



## Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

Gandhidham-Kutch-370 230

Phone (02836)-253300, 252475, 252273

Fax (02836) - 252250 & 252194

E-mail [authority@kasez.com](mailto:authority@kasez.com)

Website: [www.kasez.com](http://www.kasez.com)

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Dated:- 30-04-2013

### INVITING QUOTATION

Subject:- Quotations for hiring of private vehicle (**2012 model**) on a monthly basis for use by KASEZ Authority.

Sir,

Sealed quotations for hiring of private vehicle (2012 model) on monthly basis as given in the enclosed sheet at Annexure are invited. The quotations in sealed covers should be submitted to the undersigned along-with earnest money deposit of Rs.20,000/- (Rupees twenty thousand only) by demand draft drawn in favour of "Kandla SEZ Authority", on or before 22<sup>nd</sup> May, 2013 upto 2.30 p.m. The tenders would be opened on the same day at 4.00 p.m. Tenderers who wish to attend may remain present at their discretion. The terms and conditions are as under:-

1. The Contract will be initially for a period of two years extendable if both Contractor and Authority agree.
2. The vehicles should be **bof 2012rand new** and should be in good looking and running condition to the satisfaction of the Authority. Contractor shall provide copies of the registration Certificate and Insurance policy within a week of awarding the work.
3. The tender form should be filled in ink clearly legible or typed. The tenderer should quote the number, rates and amount tendered by him in figures and as well as words. Alterations unless legibly attested by the tenderer shall disqualify the tender. The tender form and its enclosures should be signed by the tenderer himself.
4. The price quoted should be exclusive of fuel (Diesel), which will be provided by the Authority. All other consumables like oil, air, battery, tyres, etc. have to be borne by Contractor.
5. The prices quoted should be inclusive of all charges and taxes.
6. The vehicles shall be provided at the office of the Authority and the mileage will be counted from the office of the Authority. Vehicle will remain parked at office of the Authority during off duty hours.

7. The tenderer should take care that the number, rate and amount should be written in such a way that the interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
8. The service of cars is to be provided on all week days Monday to Saturday from 8.00 AM to 8.00 PM and also as per requirement.
9. Normal usage of the vehicle is Monday to Saturday with one weekly off. However, the vehicle if required on Sundays and Holidays shall also be provided.
10. Since Diesel is borne by Authority, no charges will be paid on per km. basis. Quotations should be for rate per month. Only for holidays or Sundays, extra rate per day may be quoted.
11. The approved rates will not be changed during the currency of the contract.
12. The Chairperson, Kandla SEZ Authority reserves the right to accept/reject any or all the tender/s in part or full without assigning any reason.
13. The Chairman, KASEZ Authority reserves the right to cancel the contract, at any time, without assigning any reason. The service provider shall not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the Chairman, KASEZ Authority shall be final.
14. In the case of any injury/loss/damages etc. caused to the vehicle/Driver/Passengers or to any person(s)/assets etc. due to mishap/accident while performing the duty for the Authority, the Authority shall not be responsible for any such loss/damages and all liabilities legal or monetary shall be borne by the service provider.
15. The service provider shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned government agencies. The Authority shall not be responsible for any lapse on the part of service provider during or after the expiry of the contract.
16. The service provider shall not replace the vehicle and the drivers deployed, frequently.
17. Any act on the part of the tenderer to influence anybody in the Authority is liable for rejection of the tender.
18. The successful tenderer/contractor shall have to deposit a performance guarantee by way of a bank guarantee of **Rs.50, 000/-** (Fifty Thousand Only) to the Authority.
19. The successful tenderer/contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
20. The vehicles and drivers provided by the contractor shall work under the overall supervision of this Authority.

21. Vehicles provided by the contractor should have Comprehensive Insurance and Drivers so provided with the vehicle shall have valid commercial driving license and badges. Contractor has to provide uniform to the driver.
22. The contractor shall provide vehicles as per requirement of the Authority and as and when required at a short notice.
23. The driver deputed with the vehicle should maintain the logbook of the vehicle and get the journey verified by the using officer.
24. No charges for local night detentions/journey shall be paid.
25. The vehicle and driver shall remain available all the time as per duty roaster and shall not leave place of duty without prior permission.
26. The contractor shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty.
27. The Authority has the right to ask the contractor for removal of driver, who is not found competent, orderly or disciplined.
28. All the disputes shall be subject to Gandhidham Jurisdiction.

#### 6. PENALTIES:

- a. For not providing vehicle in time: **Rs.200/-** per hour of delay.
- b. For misbehaving by the driver **Rs.1000/-** per default.
- c. For not providing substitute vehicle: **Rs.1000/-** per day.
- d. For causing damage to the public property: Three times the market value of the damaged property or **Rs.5, 000/-** whichever is higher per default.
- e. For breach of any of the conditions of the contract: Termination of contract and forfeiture of EMD or **Rs.5,000/-** per default as the case may be depending upon the grounds of violation.

  
Secretary (i/c) 20/11  
Kandla SEZ Authority.

Proforma for quoting rates for hiring of private vehicles (2012 model) on a monthly basis  
by KASEZ Authority

Name & address of the Tenderer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Secretary,  
Kandla SEZ Authority,  
(Govt. Of India, Ministry of Commerce & Industry)  
Kandla Special Economic Zone,  
Gandhidham-Kutch 370 230.

Sr. No.	Particulars	Innova-AC (diesel) or Skoda Yeti (diesel)	SWIFT (A/C) or Volkswagen Polo (A/C) all diesel
1	Monthly rate including all taxes but excluding fuel		
2	Driver special allowance for using the vehicle for outstation trip		
3	Per day charges for Holidays/Sundays		

EMD amounting to Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) has been submitted/ enclosed  
with the Technical bid vide D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ drawn  
on \_\_\_\_\_ at  
\_\_\_\_\_.

Signature of the Tenderer \_\_\_\_\_  
Name of the Tenderer \_\_\_\_\_  
Seal of the Tenderer \_\_\_\_\_

  
Secretary (I/c)  
Kandla SEZ Authority.