Kerala Gramin Bank

Head Office: Malappuram

General Administration Wing.

Malappuram-Kerala-676 505.

TENDER NOTICE FOR HIRING OF VEHICLE SERVICES

Enquiry No. 01/2023

Sealed tenders are invited for hiring of vehicles as per the terms and conditions. Tenderer may be sole proprietor /partnership firm/ company.

The period of contract will be for an initial period of two years from the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract.

Key Events and dates

S.no	Key Event	Date
1.	Last Date for Submission of Bids	30-01-2023 Monday 17:00 Hrs
2.	Tentative Date of opening of Bids	31-01-2023 Tuesday 15:30 Hrs
3.	Venue for opening of bid	Kerala Gramin Bank, Head Office , Malappuram

1. General conditions

1. There should be a first aid box, dustbin, GPS navigation system and air freshener spray in all vehicles.
2. The vehicle should be Sedan type preferably Swift Dzire.
3. The Vehicle should not be more than 3 years old. The odometer reading should be less than 50,000 KM, ie, distance travelled by the vehicle should be less than 50,000 KM.
4. Period of Contract shall be Two Years from the date of acceptance. However the Bank may terminate the contract at any point of time by serving one month notice.
5. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
6. The driver should be well conversant about Kerala and other routes and must carry the mobile phone with him for which, no separate payment shall be made by the Kerala Gramin Bank. The driver(s) should come on duty in uniform.
7. The agency should abide by all statutory requirements for running the vehicle on contract and Kerala Gramin Bank will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.

8. The vehicle should have necessary permits from the transport Dept. /Authority. Kerala Gramin Bank will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
9. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.
10. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.
11. The AC vehicles should have functional AC as well as heating system.
12. Contractor shall comply with all statutory Acts, labour laws/regulations/motor vehicle Act etc.
13. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor & Kerala Gramin Bank will not take any responsibility in this regard.
14. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by Kerala Gramin Bank
15. In case of any dispute of any kind and in any respect whatsoever, the decision of Chairman , Kerala Gramin Bank shall be final and binding.
16. The contractor shall not engage any sub-contractor or transfer the contract to any other person.

17. **Penalties**

S.N.	Causes of Penalties	Amount (`)
1.	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
2.	For late reporting per occasion	Rs. 200/- per hour or part thereof
3.	Unclean or non-road worthiness of vehicle deployed	Rs. 500/- per incident
4.	Misbehaviour of driver/not followed instruction of Kerala Gramin Bank	Rs. 250/- per incident
5.	Non functional of A/C or heating system	10 % per trip

18.The decision of Kerala Gramin Bank, on all types of penalties, shall be final and binding on the firm.

19. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the govt. of India from time to time.

20. Kerala Gramin Bank shall not be responsible for any accidents or other legal issues associated with the hired vehicle and the service provider should furnish an affidavit to the effect prior to signing of the agreement.

21. The Service Provider must abide by all rules, regulation, guidelines in force in the operating States/UTs with respect to running a transport agency.

22. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

23. A daily record indicating time and journey for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

24. Rate is to be quoted for the usage of vehicle per month subject to maximum of 1500 kms . There should be an option to carry forward the unused portion to the subsequent month. However such carry forward option will be subject to a maximum of 1500kms in a year. Such adjustments (if any) if any will be carried out once in every six months during payment.

2. Jurisdiction

In the event of any dispute arising out of the tender, such dispute will be under the jurisdiction of the Honourable Civil Courts in Malappuram Only

3. Quotes

The tender is "**Two Envelope Concept**" (Envelope No-1-Technical bid, Envelope No.2-Financial bid).

I. **Envelope No.1-Technical bid-** as per Proforma A

II.

III. **Envelope No.2- Financial Bid-** The actual price quote in Proforma - B.

4. Mode of submission of quote

Technical bid shall be placed in a sealed cover super scribed **"Envelope -1 Technical Bid for Enquiry No:01/2023 "** and Financial bid in a separate sealed cover super scribed **"Envelope -2-Financial bid for Enquiry No:01/2023**" with full postal address, phone numbers, mail ID of the tenderer.

Both these sealed envelopes (Envelope - 1 and 2) shall be enclosed in a single large sealed cover super scribed "**Quote- Enquiry No 01/2023**" with full postal address, phone numbers, mail ID of the tenderer.

. This should be sent to the following address by Regd. Post/Speed Post/ Courier.

The Assistant General Manager

General Administration Wing,

Kerala Gramin Bank,

Head Office, A.K.Road, Malappuram, Kerala in-676 505. **Ph: 0483 2734847, 0483733507 ,9400999015.**

5. Other Terms and Conditions

The quotes containing the price per item as per the above conditions along with all enclosures mentioned above should reach to the Bank to the address shown above on or before 30-01-2023 Monday 17:00 Hrs

Malappuram General Manager 20.01.2023

GA wing

Bid Format

To

The Assistant General Manager
HO General Administration Wing
Kerala Gramin Bank
Head Office Malappuram

Sub: Submission of Tender for hiring of vehicle services.

Sir,

With reference to your tender enquiry, No._____ dated _____,. Detailed address and contact details are as under:

_____
_____
_____

I submit herewith my tender for your kind consideration please. I have read the terms and conditions and enclosed documents and instructions given in the tender document.

Yours faithfully,

Date: ……

( )
Telephone No……
Mobile No…….

Enclosures –

1. Copy of GST Registration.
2. Copy of PAN No.
3. Proforma – A – Technical Bid
4. Proforma – B - Financial Bid

KERALA GRAMIN BANK

HEAD OFFICE : MALAPPURAM

Last Date for Submission of Tender is 30-01-2023 Monday 17:00 Hrs

PROFORMA-A
TECHNICAL BID

1.Name of the Tenderer	
2. Address	
3. Name of the Contact Person	
4. Address	
5.Contact Number	
6.Alternate Contact Number	
7. E-mail Id	
8.Status of GST Registration	Registered / Unregistered
9. GST Registration Number (Enclose Copy of GST Registration Certificate & GSTR-3B form) *	
9. PAN Number (Enclose copy)	
10.Date of inception	

11.Experience and Expertise in the field	
12. Details of Existing Large Clients	1. 2.
14. Bank Details	

Name of Bank	
Branch Name	
Acc. Number	
IFSC Code	
Branch e- mail	

17. Vehicle Details

Sl No	Reg. No	Registration Date	Distance Travelled(Odometer Reading)	Model	Insurance valid Up to	PUCC valid Up to	Fitness valid up to

Declaration

I/We declare that all the above information furnished is correct.

Place : Seal Signature

Date : (Name of Person signing & Designation)

KERALA GRAMIN BANK

HEAD OFFICE : MALAPPURAM

Last Date for Submission of Tender is 30-01-2023, Monday , 17:00 hrs.

Head Office: Malappuram
General Administration Wing.

PROFORMA –B
FINANCIAL BID

1.Name of the Tenderer :

2. Address :

3. Rate Details

Category	**Usage**	**(**Rates in Rs **per vehicle per month excluding GST and other taxes)**	
		Amount up to 1500 km excluding GST and all other taxes	**For every additional km**
Staff Vehicle Preferably Swift Dzire (Not more than 2 Years Old)	To be used up to 30/31 days subject to maximum of **1500 kms** in a month with an option to carry forward the unused provision to the subsequent month.		Rs……/km

Place :
Date :

Seal

Signature
(Name of Person signing & Designation)