

Notice Inviting Tender for hiring of vehicles



Job No: **KMRL/ADMN/Vehicle hire/2015**

QUOTATION NOTICE

Kochi Metro Rail Ltd (KMRL), invites quotation from eligible company/firm, sole proprietary, partnership concern having experience of similar contract, for “**Car hiring services**”. The detailed scope of the work is provided in the quotation document. Quotation documents may be downloaded from the Website www.kochimetro.org.

Key details:

Name of Work	Hiring of cars for the use of KMRL
Availability of quotation form	Quotation documents can be downloaded from the official website of the KMRL : www.kochimetro.org on or after 15/10/2015
EMD :	Demand draft of Rs 5000/- drawn in favour of Kochi Metro Rail Ltd payable at Kochi
Last date & time of submission of Quotation :	27.10.2015 and 1400 hrs
Bid Opening	27.10.2015 and 1500 hrs

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

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

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QUOTATION DOCUMENT

1.0 Scope of work

1.1 The scope of work is for **hiring of the cars for use of executives of KMRL with terms and conditions as detailed in Appendix-I** and be made available for 12 hours on all days including Sundays and holidays.

2.0 Category of Cars

2.1 Tata Indica or Equivalent.

2.2 Number of Cars- 05 numbers

3.0. Pre-qualification Criteria

3.1.1 All the Vehicles supplied by the operator should be either New or not older than 2014 make.

3.1.2 If the vehicles are not owned by the bidder, a consent letter from the registered owner in original shall be attached with the bid.

3.1.3 The agency could be a sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms / Registrar of Companies, having **minimum three years** of experience. **(Attach copy of registration certificate and experience certificate)**

3.1.4 The operator should have Service Tax Registration and valid PAN.

3.1.5. Copies of all documents viz; RC Book, Insurance, Pollution free certificate, Drivers licence etc are to be submitted on finalization of the contract along with Performance Security deposit, failing which the contract will not be awarded and the EMD will be forfeited. All the copies should be renewed throughout the contract period.

3.1.6. The operator should comply with the Rules and Regulations stipulated by the RTO authorities.

APPENDIX-I

4.0. Terms and conditions

4.1. An agreement will be entered into with the successful bidder and the same is valid for a minimum period of 3 years.

4.2 The company reserves the right to reduce/increase the number of cars as on required basis.

4.3. The minimum monthly requirement is as indicated in the Financial Bid Document : Shortfall in minimum kilometre usage in a month for a vehicle will be adjusted against any of the subsequent or previous months excess KM usage of the same vehicle.

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4.4. The vehicles should be made available for a minimum of 12 hours and upto 24 hrs on all days including Sundays and Holidays and Driver also should be available upto 24 hrs.

4.5. Spare vehicles of the same class should be provided whenever the vehicles is under maintenance, breakdown, accident or repair. In case the operator fails to provide the vehicles a penalty equal to two times of the actual average monthly charges per day for each day of such failure would be imposed on the operator.

4.6. Monthly rent charges will include cost of fuel, drivers monthly salary and all other incidental expenditure . Toll/Parking charges will be reimbursed by KMRL on submission of original vouchers duly certified by the executive of KMRL who is using the vehicle.

4.7. The following charges will be paid separately over and above the monthly charges rate quoted

1. Drivers bata if engaged after 10 pm or before 0630 am at the rate of Rs 250 per day.

2. On occasions of over night stay warranted at out station, an additional amount as per the rules of the company would be paid by KMRL to the driver directly amounting to Rs 400/- .(In such circumstances the drivers bata other wise eligible will not be paid).

4.8 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

4.9. The operator shall arrange for the maintenance of suitable log book supplied by KMRL with the driver and should be got authenticated by the executive engaging the vehicle Monthly bills submitted should be accompanied by such log sheets.

4.10. The car should be parked at the area informed by the user executive, unless otherwise directed by the company. The key of the vehicle is to be kept with the Executive overnight, so as to move the vehicle in case of any need/emergency.

4.11. The driver should comply with the orders given by the user executive of the Company or any other functionary regarding the safety and security when the vehicle is in the Company's disposal.

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4.12. The monthly bills may be submitted immediately on completion of the month and payment will be effected by the Company within 15 days of submission of the invoice complete in all respects, after deducting applicable taxes. All payments will be made in electronic form to the designated bank account of the bidder only.

4.13. The car should be made available within 15 days of the offer, failing which the offer will be treated as cancelled and the EMD will be forfeited.

4.14. The car should be neatly maintained and the driver should be of good character and conduct and should possess valid driving licence.

4.15. All taxes, insurance, permit, pollution certificate charges are to be born by the operator.

4.16. Any cost, damage, compensation to third parties resulting from plying of the car on the Road is to be met by the operator.

4.17. The wages paid to the driver should not be less than those provided under the minimum wages act from time to time.

4.18. Unless otherwise intimated the agreement will be for a period of **three years**, and if found satisfactory the agreement can be renewed for further periods on yearly basis, at the discretion of the Company.

4.19. The Company reserves the right to terminate the agreement by giving **30 days** notice, at any time during the contract period without assigning any reason and no compensation will be paid for such termination.

4.20. The agreement will be terminated without any notice if the operator violates any of the terms and conditions of the agreement accepted by the operator at any stage of the contract.

4.21. The tender can be modified/ postponed /cancelled at the discretion of the Company, without assigning any reason.

4.22. The operator shall not replace the driver without prior approval from the company but in case of any act of misconduct from the side of the driver, the operator shall make necessary arrangements for replacing the driver immediately.

4.23. The driver should be provided with a photo identity card, uniform and should possess a mobile phone.

4.24. Empanelment of the Operator will be considered based on the quotation for item no. A of Financial Bid (Annexure 1). All other rates contained in Annexure 1 vide item nos B & C are subject to negotiation, based on the prevailing market rates.

4.25. Bid shall be accompanied with an EMD of Rs.5000 in the form of a demand draft favouring "Kochi Metro Rail Ltd" and payable at Ernakulam. The EMD will be refunded without any interest to the unsuccessful bidders after finalisation of the tender. In case any bidder revokes or withdraw its offer within the validity of the offer. KMRL will be at liberty to forfeit the Earnest Money Deposit. Bids without EMD will be summarily rejected.

4.26. An interest free Security Deposit of Rs. 20000/- per vehicle is to be submitted by the successful bidder. The said deposit shall be released after a period of six months from the date of expiry of the contract after adjusting claims, if any. Security Deposit may be deposited in the form of a demand draft favouring " Kochi Metro Rail Limited" and payable at

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Ernakulam. EMD of the successful bidder shall be adjusted against security deposit.

4.27. All pages of this tender document shall be signed by the bidder and be attached with the bids.

4.28. Empanelment of Operator on the basis of quotation may not necessarily mean placing of orders for the vehicle everyday and will be at the sole discretion of the company.

5.0. Submission of Quotation

5.1. The agency should quote separately for both 2000km & 1500km for the above mentioned the vehicles. The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix-I to this Annexure, may submit the **bid along with EMD of Rs 5000** in a sealed cover super scribing“ **Bid for Car Hiring Services”** to:

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

6.0. Selection Procedure

6.1. The bid will be opened by the tender opening committee on the date prescribed in the quotation notice and evaluated thereafter.

6.2 The selection of successful financially qualified bidders will be decided by the evaluation committee based on the lowest rates quoted.

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

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ANNEXURE -I

Technical Form

For providing car on hire basis to kochi metro rail ltd., 8th floor, revenue tower, park avenue, kochi for the use of its executive

1	Name of the operator	
2	Status(Sole Proprietor concern/ Partnership Concern//Company)	
3	Address	
4	Office Address	
5	Telephone Numbers Mobile Land Line Email Id Fax no.	
6	Pan Card no. (attach copy)	
7	Service Tax Regn no., (attach copy)	
8	Details of car offered for hire (attach copy)	
9	Bank account details Account Number Bank name & branch IFSC code: Type of Account Account holders name	

Declaration:- I/We agree for the terms & conditions prescribed by the Company in this regard. I / We have signed and handed over a copy of the Terms & Conditions in token of having agreed to the same.

Place :

Signature

Date :

Name

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ANNEXURE II

Financial Bid

For providing car on hire basis to Kochi Metro Rail Ltd, 8th floor, Revenue Tower, Park Avenue, Kochi for the use of its executives.

Vehicle offered :

Sl no	Particulars	Rate quoted
A 1	Fixed charges for 2000 Kms per Month. (To be made available on all days including Sundays and holidays)	Rs
A 2	Fixed charges for 1500 km per month.	Rs.
B1	Rate for above 2000 Kms	Rs
B2	Rate for above 1500 Kms	Rs.

Place:
Date:

Signature
Name