

SURVEY & LAND RECORDS

Department of Survey and Land Records Kerala

Vazhuthacaud, Thiruvananthapuram – 695014

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DSLR/2458/2023-J2-

dated: 19-12 -2023.

NOTICE INVITING TENDER

Sealed Tenders are invited for hiring of air conditioned light vehicle (car - to carry 6+1 person) in good running condition (Date of Registration of the vehicle should not be more than 2 years old, i.e. 2022 and above) having statutory papers (tourist taxi permit) for official use of Survey Director for a period of one year.

1.Nature of Job & General Conditions.

1.1. The vehicle with driver should be made available at this office on all working days as per timings informed in advance and undertake trips as per requirements. In case where in specific trips are not fixed in advance the vehicle has to be made available from 08.30 AM to 06.30 PM.

General conditions.

1.2. The bidder can offer a vehicle indicated above.

1.3. Toyota Innova crysta or similar model is acceptable. document of the above vehicle shall attach along with the tender.

1.4. The year of Registration of the vehicle should be 2022 or later.

1.5. The vehicle, air conditioning and interiors should be in good condition. The contract will be finalized only after inspection of these aspects.

1.6. The contractor has to provide the vehicle with driver on all working days. If required, vehicle has to be given on holidays to as per prior intimation from the office exclusive of bandh, harthals etc. The minimum guarantee distance per day will be calculated for the actual days deployed in a month.

1.7. Proportional increase/decrease in the rate will be made according to the change in diesel price in case of exceeding the minimum kilometer mileage for the vehicle will be taken as - 12 KM/L. • • •

1.8. The rate of kilometer quoted shall be inclusive of all expenses such as payment & allowances, for drivers, fuel, oil, repairs and consumables, Toll Charges, GST etc.

1.9. The car with driver should be available at this office on all working days as per timings informed in advance and should undertake trips as per requirement. In cases where in specific trips are not fixed in advance. The car should be available from 08.30 AM to 06.30 PM.

1.10. In addition to that in meeting days and others will inform the timings, this time car should be available from the prescribed time schedule.

1.11. In the event of any break down, maintenance of vehicles or absent of driver the owner shall have to make immediate automatic arrangements so that the journey does not suffer.

1.12. It will be the responsibility of the contractor to ensure the availability of vehicle without fail during the pendency of the contract failing which proportionate higher charge on such days shall not be paid. In addition penalty @ double the proportionate daily date of hiring of the vehicle for each day of default shall be deducted.

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1.13. The contractor shall bear and pay all the penalties or other amount payable for violation of traffic rules or M.V.Act as enforced from time to time. Insurance, road tax, pollution certificate and fitness certificate have to be valid/renewed during the entire contract period.

1.14. Survey and Land Records Department shall have no liability towards any damage caused the vehicle arising out of any untoward during the course of deployment.

1.15. All statutory taxes concerning the vehicle, toll charge if any cost of fuel, wages of driver repair and maintenance cost of the vehicle will have to be borne by the contractor.

1.16. The driver(s) deployed must have valid driving license/badge throughout the contract period.

1.17. The driver of the vehicle will not allow carrying on the vehicle any outsider/unauthorized person or materials during the time schedule, while performing the contract.

1.18. Kilo meter run by the vehicle should be maintained daily in the LOG BOOK with a signature of the concerned departmental head or competent authority.

1.19. In case of outstation trips the driver should be ready to stay overnight if mission of the concerned officer is not completed in one day. An amount of 300/- (Rupees Three hundred only) will be paid towards night halt allowance for the driver per day on halt days. No lodging allowance will be paid for overnight stay.

1-20. The Survey and Land Records Department reserved the rights extend the contract for a further period not exceeding two months and the contractor has to

continue the contract for such extended period if any at the same rate and terms and conditions of original contract.

2.Routes.

2.1. The trips will generally cover local trips as well as other trips as per the necessity.

2.2. The trip distance will be calculated and to-and-fro as starting from and at Survey Directorate.

3.Earnest Money Deposit

3.1. Earnest money deposit an amount of 3000/- (Three Thousand Rupees) as earnest money shall be attached along with the tender in the form of demand draft only drawn in favour of Survey Directorate payable at Thiruvananthapuram. Tender without earnest money will be rejected. No cash, check will be accepted.

