

कॉयर बोर्ड/ Coir Board
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय/ Ministry of MSME,
भारत सरकार/ Govt. of India
Coir House, MG Road, Kochi-682 016

I-13020/6/2016-CUY

06.06.2016

VEHICLES WANTED ON HIRE

Competitive quotations, in sealed cover, are invited from authorized/ licensed agencies/ taxi operators for providing vehicles on hire basis for the use of Coir Board in connection with **India International Coir Fair (IICF) -2016** to be held during the period from 15 – 18 July, 2016 at **Codissia Trade Fair Complex, Avinashi Raod, Coimbatore-641 014, Tamil Nadu**. Those who are interested, may forward their lowest offer in sealed cover in the enclosed Proforma duly filled and signed alongwith EMD of Rs.2,000/- in the form of Demand Draft (DD) drawn in favour of “**Secretary, Coir Board**” payable at Kochi.

Sealed quotations should be superscribed as “**Quotation for renting of vehicles for IICF-2016**”. Quotations should reach the undersigned in the following address on or before **3:00 p.m.** on **22.06.2016** and it will be opened on the same day at **3:30 p.m.** in the presence of bidders, if any, present.

The Regional Officer (i/c),
Regional Office, Coir Board,
No. 30, Mariyammal Layout, Palladam Road,
Pollachi, Coimbatore, Tamil Nadu – 642 002.
Tel: 04259-222450; Tele-fax: 04259 227665

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

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 firms.
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 neighboring States.
6. The firms 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 firms should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
8. The firms 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 numbers 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 taxi/ insurance/ accident coverage/ damage and repairs & maintenance of the vehicle should be borne by the owner of the vehicle at his cost.
13. Vehicles as per terms and conditions stipulated to be provided as and when the requisition is sent to the travels either in writing or verbally by any one of the authorized representative of Coir Board.
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 in connection with India International Coir Fair (IICF) -2016 at Coimbatore, Tamil Nadu:

Name of Party

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/ Tavera/ Qualis (7 seater)			
Tempo Travellor			
Lancer			
Logan			
Mini Bus			
Bus			
Others			

Note: 1. Rates for one full day and half day should be quoted.
2. Rates for AC/ Non-AC vehicle with driver and fuel should be quoted.

Place:

Date:

Signature :
Name :
Address :
Phone No's :