

National Games Secretariat
Chandrasekharan Nair Stadium , Palayam ,Thiruvananthapuram
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No:3034/GA/10/NGS

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Notice inviting Quotations for Hiring of Vehicles

Sealed Quotations are invited from reputed transport operators/Taxi operators for supply of Tata Indica/Indigo/Innova/Maruti Dezire/Maruti Swift or other semi luxury mid-segment cars on monthly hire basis so as to reach the Office of the CEO& Secretary, NGS on or before 3pm on 25/10/2011 as per the terms and conditions mentioned below:

Terms and conditions

1. The number of vehicles to be supplied may vary as per discretion of the National Games Secretariat.
2. Satisfactory proof regarding running a minimum of 5 (Approximately) Tata Indica/Indigo/Innova/Maruti Dezire/Maruti Swift including semi-luxury mid-segment cars (i.e. model of the car should be of the year 2009 and thereafter) owned by Agency or owned by their associates, agencies shall be produced.
3. The latest model taxis should be provided by the agency for use of NGS under this contract (i.e. model of the car should be of the year 2009 and thereafter)
4. All hired taxis should have comprehensive insurance coverage & the agency shall take total responsibility of protecting the interest of vehicle occupant's families in case of any eventuality, by way claiming insurance etc.
5. The drivers provided shall have accident free driving experience for a minimum period of two years in all kinds of terrain. The license

of the driver shall not have any endorsement by RTO with regard to traffic violation or rash driving.

6. The travel agency shall supply vehicles on all the days of the month irrespective of the fact whether it is a general holiday or not.
7. The Agency shall nominate the contact person who shall be available to be contacted over phone in case of any problems with the vehicles supplied.
8. The timing for the vehicle shall normally be between 9 am to 7 pm and may vary depending on the requirements of the concerned officers and the owner/agency/driver shall ensure the availability during any such extension hours.
9. The driver should possess a mobile for easy access to the officer to whom the vehicle is allotted.
10. The Agency shall make his own arrangements for providing all necessary tools and tackles required for maintenance and operation of the vehicle so that the vehicle is always kept in good running condition.
11. The agency shall make available sufficient cash with the driver for purchase of fuel or repairs when the vehicle is taken outside Thiruvananthapuram.
12. The Agency has to maintain daily trip sheet for the vehicle and obtain signature of NGS Officer at the beginning and end of each day for the actual kilometers covered. The agency has to furnish monthly log book with trip sheet extracts and enclosed to each bill.
13. The distance covered from the Garage or Agency's Office or driver's house cannot be considered. Actual distance covered from pickup point to drop point only will be considered for payment purposes.

14. The minimum fixed Km shall be 2000 Kms per month, and in case of Km running is less than 2000 Kms in a month, remaining Km will be utilized in next 3 months. If the vehicle is not called on any day due to any reasons, the total Kms for that day will be treated as zero.
15. It is the responsibility of the agency to park the vehicle at a suitable location at his risk and cost to ensure timely delivery of vehicles.
16. The travel agency has to comply with the statutory requirements whenever & wherever applicable. The payment will take normally 15 days from the date of preference of bill. Payment will be released after completion of each month by cheque. (Payment through DD will be made if desired but DD charges will be deducted from the travel agency's bill). Taxes & other statutory levies as applicable will be deducted from the travel agency's bills.
17. The travel agency shall execute an agreement on Rs.100/- stamp paper as per the proforma prescribed by the NGS for the satisfactory execution of works.
18. The period of contract shall be one year from the date of agreement extendable by one more year on mutual agreement.
19. The travel agency has to note that the vehicle provided to NGS will be under the overall control of CEO & Secretary, NGS.
20. The travel agency shall carry out the specified work to the satisfaction of the NGS. In case of unsatisfactory performance, NGS reserves the right to cancel the contract.
21. The driver shall always be dressed in proper uniform (white & white) during the period of the contract.
22. In Case the vehicle is not made available to any officer of NGS on any day and on time, or any violation to the terms & conditions of the contract, a penalty of Rs. 500/- per day per vehicle shall be

- levied and the cost of hiring an alternate vehicle shall be recovered from the agency for that day.
23. The rates quoted shall remain firm throughout the contract period. No escalation charges towards any variation in the prices of fuel, tyres, and spares or in the consumer price index or due to any increase in taxes/ statutory levies or increase in the insurance premium will be paid under any circumstances.
24. The successful bidder will have to give an undertaking to the effect that he will abide by all the Government rules and statutory requirements.
25. During the currency of the contract whenever called for the contractor is bound to furnish any documents pertaining to the vehicles being supplied and also the driving license of the drivers.
26. As far as possible the agency should not change the particular vehicle and the driver earmarked for the particular officer unless there is a genuine reason for which prior concurrence of the officer concerned has to be taken. If such instances are very frequent, affecting the transportation facility extended to the officer, NGS shall take note of the same and suitable penalty as per Clause (22) above will be imposed.
27. The intending bidder/agency must enclose their item wise acceptance to all the terms and conditions along with their quotation.
28. For any dispute arising during the currency of contract, the decision of the Chief Executive Officer & Secretary NGS shall be final and binding on the contractor.
29. Any suit or proceedings arising out of this contract shall be instituted in law courts in the jurisdiction of Thiruvananthapuram city.

30. The National Games Secretariat reserves the right to entrust the hiring of vehicle contract to more than one agency at the L1 rates for operational efficiency.
31. Completed quotations shall be submitted to the CEO & Secretary, NGS before the due date and time for receipt of quotation. National Games Secretariat may at its discretion extend the date for receipt of quotations. Quotations received after the aforesaid date and time or the extended date and time, if any, will be rejected and returned unopened to the bidders. Bidders can also submit their bids through courier or by registered post. However, they have to ensure that while sending the quotation through courier or registered post, the quotation reaches the CEO & Secretary, NGS on or before the last date and time of submission of quotation.
32. National Games Secretariat shall open the received quotations at 4 pm on 25.10.2011 in the presence of bidders or their authorized representatives who wish to be present at the time of opening. Authorization to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
33. The National Games Secretariat shall not bind itself to accept the lowest or any other quotation and reserves the right to accept any quotation in part or reject any quotation or all quotations without assigning any reasons whatsoever.
34. The agency should have supplied similar vehicles to any Government agency during the last 5 years.
35. The quotation shall consist of documentary evidence including copy of RC Book of proposed vehicles, copy of insurance coverage, copy of Driver's license, work order for supply to other Government agencies etc.

Sd/-

Chief Executive Officer & Secretary