



Job No: KMRL/Admn/Car Hire Service/2014-15

Dated: 23/07/2015

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 23/07/2015
EMD :	Demand draft of Rs.5000/- drawn in favour of Kochi Metro Rail Ltd payable at Kochi
Last date & time of submission of Quotation :	30/07/2015 & 14:00 Hrs
Bid Opening	30/07/2015 & 15:00 Hrs

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 cause of action or claim against the KMRL for rejection of his proposal.

For Kochi Metro Rail Ltd



QUOTATION DOCUMENT

1.0 Scope of work

1.1 The scope of work is of **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 achieve annual turn over of Rs. 20 lakh in any of the last three financial years (2014-15, 2013-14, 2012-2013) and average turnover of Rs. 15 lakh during these financial years. **[Attach copy of self-certified PAN card and Profit & Loss Account for the last three financial years,2014-2015,2013-2014,2012-2013].**

2.5. The agency should be registered with Central Exise 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, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. **(Attach self declaration).**

2.8. The agency should have an office in **Ernakulam city** limits (Attach Office details).

2.9 Bid offers should be kept valid for acceptance or otherwise for a period of 45 (Thirty) calendar days from the date of opening of financial bid.

2.10 Bids without all of the details/documents as per this clause will be summarily rejected.

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

4.1 The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix-1 to this Annexure may submit the '**Quotation/Bid**' in a single sealed cover super scribing-'**Bid for Car hire services**'.

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

The Additional 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 The bid should be submitted in a single 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 EMD of Rs 5000.00 shall be enclosed with the bid in the form of a DD from a scheduled commercial bank in India, Favouring 'Kochi Metro rail Limited' and payable at Kochi. EMD of agencies who have not qualified would be returned /refunded after finalization of the agency without any interest.

4.5 The Financial bids (**See Appendix II**) shall be opened on the date prescribed in the quotation notice..

5.0 Selection Procedure

5.1 The selection of successful bidders will be decided by the evaluation committee based on the technical evaluation and 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). Maximum of three agencies will be empanelled after evaluation.

5.2 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 Award 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 Performance Security Deposit of Rs 10000.00 (Ten Thousand) shall be submitted by the selected agencies. The said deposit shall be released after the expiry of the contract i.e after three years.

6.3 In the event of violation of any of the term & 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 three years from the date of awarding the contract subject to renewal for further period 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 or otherwise on itself.

8.0 Payment

8.1 The bills along with duties slip 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 letterheads 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. A LOA will be awarded to the successful bidders and the same will be valid for a minimum period of three years 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, 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 .01.2015 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 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 evaluation of 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. 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.

12. The Company reserves the right to terminate the agreement by giving notice, at any time during the contract period without any reason and no compensation will be paid for such termination.
13. The vehicle should be made available at any time of the day and night, on all days including Sundays and Holidays.
14. The car should be made available on call within ½ an hour.
15. Payment will be made on the basis of total charges for Kilometer run or hour utilized , which ever is more.
16. 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 License and route map of Kerala.
17. The driver shall not smoke / drink while on duty or be drunk on while duty.
18. The agency shall note the opening meter reading of the car and starting time on the duty slip. The driver shall inform and show the opening as well as the closing meter reading and time and get it countersigned by the user.
19. The rates should be confirmed throughout the contract period except for escalation/de-escalation of diesel price (HSD) announced by Govt. of India/Public sector oil companies during the contract period. The escalation/de-escalation will be calculated at the end of every 3 calendar months from the date of award of the work. The escalation /de-escalation will be calculated as per following formula:

$$(0.25 \times A \times (C-B))/B$$

Where A= Fixed monthly minimum rate as per the original contract.(quoted price)

B= Market price of HSD of Indian Oil Corporation applicable at Ernakulam as on date of opening of tender.

C= Revised market price of HSD of Indian Oil Corporation as on the date of calculation as above at Ernakulam

20. Bills having over-writings and cuttings shall be rejected 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 misbehavior 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.
23. In case of engaging the vehicle after 2200 hrs or before 0630 hrs drivers bata would be paid separately over and above the monthly charges by KMRL.

**Appendix II -- Technical form
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	Income Tax – PAN No. (Please attach documentary evidence)	
5	ST/CST No. (Please attach documentary evidence)/RTA registration No.	
6	Registration details (including Sales tax & 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 5.6%-with abetment or 14 % without abetment)	
7	Detailed description and value of works done for others (Please attach documentary evidence)	
8	Annual turnover during last three FY 2014-15,2013-14,2012-13.(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 2014-2015,2013-14,2012-13.(Please attach copy of Income tax return)	
10	Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization	
11	Details of EMD of ` 5,000/- in favour of “ Kochi Metro rail Limited”, payable at kochi.	
12	Office Address of agency in the city limits.	

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 Bata for driving after 2200hrs or before 0630 hrs	Rate of Service Tax
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	Toyota Etios A/c							
7	Airport Pickup & Drop-Innova							
8	Airport Pickup & Drop-Indica A/c							
9	Aiport Pickup & Drop-Indigo A/C,Swift Dezire & Etios							

Note-

- 1 The rate excluding service tax may be mentioned clearly for each type of vehicle.
- 2 Service Tax as applicable to the bidder shall be shown separately