In the case vehicles hired on monthly rent basis the Registration Certificate and ownership provided with the quotation documents shall not be used for any other purpose except during authorized company service/registered accident cases etc. The Driver deputed for duty shall produce the registration certificate and licenses as and when demanded by the ICCS authorities.
23. Statutory deductions such as GST, Income Tax and other duties leviable will be deducted from the hire charges.
24. **For the regular vehicles:** The quote is for a monthly contract amount for 1500 km per vehicle. The quoted amount is all inclusive for running 1500 kilometer per month per vehicle, and no further payments will be made for 1500 kilometer. If the kilometer covered is more than 1500 kilometer, the additional amount (all inclusive) will be paid at the approved rate for each additional kilometer.
25. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of vehicle from the market in the event of Contractor failing to provide requisitioned vehicle or not providing vehicle, competent authority shall make deductions at double the rate of Hiring rate on pro-rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit.

Sd/-  
Director\

**QUOTATION FOR AIR CONDITIONED CAR 4+1 SEATER (SEDAN /Hatch  
Back TYPE) MONTHLY CONTRACT**

1.	Name, permanent and corresponding address of the owner of the vehicle with mobile number (attach copy of Election ID/Aadhaar card)	
2.	Name and address of the Registered Firm/Travel agency/person with telephone number (attach copy of registration document, if applicable)	
3.	Year of Manufacture, Model	
4.	Permit number of the vehicle (attach copy of permit)	
5.	Registration number, Date and year of registration (attach copy of RC book)	
6.	Details of Insurance of vehicle :Name and Address of the Insurance, Company and Validity of Insurance (attach copy of vehicle insurance document')	
7.	Whether the vehicle has been involved in any accidents or cases, if so furnish full details	
8.	Total distance run till submission of this quotation.	
9.	Any other details to be furnished by the owner	-

\* All fields are mandatory

*For Sl.No. 1,2,4, 5 and 6 attach copy of documents as proof*

**DECLARATION**

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.

2. I have read the notice and understood the terms and conditions stipulated in hiring my tourist taxi for the use of Institute for Climate Change Studies, Kottayam and I agree to abide by the terms and conditions of the contract and also agree to arrange the vehicles and when required if my quotation is accepted.

Place:

Date :

Signature of the applicant  
Name and Address

## **BID FORM**

Date :

Name & Address  
of the bidder with Phone No.

Sir,

Having read and understood the conditions of contract and service to be provided vide terms and condition in the notice inviting tender and the tender scheduled, I/We undertake to provide commercial vehicle **conforming to the conditions of contract shown in the** scheduled and scheduled of rates attached herewith as part of the bid.

We undertake to enter into contract within one week of being called upon to do so at the following rates.

**Rate quoted as follows for hiring of vehicles on Monthly basis (Amount in Rupees) (without GST)**

SI No	Particular	A/C Honda City, Swift Dzire, Honda Amaze, Toyota Corolla, Maruti Ciaz, Volkswagen Virtus, Hyundai Verna or other 4+1 seater premium Car (Make and Model of Vehicle Should be specified)
1.	Minimum rate per kilometer for running up to 1500kms per month	
2.	Charges for extra kilometer beyond the limit of 1500km per month	
3.	Driver's Bata, if any to be paid for out station duty per day in case the vehicle is used for duty outside Kottayam District only	

NB : Attested copy of vehicle document should be attached.

Name & Signature  
of Contractor.