



Job No: KMRL/Admin-01/2013-14

Dated: 28/3/2014

QUOTATION NOTICE

Kochi Metro Rail Ltd (KMRL), invites quotation from eligible company/firm, having experience of similar contract, for the work, "**Empanelment of agencies for Car Hire Service**". The detailed scope of the work is provided in the quotation document. Quotation documents may be downloaded from the Website www.kochimetro.org.

1.1 Key details:

Name of Work	Empanelment of agencies for Car Hire Service
Availability of quotation form	Quotation documents can be downloaded from the official website of the KMRL : www.kochimetro.org on or after 28/3/2014
Last date & time of submission of Quotation :	21/04/2014 & 1400hrs
Technical Bid Opening	21/04/2014 & 1500hrs
Financial Bid Opening	Will be intimated on completion of technical evaluation.

1.2 Late quotation (received after date and time of submission of bid) shall not be accepted under any circumstances.

1.3 KMRL reserves the right to accept or reject any or all proposals without assigning any reasons. No bidder shall have any course of action or claim against the KMRL for rejection of his proposal.

For Kochi Metro Rail Ltd

**Deputy General Manager
(HR ,Admn & Trg)**



QUOTATION DOCUMENT

1.0 Scope of work

1.1 The scope of work is for **providing car hire services as per requirement at Kochi Office of KMRL as detailed in Appendix II.**

2.0.Pre-qualification Criteria

2.1 The agency could be a sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms / Registrar of Companies, wherever applicable as also should be registered with/ approved by the local RTA; **[Attach copy of registration certificate]**

2.2 The agency should have provided similar services PSUs/MNCs/Reputed Corporates.(Attach copy of work orders or letter of empanelment)

2.3. The agency should have achieved annual turn over of Rs 20 lakh in any of the last three financial years (2012-2013,2011-12,2010-2011) and average turnover of Rs. 15 lakh during these three financial years.

2.4. The agency should be an Income-tax assessee having filed its Income tax return for the last three Assessment Years **[Attach copy of self-certified PAN card and Profit & Loss Account for the last three financial years,2012-2013,2011-2012,2010-2011]**. In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.

2.5. The agency should be registered with Central Excise and Customs Department for the purpose of Service Tax. **(Attach copy of registration certificate)**

2.6. The agency should undertake to ensure compliance with the requirements of Contract Labour Act, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. **(Attach the copy of proof).**

2.7. The agency should have an office in **Ernakulam city** limits.

2.8. Bid offers should be kept valid till acceptance or otherwise for a period of 30 (Thirty) calendar days from the date of opening of financial bid which ever earlier.

3.0 Terms and Conditions

3.1 The terms and conditions of the car hiring contract is given in the **Appendix-1**

4.0 Submission of Quotation

4.1The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix-I may submit the **‘Technical as well as financial bids** ‘in separate sealed covers super scribing-**‘Technical Bid for Car**



hire services’ and “financial bid for car hire services”(Appendix III) respectively. Both these covers should be placed in a third sealed envelope super scribing “Bid for car hire services” .

4.2. Completed application form along with the requisite documents shall be submitted in the sealed envelope clearly indicating the category of work on top of the envelope to:-

**The Dy.General Manager (HR,Admn&Trg)
Kochi Metro Rail Ltd.
8th floor,Revenue Tower,Park Avenue Road,
Opp.Boat Jetty,Kochi-682011. Phone No: 9446364806**

4.3 Technical and financial bid should be submitted in a separate sealed envelope in the prescribed format along with self attested copies of the documents as stated in the application form (**See Appendix II**).

4.4 The Financial bids (**See Appendix III**) of only the technically qualified bidders will be opened on the date prescribed in the quotation notice. Unopened financial bids may be collected back by the bidder under acknowledgement within 30 days of opening of the financial bids.

4.5. Bids without supporting information /required documents shall be summarily rejected.

5.0 Selection Procedure

5.1 The technical bid will be opened first for necessary evaluation. The financial bids of technically qualified bidders **only** will be opened on the date prescribed in the quotation notice.

5.2 Selection of successful financially qualified bidders will be decided by the evaluation committee based on the lowest rates quoted. The agencies selected shall be called for a techno commercial discussion to align their rates with that of the lowest qualified bidder(s).

5.3 The company reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

6.0 Contract Agreement

6.1 A Letter Of Acceptance shall be issued with accepted schedule of rates for providing vehicle-hiring services on terms & conditions mentioned in the letter

6.2 An interest free Security Deposit of Rs.5000.00 shall be submitted by the selected agencies. The said deposit shall be released after the expiry of the contract i.e after one year.

6.3 In the event of violation of any of the terms & condition of the contract during the tenure, the Security Deposit shall be forfeited, Decision of KMRL shall be final & binding and no claims whatsoever shall be entertained in this regard.



6.4 The period of contract will be for one year from the date of awarding the contract subject to renewal for further one year thereafter at the sole discretion of the company on existing terms and conditions as the case may be.

7.0 Termination of Contract

7.1 KMRL reserve the right to summarily terminate the contract due to failure of the agency to provide satisfactory services and/or repeated failures to provide vehicles against requisitions. In such cases, the security deposit shall be forfeited and decision of KMRL in this regard shall be final and binding.

7.2 KMRL may at any time by giving one months notice close the contract without any liability, financial commitment or otherwise on itself.

8.0 Payment

8.1 The bills along with trip sheets duly signed by the user should be submitted by the agency on monthly basis and the payment shall be made within 15 working days from the date of receipt of bills after all applicable statutory deductions.

8.2 The agency should confirm the bank details for electronic fund Transfer on their letter heads duly signed by the authorized person along with a cancelled cheque, as documentary proof. Any change in the bank accounts shall be informed to us well in advance and KMRL shall not be liable for any loss incurred by the agency due to non confirmation /incorrect information of the bank account details.



Appendix-1

Terms and conditions for providing car hire services

1. The period of contract will be for one year from the date of awarding the contract subject to renewal for further one year thereafter at the sole discretion of the Company on existing terms and conditions as the case may be.
2. The agency will abide by all statutory requirements as per Minimum wages Act, Employee's Provident Fund Act, Employees State Insurance Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act.
3. The cars to be provided should not be more than 2 years old as on 01 .01.2014 and should be in excellent road worthy condition.
4. The cars should be registered as Tourist Taxi with Regional Transport Authority and appropriate government authorities as applicable.
5. The drivers should be well mannered, experienced, uniformed and should be available on a mobile phone.
6. The Drivers should possess a valid Driving license and badge for LMV.
7. The opening and closing Kms. / time would be reckoned from the office of the agency, subject to maximum of 4 kms from the starting point within the city of Kochi or actual whichever is less.
8. Service Tax as applicable shall be paid by KMRL. However financial impact of service tax as provided by the applicant shall be considered for the bid.
9. Tax at source shall be deducted from the payments made to the agency at the rates prescribed under the Income Tax Act, 1956.
10. Charges towards toll and parking would be paid at actuals on production of receipt duly certified by the user.
11. No request for enhancing the rate due to hike in fuel prices / insurance premium etc. would be entertained for one year of contract.
12. Company will not be responsible or liable in case of any dispute arising between the agency and the drivers employed by the agency and no relationship of Employer and Employee shall come into existence between the company and the agency or drivers for which all responsibilities shall vest with the agency alone.
13. The Company reserves the right to terminate the agreement by giving notice of one month at any time during the contract period without any reason and no compensation will be paid for such termination.
14. The vehicle should be made available at any time of the day and night, on all days including Sundays and Holidays.



15. The car should be made available on call within ½ an hour.
16. Payment will be made on the basis of the rate for Kilometers run or hours utilized, which ever is more.
17. The drivers on duty shall keep all relevant documents including valid RC book of the vehicle , Pollution Under Control Certificate, Comprehensive Insurance Policy of Vehicle and a valid Driving Licence and route map of Kerala.
18. The driver shall not smoke / drink while on duty or be drunk on while duty.
19. The agency shall note the opening meter reading of the car and starting time on the trip sheet. The driver shall inform and show the opening as well as the closing meter reading and time and get it countersigned by the user.
20. Bills having over-writings and cuttings shall be rejected or corrected at the sole discretion of KMRL.
21. No payment shall be made against bills pertaining to those travels, where any complaint with regard to quality of the car or misbehaviour of the driver is received from the user. In this regard, the decision of KMRL shall be final.
22. The company gives no guarantee about the definite volume of work to be entrusted to the contractor at any given time or even throughout the tenure of the contract.

**Appendix II -- Technical Bid
Application form for empanelment**

Sl. No.	DETAILS	
1	Name of Agency	
2	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	
3	Year of establishment (Please attach documentary evidence)	
4	PAN No. (Please attach documentary evidence)	
5	RTA registration No.(please attach copy of evidence)	
6	Service Tax registration details of the agency (Please attach documentary evidence) For the assessment of service tax, please mention the tax rate applicable to the bidder (i.e,Nil or 4.944%-with abetment or 12.36% without abetment)	
7	Detailed description and value of works done for others	
8	Annual turnover during last three FY 2012-13 ,2011-12,2010-11.(Please attach copy of self-certified P & L for the last three financial years)	
9	Whether the agency is an income-tax assessee having filed its income-tax return for the last three financial years 2012-2013,2011-12,2010-11.(Please attach copy of Income tax return)	
10	Furnish the names of two responsible persons who will be in a position to certify about the quality as well as past performance of your organization	
11	Office Address of agency in the city limits.	
	Verification –The authorized person shall sign all the documents on the bottom, right hand side. Documents without signatures shall not be considered for evaluation purpose & the bidder may be disqualified on this account.	

Appendix III- Financial bid for Car hire Services [In a Separate Envelope]

Name of the agency:

Sl. No.	Type of Vehicle	2 hrs - 20 Kms	4hrs.- 50 kms	8 hrs 80 km	Rate Per Km	Rate Per Hour	Drivers Batta for more than 12 hours/day
1	Indica A/c						
2	Indica Non A/c						
3	Tata Indigo A/c- Swift Dezire						
4	Innova A/C						
5	Qualis / Tavera A/c						
6	Tata Manza A/c						
7	Toyota Etios A/c						
8	Airport Pickup & Drop-Innova						
9	Airport Pickup & Drop-Indica A/c						
10	Aiport Pickup & Drop-Indigo A/C,Swift Dezire						
11	Railway station (South)pickup/ drop – Indica A/c						
12	Railway station (North) pickup/ drop – Indica A/c						

Note-1 The rate may be mentioned clearly for each type of vehicle.