



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016
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No: D-24015/1/2015-ADM(ESTABLISHMENT)

13.10.2015

VEHICLES NEEDED ON HIRE

Competitive quotations in sealed cover are invited from authorized and licensed travel agencies/taxi operators for providing vehicles on hire basis for the use of Coir Board, Kochi. Those who are interested, may forward their lowest offer in sealed envelop in the enclosed proforma duly filled and signed along with EMD Rs.2000/- in the form of DD drawn in favour of **“The Secretary, Coir Board”** payable at Kochi.

Sealed quotation should be superscribed as **“Quotation for renting of vehicles”**. Quotations should reach the undersigned at the above address on or before **03.00pm on 30.10.2015** and it will be opened on the same day at 03.30.pm in the presence of bidders, if any, present.

The Secretary, Coir Board, Kochi reserves the right to accept or reject any or all quotations either in full or part without assigning any reason whatsoever.

(s/d)

SECRETARY

Ernakulam

13.10.2015

Terms & Conditions

1. The rates quoted should be for the type of vehicles available with the party in the proforma given. The vehicle should be of perfect working condition and should not be more than three years old. The firm should specify the numbers of such vehicles enclosing copies of RC.
2. The vehicle should have up-to-date and valid documents failing which the travel agency/owner of the vehicle will be responsible for all types of damages/losses on account of such infringements.
3. The tenderer should have a valid Income Tax PAN and should attach a photocopy of the same with the quotation. The Service Tax Registration number should also be indicated in the quotation. Copies of IT returns for the past three years may be provided by the firm.
4. The tenderer intending to participate in the tender process should have sufficient number of vehicles for hiring so as to provide the same at short notice from Coir Board.
5. Firms should have adequate number of drivers having experience of driving in through out Kerala and neighbouring States.
6. The firm should ensure that the drivers employed hold valid driving licence, are well behaved, reasonably educated, having communication skill in local, Hindi, English, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
7. The firm should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
8. The firm should have adequate years of working experience in the field and satisfactory service certificates from existing/past employers should be enclosed in this regard.
9. The tenderer should have 24 hour working telephone number/Mobile Number so that the agency can be telephonically contacted at short notice and at odd hours/even on holidays in case of requirement of vehicle.
10. The vehicle hired should be made available as and when requested for immediately at the specified spot and time in a neat and hygienic manner.
11. In the event of any breakdowns of the vehicle, during the hiring period, replacement will have to be made immediately on demand from the office.
12. The tax/insurance/accident coverage/damage and repairs & maintenance of the vehicle should be borne by the owner of the vehicle at his cost.
13. Payment of hire charges will be made on a monthly basis. The bills for the use of vehicles should be accompanied by the duty slips/log books preferred after each completed month.
14. No request for escalation in rates would be entertained during the currency of contract.
15. TDS and other taxes applicable will be deducted from each bill, as per rules in force.
16. In case of violation of the above conditions, Secretary, Coir Board has the right to repudiate the agreement immediately. The Secretary, Coir Board may also consider imposing appropriate penalty in deserving cases.
17. The Secretary, Coir Board reserves the right to cancel the contract at any point of time by giving notice of 5 days, without assigning any reason thereof.

Quotations for providing vehicles for the use of Coir Board, Kochi on rental basis.

Name of Party:.....

(Rate for AC vehicle with driver and fuel)

Vehicle Type	Rate in Rupees		Remarks
	Rate upto a particular Km or hour per day (Specify rate/ minimum Km and hrs)	Additional rate	
		Per Km	Per hour
Indica			
Innova (7 seater)			
Tempo Travellor			
Lancer			
Logan			
....			

Place:

Signature :

Date:

Name :

Phone Nos. :

Address :

Encl. ID