



**KERALA CO-OPERATIVE MILK MARKETING FEDERATION LIMITED  
MILMA BHAVAN, PATTOM P.O, THIRUVANANTHAPURAM – 695 004.  
Ph-0471 – 2786439, 2786442, Email – projects@milma.com**

No.285/PC:Vech:Admn/2020

23 September 2020

**NOTICE INVITING TENDER**

Sealed tenders are invited for hiring of air conditioned light vehicles (**car**) in good running condition (date of registration of the vehicle should not be more than 04 (four) years old i.e. 2016 and above) having statutory papers (tourist taxi permit) for official use at KCMMF Ltd, Head Office from 18.10.2020 up to 31.03.2022.

**1. Nature of the Job & general conditions**

**Light Vehicle I (To carry 4+1 persons)**

1.1 The Vehicle No.1 with driver should be made available at this office on all working days as per timings informed in advance and undertakes trips as per requirement. In cases where in specific trips are not fixed in advance, the vehicle has to be made available from 09:00 AM to 6.00 PM.

**Light Vehicle II (To carry 4+1 persons)**

1.2 The Vehicle No.2 with driver should be made available **only as per requirement**. Information regarding the requirement will be given one day in advance over phone. The Contractor should provide the vehicle on the day & time as required.

**Light Vehicle III (To carry 6+1 persons)**

1.3 The Vehicle No.3 with driver should be made available **only as per requirement**. Information regarding the requirement will be given one day in advance over phone. The Contractor should provide the vehicle on the day & time as required.

**General conditions**

1.4 The bidder can offer tender for all type of vehicles indicated above as per the number of vehicles available with the party.

1.5 Type of car (for I & II) required is of type Maruthi Swift'Dzire, Honda Amaze, Hyundai X'cent , Toyota Etios, Tata Tigor or similar type cars. Other Makes/Models or its comparable versions are also acceptable. **AMBASSODAR, INDICA VISTA, INDIGO, ALTO, MARUTI 800 OR SIMILAR SMALL CAR MODELS ARE NOT ACCEPTABLE.** For vehicle III, Toyota Innova or similar model is acceptable.

1.6 The year of registration of the vehicle should be 2016 or later.

- 1.7 The vehicle, air conditioning and interiors should be in good condition. The contract will be finalized only after inspection of these aspects.
- 1.8 The contractor has to provide the vehicle with driver on all working days. If required, vehicle has to be given on holidays too as per prior intimation from the office exclusive of bandh, harthals etc. The minimum guarantee distance per day will be calculated for the actual days deployed in a month.
- 1.9 Proportional increase/decrease in the rate will be made according to the change in diesel price. Mileage for the vehicle will be taken as 12 KM/L.
- 1.10 The rate per Kilometer quoted shall be inclusive of all expenses such as Payment & Allowances for drivers, Fuel, Oil, Repairs and Consumables, Toll Charges etc.
- 1.11 In the event of any breakdown or maintenance of the vehicle, the owner shall have to make immediate alternative arrangement so that the journey does not suffer.
- 1.12 It will be the responsibility of the contractor to ensure the availability of the vehicle without fail during the pendency of the contract failing which proportionate hire charge on such days shall not be paid. In addition penalty @ double the proportionate daily rate of hiring of the vehicle for each day of default shall be deducted.
- 1.13 The contractor shall bear and pay all the penalties or other amount payable for violation of traffic rules or M.V Act as enforced from time to time. Insurance, road tax and fitness certificate have to be valid / renewed during the entire contract period.
- 1.14 KCMFM shall have no liability towards any damage caused to the vehicle arising out of any untoward incidence during the course of deployment.
- 1.15 All statutory taxes concerning the vehicle, toll charges if any, cost of fuel, wages of driver, repair & maintenance cost of the vehicle will have to be borne by the contractor.
- 1.16 The driver(s) deployed must have valid driving license/badge throughout the contract period.
- 1.17 The driver of the vehicle will not allow carrying on the vehicle any outsider / unauthorized persons or materials during the time schedule, while performing the contract.
- 1.18 Kilometer run by the vehicle should be maintained daily in the LOG BOOK with signature of the concerned departmental head/competent authority.
- 1.19 In case the vehicle is operated to outside state operations, the actual permit charges will be reimbursed on production of copy of receipt.

- 1.20 In case of outstation trips the driver should be ready to stay overnight if the mission of the concerned officer is not completed in one day. An amount of Rs.300/- (Rupees Three Hundred only) will be paid towards night halt allowance for the driver per day on halt days. No lodging allowance will be paid for overnight stay.
- 1.21 KCMMF reserves the right to extend the contract for a further period not exceeding two months and the contractor has to continue the contract for such extended period if any, at the same rates and terms and conditions of the original contract.

## **2. Routes**

- 2.1. The trips will generally cover local trips as well as other trips as per the necessity.
- 2.2. The trip distance will be calculated to and fro as starting from and ending at KCMMF, Head Office.

## **3. Earnest Money Deposit**

- 3.1. An amount of Rs. 3000/- (Rupees Three Thousand only) as Earnest Money shall be attached along with the tender in the form of Demand Draft only; drawn in favour of Managing Director, KCMMF Ltd payable at Thiruvananthapuram. Tender without earnest money will be rejected. No Cash, Cheque will be accepted.
- 3.2. The EMD shall be refunded if the quotation is not accepted by KCMMF within two weeks through crossed cheque/RTGS.

