

# Kerala Council for Historical Research



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past for a positive future

No.325/Chairperson/KCHR/17

14.07.2021

## Quotation Notice

**Sub: Inviting Quotations for Hiring of Innova Crysta for one year on monthly rent basis-reg**

Sealed quotations are invited by KCHR from reputed Tour and Travel agencies/Car rental firms/taxi service operators located in Kerala for hiring of Vehicle for KCHR Chairperson who resides at South Kalamassery, Kochi and attending office at Pattanam, North Paravur for one year on the following terms and conditions.

1. The Vehicle required is Toyota Innova Crysta (white color with AC) on monthly basis.
2. The Vehicle to be provided should not be more than five years old.
3. The vehicle would normally be required between 8.30 AM to 6.30 PM, but it must be available at any time and any day including holidays as required by Chairperson, KCHR and no additional amount will be paid for the use of vehicle before or after the above specified time.
4. KCHR shall have no responsibility and no way be liable towards taxes, fees, cost of diesel/petrol/Mobile, and salary/food/accommodation/bata charges to drivers, repairs and maintenance etc, or any other charges payable in respect of running the car hiring contract except the contract price (monthly rent).
5. The owner of the vehicle shall abide by all statutory requirements for running the hiring contract.
6. The owner of the vehicle shall ensure that all the necessary documents (Registration certificate, insurance papers, PUC, etc.) are available with drivers, and that the drivers are well-mannered and cleanly dressed.
7. Vehicle shall be provided with duty slip/log book as the case may be. Cars engaged for duty must be certified by users clearly indicating the starting and ending KM reading and time on duty slip/log book as the case may be and the driver should be able to maintain the same independently with proper care and shall submit the same on every month with bill.
8. The owner of the vehicle shall have enough resources to repair the vehicle in a minimum possible time. At times, he should also be in position to arrange

- another Innova Crysta vehicle immediately. If he fails to arrange another vehicle, taxi will be hired from open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
9. The vehicle shall have to be kept in clean condition. The vehicle should be in condition and the seats should be comfortable. No payment shall be made if the vehicle is found in dirty or shabby condition.
  10. The KCHR reserves the right to terminate the contract without assigning any reason by giving the contractor one month notice of its intention to do so.
  11. In the event of contractor failing to execute the work, ie. arrangement of vehicle at any time to the full satisfaction of Chairperson, the KCHR reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security Deposit.
  12. **Average expected running Kilometres per month is 1500 and if it exceeds, the excess Kilometres will be paid at per Kilometre rate.**
  13. The contract will be valid for one year from the date of award of the contract. No request of hike in approved rates will be entertained during the contract period.
  14. KCHR Name board and flag should be fixed in the vehicle.
  15. Decision of the KCHR Director regarding acceptance or rejection of the quotations at any stage will be final.
  16. **The selected firm/person will have to furnish a performance security of Rs.10,000.00(Rupees Ten Thousand only) in the form of DD/Online Transfer in favour of The Director, Kerala Council for Historical Research, Trivandrum within 10 days of after getting intimation from KCHR and have to execute an agreement with the KCHR in Kerala Government stamp paper. If the contractor fails to furnish the required performance guarantee within the stipulated period, the KCHR has the right to award the task to the next lowest party. Performance Security will be refunded to the party without any interest after successful performance of the contract period. Performance Security will be forfeited if the firm fails to perform any of the terms and conditions of the contract.**
  17. The interested Tours and Travel agencies/Car rental firms/taxi service operators located in Kerala may submit sealed quotations **in letterhead by SPEED POST/ BY HAND** to Director, Kerala Council for Historical Research, Nalanda, Kawdiar PO, Trivandrum-03 in the following format **on or before 26<sup>th</sup> July 2021, 12 PM** and it will be opened on the same day at 3.00PM.
  18. Selection of lowest quote will be based on monthly rent and not based on Per Kilometre rate in excess of 1500 KMs.

  
DIRECTOR

**FORMAT FOR SUBMISSION OF QUOTATIONS FOR THE SUPPLY OF  
TOYOTO INNOVA CRYSTA (WHITE COLOUR WITH AC) ON  
MONTHLY RENT BASIS FOR THE USE OF CHAIRPERSON, KCHR**

Letterhead of the Tour and Travel agencies/Car rental firms/taxi service  
operators

**QUOTATION FOR THE SUPPLY OF TOYOTO INNOVA CRYSTA  
(WHITE COLOUR WITH AC) ON MONTHLY RENT BASIS FOR THE  
USE OF CHAIRPERSON, KCHR**

To,

The Director  
Kerala Council for Historical Research  
Nalanda, Nanthencode, Trivandrum -3

SL No.	Description	Rent for Toyota Innova Crysta (Rs)
1	Monthly Rent including all charges up to 1500 Kms	
2	Per Kilometre rate in excess of 1500 Kms	

Sd/-

Name and date

Contact No.

Email id: