

MALABAR BOTANICAL GARDEN AND INSTITUTE FOR PLANT SCIENCES

(An institution of Kerala State Council for Science, Technology & Environment)

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NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLES

Sealed quotations are invited from prospective contractors/firms/individual owners for the supply of **light commercial (AC / Non AC) vehicles such as, Car 4+1 seater (sedan type), MUV 6+1 seater. The vehicles shall be of models not earlier than 2013.**

Eligible bidders may obtain Bid Document from the Director, MBGIPS on all working days between 02-12-2016 and 19-12-2016. Completed quotations in Sealed cover shall reach the Director, MBGIPS on or before 20-12-2016, 10.00 am – 3.00 pm. Quotations received will be opened at 3.30 pm on the same day. Bidders shall submit a bid security in the form of Demand Draft for Rs. 5000/- drawn in favour of Director, MBGIPS payable at Kozhikode. The Bidders can remit Rs.5000/- as EMD at MBGIPS cash counter also. During tender opening authorization by bidder is not permitted and one bidder can represent only one firm/bidder.

Quotations received after the last date & time mentioned above or without EMD will be rejected. EMD of unsuccessful bidders will be refunded to them only after finalization of the quotation. EMD of the Bidder whose Bid is finally accepted will be accounted and will be released only after the satisfactory completion of the contract period.

INSTRUCTION TO THE BIDDERS

Service to be provided : The Bidder should own the vehicles of which they intend to supply on hire. The vehicles should possess registration not earlier than August 2013 and shall be registered as commercial vehicles in their names or firm's name. The proof of ownership and insurance of vehicles should be furnished along with the bid.

The bidders shall also submit full details of the vehicles which they intend to supply on hire and shall give a clear declaration regarding their capabilities to supply commercial vehicles of models no earlier than year 2013.

BID DOCUMENT

Submission of Bid : The Bids should be submitted in sealed covers super scribing "Bid for supply of vehicles on hire for 2016-17" and addressed to **the Director, MBGIPS, Kozhikode – 673 014**. The Bidder should enclose Rs. 5000/- (Rupees Five Thousand only) as bid security/EMD along with the Bid Documents. If the selected bidder fails/breach any of the condition of the Notice Inviting Quotations, resulting in non execution of Contract Agreement thereof, the security amount furnished by the bidders would be forfeited.

BID EVALUATION

The procedure adopted for comparison for financial bid will be as follows.

1. 4+1 Seater Car (Montly) Sedan type (Ethios / Dezire / Indigo)

Monthly expenditure for MBGIPS for hiring of vehicle with a run of 1500 Km and extra 500 Km. under A/C Category.

2. 4+1 Seater Car (On call) Indica Vista

Daily expenditure for MBGIPS for hiring of vehicle with a run of 100 Km and extra 50 Km. under Non A/C & A/C category.

3. 6+1 Seater Car (On call) Innova

Daily expenditure for MBGIPS for hiring of vehicle with a run of 100 Km and extra 50 Km. under Non A/C category.

Requirements/Conditions: Vehicle hired on monthly hire charges or on “on-call” duty will have to undertake official trips within and outside the state. The lowest rate quoted for different vehicles should be provided in the format enclosed adhering to the following conditions.

The MBGIPS is at liberty to terminate the Contract in whole or in part without notice, if the contractor fails to provide vehicles on demand within the period/as per time schedule of if the contractor fails to perform any other obligations, under the Contract.

All payments due to Government required under relevant sections of Motor Vehicles Act 1968 IPC and CRPC or any other law in force should be paid by the contractor and responsibility in this regard shall rest solely with the contractor. The Hiring Authority MBGIPS shall have no responsibility whatsoever and will not entertain any claim in this regard. The vehicle provided and the Driver deputed for duty should possess all relevant legal papers including licenses as required by the laws in force from time to time

The engagement and employment of drivers and payment of wages to them as per existing provisions of various Labour Rules and Regulations are the sole responsibility of the contractor (provider of vehicle). The MBGIPS will not entertain any claim whatsoever in this regard.

No subcontracting will be permitted. Sub contracting will be considered as breach of Contract and Sub-letting of the Contract will entail termination of the Contract.

The contractor shall assign the job of driving of hired vehicles only to qualified, experienced, will behaved and licensed drivers and also ensure full responsibility for the safety and security of the officers/officials travelling in the vehicles as well as their possessions while running the vehicles. The MBGIPS shall have no direct or indirect responsibility arising out of rash and negligent driving which is an offence under section 29 of IPC and any loss caused to the MBGIPS will have to be suitably compensated by the contractor. The payment of penalties if any imposed by the Police or any bonafide authorities to be remitted to any source for any reason related with the vehicle is the liability of the Contractor only.

The cost of fuel, lubricants, repairs, maintenance, taxes, insurances, etc. of the vehicles on hire will have to be borne by the contractors. The contractor should provide vehicles in good running condition always.

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 MBGIPS authorities.

Service to be provided : The driver shall behave decently and co-operate with the user officers and fulfill duties conforming to the requirements, with utmost punctuality.

Service : The vehicles are to be run within and outside the state and relevant documents have to be kept up to date always.

Period of Contract : Under normal circumstances, the contract shall be valid for a period of one year from the date of issue of work order, till completion of one year or upto the date on which the contract for the year 2017-18 is executed whichever is later.

Duty hours : Minimum 10 hours duty during day time on all working days. However actual duty hours shall be specified by the users which may exceed the above limit and the contractor would be required to co-operate with the user officers.

