

GST No: 32AAACN2847D6ZS

KERALA LAKSHMI MILLS
(A Unit of National Textile Corporation Ltd.,)
PULLAZHI, THRISSUR, KERALA-680012

Date: 21.08.2024

TENDER FOR HIRING CAR FOR OFFICIAL PURPOSES

Dear Sir,

We request you to send us your lowest quotation on or before **10.09.2024 @ 3:00 PM** for the following Items. In case of any queries, please write to us at **klm_ntc@ntcltd.org**

Note: **Please send the rate through following Email ID klmtenders@ntcltd.org courier and Postal not accepted & get rejected** (Strictly tender filled form must be forward this mail id only).

1. Your quotation should reach this through e - mail id given above on or **before 10.09.2024 @3:00pm** must.
2. Please, quote rates in the enclosed format and other charges if any, in the remarks column of the enclosed format.
3. Quotation without furnishing all the above details are liable to rejected.
4. No advance payment shall be made.
5. Payment shall be made only through NEFT/RTGS/A/c payee cheque.

Yours Faithfully,

General Manager.

Tender for hiring car for official purposes

We hereby invite quotations from suitable persons for providing car on hire basis for official purposes. The last date of receipt of tender is **10.09.2024 at 3:00 P.M.** The date of Tender opening is **10.09.2024 at 4:00 P.M**

Terms & Conditions/Eligibility

1. Mill employees are not allowed to participate in the tender.
2. The bidders should hold all necessary & valid license/documents like Driving License, Insurance certificate, Pollution certificate, Vehicle Registration Certificate, Other applicable licence/documents etc. pertaining to the vehicle/provision of vehicle hire service/driver.
3. The black listed parties are not allowed to participate in the tender.
4. The rate per kilometer shall remain fixed for daily (to and fro) pick up and drop of our Mill General Manager along with trips to other places Like Bank, Sales tax office, BSNL etc within Thrissur, throughout the period of the contract. In case of outstation trips to places like Coimbatore the payment shall be based on a fixed rate per km basis.
5. The party shall make alternative arrangements in case of repair/breakdown of the car .In case of failure to do so the mill may make alterative arrangements and the cost of such arrangements shall be recovered from the party.
6. The entire cost of fuel, driver's wages, maintenance and repairs of the vehicle will be borne by the party only.
7. All the taxes and fees etc by virtue of motor vehicle Transport Act, and any other, acts which are in force and which are to be introduced in due course, during the Terms of Contract will be borne by the party only.
8. The driver License renewal fees and the 3rd party Insurances and its relevant premiums fees etc, will be borne by the party during the period of the contract. The pollution certificate, R.C. Books, Insurance documents etc., should always be made available in the car.
9. The party should possess his own vehicle. The original registration certificate, insurance certificate, other applicable certificates etc; should be produced for verification during tender finalization and a copy of all the certificates should be handed over to the mills for records.

10. The mill will not take any responsibility either for damages to the car or any injuries to the driver and the entire responsibilities lies with the party.
11. The party shall provide one sedan type car like Toyota Etios/Swift Dzire/Volkswagen Vento etc; and a qualified Driver with a valid driving license.
12. The party shall deposit an amount of **Rs 2000/-** (Two thousand only), towards security deposit, which will not fetch any interest and may be adjusted against any damage / loss caused to the mills due to the party's negligence/non-performance of the contract Also the security deposit of the successful tender will be converted to EMD and it shall be returned on successfully completing the tenure of the contract.
13. The tenders should be submitted in the prescribed format along with security deposit. Tenders without security deposit shall be rejected outright.
14. If the party terminates / discontinues, the contract without giving one month's notice in writing, the EMD of the party will be forfeited. Also loss, if any, incurred by the mill on account of the party not providing the service, either during the contract period or during the notice period, shall be recovered from them.
15. In case of any dispute, the matter will be referred to the General Manager and after examining the case, the General Manager, Kerala Lakshmi Mills – Pullazhi will take a final decision that will be final and binding on both the parties.
16. All legal disputes should be settled within the jurisdiction of Thrissur Court only.
17. The contract may be terminated by either party by giving one month's notice in writing. However the mill reserves the right to reject such notice and also may continue the services of the party even after expiry of such notice period till alternative arrangement is made.
18. If the driver employed by the party avails canteen facility of the mills, the mill deserves the right to make necessary deduction from the party's bill. The deduction shall be as per the rates applicable to outsiders.
19. The payment for the bill submitted by the party shall be made within 15 days from the date of the receipt of the bill, subject to the availability of funds, by RTGS/NEFT/Cheque only.
20. In case of any changes in the constitution of the party's firm/company the mill shall not suffer.
21. The mill reserves the right to cancel/amend/modify the whole or part of the contract without any intimation thereof.
22. The mill reserves the right to postpone/cancel the opening of the tender without any intimation thereof.

23. The party shall ensure that the driver report to the mill within 30 minutes of intimation, as and when required by the management.
24. No advance payments will be given by the mills to the party during the period of contract.
25. The driver should be covered under Accident cum Life Insurance by the party during the period of the contract and a copy of the same should be submitted to the mills.
26. The mill reserves the right to reject any bidder without assigning any reason thereof.
27. G.S.T/any other tax/fees/payment etc. Which is to be paid by the mill as required by statute because of employing such service/service provider, may be recovered from the party.
28. The driver shall possess all the valid documents related to the vehicle as well as his/her driving license and should the same at any time during the course of the contract.
29. A copy of all the valid and mandatory/statutory documents/registration certificate etc are to be submitted by the bidder otherwise the bid shall be rejected outright.
30. The party is required to file any returns if required under any statutory law in force or to be enforced during the tenure of the contract or its` extension.
31. Payment will be made after deducting TDS, any other mandatory/statutory deductions.
32. The agreement shall be valid for a period of twelve months from the date of entering in to the agreement. However; the mill reserves the right to extend the contract by giving a notice thereof in writing.

GENERAL MANAGER

Accepting to the terms & conditions of the Tender document:

I hereby sign the tender document by accepting to all the given terms and conditions in the tender document without any doubt/clarification.

Party Signature :

Party Name :

Address :

ANNEXURE

RATE QUOTATION

Name & Address of the Bidder :

PAN of the Bidder :

1. Fixed rate quoted for local trips as mentioned below -Rs..... /-per day.

| Per Day Trip | PICK UP | DROP |
|--|----------------------|----------------------|
| MORNING | GM residence | Kerala Lakshmi Mills |
| AFTERNOON (during Lunch break) | Kerala Lakshmi Mills | GM residence |
| | GM residence | Kerala Lakshmi Mills |
| EVENING | Kerala Lakshmi Mills | GM residence |

2. Non scheduled local trips quoted for within Thrissur -Rs...../- per KM.

3. Rate per Kilometer quoted for outstation trips-Rs...../-per KM.

Remarks: Kerala Lakshmi Mills to GM residence appx 4 kilo meters

Sign and Seal of the Bidder