

## **COMPREHENSIVE HEALTH INSURANCE AGENCY, KERALA (CHIAK)**

### **TENDER DOCUMENT FOR HIRING OF VEHICLES**

#### Terms and Conditions

1. The party will provide one A/C Motor Car preferably a Fiesta/ Verna /Maruti SX4/Tata Manza or any other vehicle of the same/high standard using diesel as fuel, in good condition along with driver on monthly rental basis on the terms and conditions specifically mentioned hereunder.
2. The party will provide one A/C Motor Car preferably Ambassador or any other vehicle of the same standard using diesel as fuel, in good condition along with driver on monthly rental basis on the terms and conditions specifically mentioned hereunder.
3. All the expenses connected with the maintenance of the vehicle including fuel charges, repairing etc., and the salary/wages of the driver shall be borne by the Party.
4. The vehicle shall be made available in the Chiak office / parking area or at the place on the appointed time and day specified by the Executive Director, CHIAK or any other authorised officer of Chiak, and its movement/ running shall be on the direction of the Executive Director, Chiak or any other officer authorized by the Executive Director .
5. If the Party fails to provide the said vehicle on a particular day/ time/place due to any reason whatsoever including the mechanical breakdown of the vehicle, he shall provide alternate arrangement for the supply of another vehicle of the similar /higher category and any expenses incurred on account of this shall be borne by the Party.
6. In any case the Party fails to provide alternate arrangement for the supply of a similar category vehicle within a reasonable time, the Executive Director, Chiak shall make his own arrangements and any expenses incurred on this account shall be levied from the Party.
7. A Vehicle Log Book in the prescribed format approved by the Party shall be properly maintained and kept in the contracted vehicle under the custody of the driver. It should be made available for the inspection of the Executive Director, Chiak or any other officer empowered to inspect Govt. vehicles / vehicles on contract with Govt. / Govt. Agencies/ Undertakings.
8. The vehicle mentioned in para 1 above will run on an average of 2000 kms per month and the vehicle mentioned in para 2 above will run on an average of 1500 kms per month.

9. The Executive Director, Chiak shall pay Rs. 100/- as driver's bata irrespective of the time for outstation journeys but the driver has to make his own arrangements for his boarding and lodging outside headquarters.
10. The Vehicle Log Book shall be produced along with the Monthly Bill claiming payment to the Executive Director, Chiak on or before 3<sup>rd</sup> working day of every subsequent month.
11. The driver shall have to wear white shirt, white pants, white cap with black shoes on duty. He should be well dressed, well behaved and professionally skilled to drive any make of vehicle. Any laxity on the behavior of the driver shall be treated as breach of contract.
12. No advance payment will be made and the payment will be made only on a monthly basis on presentation of the bill by the Party that too after deducting the statutory recoveries.
13. The Executive Director, Chiak reserves the right to cancel the contract at any point of time without assigning any reasons.
14. The Kilometer gauge of the vehicle should be accurate and in proper working order as per the statutory requirements.
15. The Party shall ensure the proper supply and maintenance of the vehicle and any laxity to maintain the vehicle in a proper and good condition will be treated as breach of contract.
16. This arrangement shall be initially for a period of twelve months but may be extended further on mutually agreed terms and conditions. However, this agreement can be terminated at any time by either party giving at least one month's notice or lieu of notice paying one month's charges to the other party.
17. The party shall comply with all the statutory requirements of a contract vehicle and the executive director, Chiak kept informed by the party from time to time.
18. The Party shall produce attested copies of the Registration Certificate, Permit, Vehicle Tax, Insurance Certificate, Pollution Certificate, in respect of the vehicle on contract/use and the Driving License and Badge of the driver driving the vehicle to the Executive Director, Chiak before entering the contract/supplying the vehicle as the case may be.
19. Under any circumstance, whatever may be the reasons the terms and conditions herein shall not be altered during the period of contact and which shall be in force till the contract period is terminated/ completed as the case may be.
19. The first registration of the vehicles should be on or after 1-1-2009
20. In the case of an accident while the car is on duty to the Chiak, all repairs shall be done by the contractor without any liability to Chiak or its employees.

21. Rates quoted, terms of contract, etc shall not be altered during the currency of the contract (normally 12 months) for any reason.
22. The contract will be normally for twelve months from the date from which the vehicle start plying and the party should execute an agreement with Chiak to that effect in a stamped paper worth Rs 100.
23. In case of non provision of vehicle continuously for a period of more than 3 days or failure to attend repairs and replacements promptly to the satisfaction of Chiak officials, it shall be treated as breach of contract and contract will be terminated without any further notice.
24. Normally the contract shall be awarded to the lowest tenderer, but the Chiak reserves its right to reject all or any of the tenders without assigning any reason. If any dispute arises out of the contract, shall be referred to the Executive Director, Chiak and his decision thereon shall be final and binding on the parties.
25. It is permissible to submit separate quotations for both the category of vehicle.
26. Sealed cover containing quotations shall be superscribed as "Quotation for Vehicle". The quotations received after the prescribed time shall be rejected.
27. Sealed quotations giving the rates per km for the above two vehicles shall be submitted to **the Executive Director, Chiak, 7<sup>th</sup> Floor, TransTowers, Vazhuthacaud, Thiruvananthapuram- 14 before 12 Noon on 20-03-2010**. The quotations will be opened at 3 pm on the same day in the presence of the bidders.