

# **Kerala Grameena Bank**

**Head Office: Malappuram**

**General Administration Wing**

**Malappuram-Kerala-676 505.**

## **TENDER NOTICE FOR HIRING OF VEHICLE SERVICES**

**Tender No. 11/2025**

Sealed tenders are invited for hiring of vehicles as per the terms and conditions for the following administrative offices, namely Head Office – Malappuram (2 vehicles), Palakkad Regional office (1 vehicle) and Pathanamthitta Regional Office (1 vehicle), and the tenderer may be a sole proprietor /partnership firm/ or company.

The period of contract will be for an initial period of two years, extendable for one additional year based on mutual agreement and satisfactory performance, without any change in the offered rate, 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**

<b>S.no</b>	<b>Key Event</b>	<b>Date</b>
1.	Availability of Tender in Bank's Website ( <a href="http://www.kgb.bank.in/tenders">www.kgb.bank.in/tenders</a> )	27-11-2025 Thursday
2.	Last Date for Submission of Bids	11-12-2025 Thursday 17:00 Hrs
3.	Tentative Date of opening of Bids	12-12-2025 Friday 11:00 Hrs (Subject to availability of Competent Authority)
4.	Venue for opening of bid	Kerala Grameena 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 of reputed make.
3. The Vehicle should not be more than 5 years old. The odometer reading should be less than 60,000 KM, ie, distance travelled by the vehicle should be less than 60,000 KM.
4. Period of Contract shall be Two Years from the date of acceptance, extendable for one additional year based on mutual agreement and satisfactory performance, without any

change in the offered rate. 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. In the case of electric vehicles, contractor should make his own arrangements for charging the vehicle at his cost.
7. 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 Grameena Bank. The driver(s) should come on duty in uniform.
8. Other than the base station, the vehicle needs to run to other places in the state occasionally and hence the driver provided must be willing for outstation travel at short notice.
9. The agency should abide by all statutory requirements for running the vehicle on contract and Kerala Grameena 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.
10. The vehicle should have necessary permits from the transport Dept. /Authority. Kerala Grameena Bank will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
11. The vehicle on hire shall be available at all time (24\*7) including Saturdays, Sundays and public holidays.
12. 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.
13. The AC vehicles should have functional AC as well as heating system.
14. Contractor shall comply with all statutory Acts, labour laws/regulations/motor vehicle Act etc.
15. All legal obligations which include insurance, pollution control, road tax & other compliances shall be complied by the contractor & Kerala Grameena Bank will not take any responsibility in this regard.
16. 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 Grameena Bank. A copy of the current insurance policy should be submitted.
17. In case of any dispute of any kind and in any respect whatsoever, the decision of Chairman, Kerala Grameena Bank shall be final and binding.
18. 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.	No show/ Vehicle not available for trip	Taxi charges incurred by the bank for each day of default
2.	Older model (other than prescribed model)	1% reduction in quoted rate for each day of default.
3.	For late reporting per occasion	Rs. 200/- per hour or part thereof

4.	Unclean or non-road worthiness of vehicle deployed	Rs. 500/- per incident
5.	Misbehaviour of driver/not followed instruction of Kerala Grameena Bank	Rs. 250/- per incident
6.	Non-functional of A/C or heating system	1 % of the quoted rate for each day of default

18. The decision of Kerala Grameena 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 Grameena 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. The rate quoted should be all inclusive for the usage of vehicle per month, subject to a maximum of 1500 km. There should be an option to carry forward the unused portion to the subsequent month.

25. However, such carry forward will get lapsed at the end of expiry of each 12 month period.

26. The Bank will not pay any amount whatsoever other than the quoted rate except lodging allowance to the driver at bank approved rate in case of outstation stay, parking fees and toll charges at actuals against production of original bill.

## **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. **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 Tender No: 11/2025**" and financial bid in a separate sealed cover super scribed "**Envelope -2-Financial bid for Tender No: 11/2025**" 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- Tender No 11/2025**" 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 Grameena Bank,  
Head Office, A.K.Road, Malappuram,  
Kerala 676 505.

**Ph: 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 11-12-2025 Thursday 17:00 Hrs

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## **Bid Format**

To

The Assistant General Manager  
General Administration Wing  
Head Office  
Kerala Grameena Bank  
Head Office Malappuram

### **Sub: Submission of Tender for hiring of vehicle services.**

Sir,

With reference to your tender Tender, No. \_\_\_\_\_ dated \_\_\_\_\_, Detailed address and contact details are as under:

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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. Proforma – A – Technical Bid shall be followed by:
  -  Copy of GST Registration, if applicable.
  -  Copy of PAN No.
  -  Copy of RC of vehicle
  -  Copy of Fitness Certificate of vehicle
  -  Copy of Permit in respect of Contract Carriage Permit
  -  Copy of Insurance Policy document
  -  Copy of Pollution Certificate
  -  Copy of Driving License of the proposed driver
2. Proforma – B – Financial Bid

# **KERALA GRAMEENA BANK**

**HEAD OFFICE: MALAPPURAM**

Last Date for Submission of Tender is 11-12-2025 Thursday 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 Account Details	Name of Bank	
	Branch Name	
	Acc. Number	
	IFSC Code	
	Branch e- mail	

**15. Vehicle Details:**

Sl No	Reg. No	Registration Date	Distance Travelled	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 :

Signature

Date:

(Name of Person signing & Designation)  
Seal

# **KERALA GRAMEENA BANK**

**HEAD OFFICE: MALAPPURAM**

Last Date for Submission of Tender is 11-12-2025, Thursday, 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
Sedan type Vehicle ( Not more than 5 Years Old)	To be used up to 30/31 days subject to maximum of <b>1500 km</b> in a month with an option to carry forward the unused provision to the subsequent month.		Rs...../km

Place:

Signature

Date:

(Name of Person signing & Designation)

Seal