## **4. How to offer the Tender**

- 4.1. Tender Notice with "Form of Submitting Tender for Transportation Contract of A/c Cars under KCMMF Ltd, Head Office" shall be obtained by submitting a DD for Rs.150/- (Rupees One Hundred fifty only) including GST from this office during office working hours up to **12 noon on 07.10.2020**. The tenderers can also download the bid form from our website [www.milma.com](http://www.milma.com) and submit the offers. In such case, the tender fee of Rs.150.00 shall be submitted by DD separately. The tender fee will not be refundable under any circumstances.
- 4.2. Tenders filled in the prescribed form super scribed "Form of Submitting Tender for Transportation Contract of A/c Cars under KCMMF Ltd, Head Office" should be submitted at the above office on or before **13.00 hrs on 07.10.2020** in sealed envelope, along with the EMD/tender fee (if the tender form is downloaded from the website).
- 4.3. Tenders will be opened on **07.10.2020 at 14.00 hrs** at this office, in the presence of the tenderers present.
- 4.4. Negotiation, if any, will be done with the lowest quoted party only.

## **5. Documents to be attached with the tender**

- 5.1. Demand Draft for Earnest Money Deposit/tender fee.
- 5.2. Photo Copy of Partnership Deed / Declaration (Affidavit) of sole Proprietorship. Affidavit should not be old more than 30 days from the date of Notice Inviting Tender.
- 5.3. Photo copy of Pan Card.
- 5.4. Photo Copy of Commercial Tax Registration.
- 5.5. Photo copy of all the requisite documents like RC Book, Road Tax (Tax token), Valid Insurance, Fitness Certificate as per M.V Act concerning the vehicle, Pollution Certificate including driving license, P.F Registration wherever applicable. (Original documents to be produced on demand at the time of opening of tender)
- 5.6. However, in case of brand New Vehicle an affidavit has to be submitted by the tenderers that he / they shall be able to deploy brand new vehicle with all valid papers before the start of the contract if his / their offer is found to be lowest one & in order.
- 5.7. Photo copy of Service Tax Registration certificate, if applicable.
- 5.8. Every cut & overwriting must be signed by tenderers.
- 5.9. All the tender papers / Documents except Demand Draft should be signed by the tenderers.
- 5.10. GST Registration details
- 5.11. Bank pass book details

## **6. Security Deposit**

- 6.1. An amount of Rs.10,000/- (Rupees Ten Thousand only) will be the Security Deposit and on awarding of tender. The remitted Earnest Money deposited will be converted into security deposit and the balance amount is to be remitted. After completion of contract period, the same will be returned on submission of application by the contractor after settlement of dues if any. The security deposit will not carry any interest.

## **7. Payment**

- 7.1. The bill is to be raised once in every month and to be processed through a note sheet and submitted to this office of the undersigned before 5<sup>th</sup> of the succeeding month after obtaining certification in the bill.

7.2. After processing the bill, payment will be made on monthly basis vide crossed cheque/RTGS on or before 10<sup>th</sup> of the month after necessary deductions raised if any occurred during the month and other statutory deductions as applicable.

**8. Other Conditions**

8.1. The successful bidder should execute an agreement in a non-judicial stamp paper worth Rs.200/- incorporating the terms and conditions of the contract.

8.2. The undersigned reserves the right to accept any quotation in part or full.

8.3. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.

8.4. The work will be allotted to the successful bidder only on prior approval from the Managing Director, KCMMF, Thiruvananthapuram.

**MANAGING DIRECTOR**

Copy to: Accounts Officer, HO

**9. Form of Submitting Tender for Transportation Contract of Office Cars under  
KCMMF Ltd, Head Office**

<b>No: of Cars offered by the Bidder</b>	
<b>Light Vehicle I (-To be stationed at office between office hours.)</b>	
Car Type	
Model	
<b>Minimum Guarantee distance per month</b>	<b>1300/KM</b>
Rate per KM (in figures and words)	In Figures Rs. <span style="float:right">Ps.</span>
	In words Rupees ..... .....only
<b>Light Vehicle II (To be reported on call)</b>	
Car Type	
Model	
<b>Minimum Guarantee distance per day</b>	<b>50KM</b>
Rate per KM (in figures and words)	In Figures Rs. <span style="float:right">Ps.</span>
	In words Rupees. ..... .....only
<b>Light Vehicle III (To be reported on call)</b>	
Car Type	
Model	
<b>Minimum Guarantee distance per day</b>	<b>50 KM</b>
Rate per KM (in figures and words)	In Figures Rs. <span style="float:right">Ps.</span>
	In words Rupees .....

	.....only
<b>Details of the EMD submitted</b>	
(Mention the Demand Draft No: along with its Date, Amount & Bank Name)	DD No:..... Date.....Amount..... Name of the Bank .....
<b>Details of tender fee submitted (applicable if the tender form is downloaded from the website)</b>	
(Mention the Demand Draft No: along with its Date, Amount & Bank Name)	DD No:..... Date.....Amount..... Name of the Bank .....
Certified that I have read the terms and conditions of the tender notice No.285/PC:Vech:Admn/2020 dated 23.09.2020 and agrees to the same.	
Name of the Contractor	
Address of the Contractor	
Phone no with STD Code	
Mobile phone No:	
Date of submission of tender	
Signature of the contractor	