Reporting Place : Actual place of reporting shall be specified by the Director, MBGIPS. Vehicles hired on monthly basis should be parked inside MBGIPS campus from 9.45 am to 5.15 pm on all working days and as per prior instruction on holidays. When allotted for long distance tour or outside duties the time of start and duty time will be intimated as per requirements, and such intimates would be binding on the contractor.

Notice period for on call vehicles :

- i. For regular requirements, one day in advance
- ii. In urgent situations, the contractor will be bound to provide vehicles on intimations, one hours in advance.
- iii. Telephonic instruction shall be considered as notice.

Calculation of distance : The duty shall start and end at MBGIPS, Kozhikode – 673 014 unless otherwise demanded/specified.

Accuracy of meters: The meter reading should tally with the actual distance run recorded in the log sheet and authorized officer shall have full power to check the accuracy of the entries there on. The senior most officer using the vehicle will endorse entries in the log sheet before and after the journey.

Maintenance of log book : (Containing trip sheets): All the vehicles on Contract should have its own log book with details like time of start end of the journey, initial and final odometer readings, passenger details, place of visit etc. The driver should provide the initial and final meter reading to the user officer for verification and get the entries authenticated with name and designation in the log book.

Additional charges eligible:

1. Additional allowance for running/operation on Sundays : Rs.50/- (Monthly hire contract vehicles only)
2. Overtime charges (Over and above 10 hours of continuous running) overtime charges to a maximum 5 hours at Rs. 50/- per hour for the monthly hire and Rs. 100/- per hour for on call basis hired vehicles.
3. Halting Charges for night halts between 19 hours to 7 hours (without running) Rs. 150/- per day while on tour. In this case no over time will be considered.
4. For the trip to outside States, the Tax permit charges paid for vehicle with more than seven seats only will be borne by the MBGIPS on production of original receipt of Government check posts.
5. For the on call basis hiring vehicles, the minimum quoted for one day will be considered for payment, in situation when the vehicles is idling between the onward and return trips.
6. In the case of Vehicle having seven seats and below, the expenses for inter state permit charge should be borne by the contractor.

Payments

Claim for the total run for each month will be considered for payment for the monthly hire contract vehicles. The original monthly bills shall be submitted to the Technical Officer, MBGIPS, along with copy of trip sheets duly signed by the senior most Officer using the vehicle and countersigned by Head of the

particular Division of MBGIPS on or before 3rd of every successive month. The payments will be made after verification and deducting taxes.

Trip sheets shall contain date and time of use of the vehicle, starting and closing odometer readings, kilometer run, places of visit, purpose of journey, name of the persons who travelled in the vehicle, project name/code, funding agency etc. for verification and further necessary action.

Penalties: In case of breakdown of the vehicles during travel, a substitute vehicle will have to be provided immediately and not later than one hour. In case the contractor fails to provide vehicle within the above time, penalty up to Rs.500/- will be imposed. If the number of breakdowns exceeds three times in a month, a penalty of Rs.1000/- per breakdown would be imposed and the cancellation of the contract will also be considered. A penalty on Rs.2000/- for 4+1 seater Car and Rs. 2500/- for 6+1 vehicle (if on monthly basis) shall be imposed for each day of absence, if no vehicle is provided.

Special Requirements : Intending bidder must be available over telephone with contact numbers available round the clock for booking the vehicles for trips any time. Telephone numbers must be specified in the bid. No vehicles having registration in the name of employees of MBGIPS or closed relatives of the employees of MBGIPS would be entertained for the bid. The bidder should attach a certificate to this effect along with the bids.

Conditional Bids would not be entertained.

No additional conditions or requirements from the bidders will be entertained.

Termination :

1. MBGIPS reserves the right to terminate the contract on two months notice without assigning any reason.
2. The contract will be terminated immediately, if the contractor fails to provide vehicle on demand on the stipulated date and time or if the contractor fails to perform any other obligation, under the contract, including failure to keep punctuality.

The decision of the Director of MBGIPS will be the final, with regard to award of the contract. In case of any disputes regarding performance of the contractor and trip operations thereof, the decision of the Director would be final and binding on the contractor.

Name and signature of Contractor

Sd/-
Director, MBGIPS

BID FORM

Date :

Name & Address
of the bidder With Phone No.

Sir,

Having read and understood the conditions of contract and services to be provided vide terms and conditions in the notice inviting quotation and the quotation schedule, I/We undertake to provide commercial vehicles **conforming to the conditions of contract shown in the** schedule and schedule 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.

FINANCIAL BIDS for hiring of vehicles on Monthly basis (Amount in Rupees)

Sl. No.	Particular	4+1 Seater A/C Sedan type (Ethios / Dezire / Indigo) (Type of vehicle should be specified)
1.	Vehicle Registration No.	
2.	Fixed monthly charges for 1500 kms per month	
3.	Charges for extra Km. Beyond the limit of 500 kms per month	

NB: Attested copy of vehicle documents should be attached.

FINANCIAL BIDS for hiring of vehicles on Daily basis (Amount in Rupees)

Sl. No.	Particular	MUV 6+1 Seater AC (Innova)	MUV 6+1 seater Non AC (Innova)	Car 4+1 Seater AC (Indica Vista)
1.	Vehicle Registration No.			
2.	Half day (50 Kms and 5 hrs)			
3.	Full day (100 Kms and 10 hrs)			
4.	Charges for extra Km exceeding 100 km for hiring on daily basis			

NB: Attested copy of vehicle documents should be attached.