3.2. The EMD shall be refunded if the quotation is not accepted by the Survey Directorate. Within 2 weeks through RTGS.

4.How to offer the tender:

4.1. Tender not includes the form or submitting tender for transportation contract of AC car under Survey Directorate, Thiruvananthapuram, and Vazhuthacaud. The tenders can also download the vid from the web site www.dslr.kerala.gov.in. and submit the tender.

4.2. Tender filled in the prescribed form subscribed form for submitting for AC cars under Survey and Land Records Department 2023-2024 should be submitted on or above office on or before 02.00 pm hours on 08-01-2024 in sealed envelope along with EMD (if the tender form is downloaded from the website).

4.3. Tenders will be opened 03.00 PM hours at 08.01.2024 at this office in the presence of tenderers and their nominees present.

4.4. Negotiation, if any, will be done with the lowest quoted party only.

5. Document To Be Attached With The Tender

5.1. Demand Draft for Earnest Money Deposit.

5.2. Photocopy of Partnership Deed/Declaration (Affidavit) of sole Proprietorship. Affidavit should not be sold more than 30 days from the date of Notice Inviting Tender.

5.3. Photocopy of Pan Card.

5.4. Photocopy of Commercial Tax Registration.

5.5. Photocopy of all the requisite documents like RC Book, Road Tax (Tax token), Valid Insurance, Fitness Certificate as per M.V. Act concerning the vehicle, Pollution Certificate including driving license, P.F. Registration wherever applicable. (Original documents to be produced on demand at the time of opening of tender).

5.6. However, in case of brand New Vehicle an affidavit has to be submitted by the tenderers that he/they shall be able to deploy brand new vehicle with all valid papers before the start of the contract if his/their offer is found to be lowest one & in order.

5.7. Photocopy of Service Tax Registration certificate, if applicable.

5.8. Every cut and overwriting must be signed by tenderer.

5.9. All the tender papers/Documents except Demand Draft should be signed by the tenderers.

5.10. GST Registration details.

5.11. Banks pass book details.

6. Security Deposit

An amount of Rs.10,000/- (Rupees Ten Thousand Only) will be the Security Deposit and on awarding of tender. The remitted Earnest Money deposited will be converted into security deposit and the balance amount is to be remitted. After completion of contract period, the same will be returned on submission of application by the contractor after settlement of dues if any. The security deposit will not carry any interest.

7. Payment

7.1. The bill is to be raised once in every month and to be processed through a note sheet and submitted to this office of the undersigned before 5th of the succeeding month after obtaining certification in the bill.

7.2. After processing the bill, payment will be made on monthly basis vide crossed cheque/RTGS on or before 10th of the month after necessary deductions raised if any occurred during the month and other statutory deductions as applicable.

8. Other Conditions

8.1. The successful bidder should execute an agreement in a non-judicial stamp paper worth Rs. 200/- incorporating the terms and conditions of the contract.

8.2. The undersigned reserves the right to accept any quotation in part or full.

8.3. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.

8.4. The work will be allotted to the successful bidder only on prior approval from the Survey Director, Survey and Land Records, Survey Bhavan.

Copy to: (1) Finance Officer,
Survey and Land Records.

(2) Notice Board, Survey and Land Records.

for
Survey Director

சுரேஷ் கனிச்செரியன்



SURESHAN KANICHERIAN
Additional Director
Directorate of Survey & Land Records
Thiruvananthapuram - 14

**Form for Submitting Tender for Transportation Contract of Office Car
Toyota Innova Crysta or other similar Vehicles Under Survey and Land
Records, Survey Directorate.**

Car offered by the bidder	
Light Vehicle (to be sanctioned at office between Office hours)	
Car type	
Model	
Minimum Guaranteed distance per month	1,500 KM
Rate per Kilometer in figures and words	In figures Rupees Ps
	In words Rupeesonly
Rate for additional kilometers	Rs...../Km.
Details of EMD submitted	
(Mention the Demand Draft No: along with its Date, amount and bank name)	DD.No:
	Date:..... Amount:.....
	Name of the Bank:
Certified that I have read the terms and conditions of the Tender Notice No.J2---	
----- And agreed the same.	
Name of the Contractor	
Address of the Contractor	
Mobile No.	
Date of Submission of the tender	
Signature of the contractor	