



**NORKA CENTRE, 3<sup>rd</sup> FLOOR, THYCAUD P.O**  
**Thiruvananthapuram-695 014**  
**Phone : 0471- 2770500**  
**www.norkaroots.org**

No.ROOTS/2/2019-AD2

27/10/2020

### **QUOTATION NOTICE**

Sealed competitive quotations are invited from individuals/firms/vehicle operators for supply of one car preferably Indica Vista/ Indigo Manza/ Mahindra Logan/ Maruti Swift/Dezire/i10/i20/Etios having All India Permit on hire basis for office use of NORKA ROOTS, Thycaud on a monthly basis. The terms and conditions of the contract are detailed below.

**Last date for submission of quotation: 3 PM on 20.11.2020**

**Quotations will be opened at 4.00 PM on 20.11.2020**

#### **Terms and Conditions**

1. The quotations for the vehicle should be given as per Annexure in sealed cover.
2. The envelope enclosing quotation should be superscribed "**Quotation for Hiring of Vehicle for Official Purpose in NORKA –ROOTS, Thycaud.**"
3. The Quotation should be addressed to the **THE CHIEF EXECUTIVE OFFICER, NORKA ROOTS, 3<sup>rd</sup> FLOOR, NORKA CENTRE, THYCAUD PO, THIRUVANANTHAPURAM 695 014**
4. The quotation should reach the **THE CHIEF EXECUTIVE OFFICER, NORKA ROOTS, 3<sup>rd</sup> FLOOR, NORKA CENTRE, THYCAUD PO, THIRUVANANTHAPURAM 695 014 before 3 PM on 20.11.2020**
5. The Quotations will be opened **at 4.00 pm on 20.11.2020**. The quotationer or representatives thereof can attend the quotation opening session at the scheduled time by observing the COVID19 protocol.
6. NORKA ROOTS reserves the right to accept or reject all or any of the quotations without assigning any reason thereof. The Company shall be under no obligation to accept the lowest tender. The capability of the bidder, his performance, etc will also be taken into account along with the rate quoted before finalizing the award of contract. Vehicles owned and operated by returnee NRK's will be given preference, if all conditions are same.

7. Employees of NORKA ROOTS or their relatives are not eligible to participate in this tender.
8. In case of acceptance of quotation, the quotationer will have to execute an agreement with NORKA ROOTS on a stamp paper worth Rs.200/-. The contract period will normally be twelve months from the date of execution of the agreement. NORKA ROOTS will have the right to extend the contract period for another six months or one year at the same terms and conditions.
9. The number of vehicles to be hired may increase or decrease in future depending upon the requirement and the contractor is liable to supply additional vehicles on the same terms and conditions. NORKA ROOTS also reserves the right to enter into parallel contracts with any other parties for similar service.
10. The maximum age of the vehicle provided should be 36 months on the date of contract and should not have covered 60,000 kms in all. The vehicle should be in good running conditions, hygienically maintained, having good and decent upholstery. Vehicle should be maintained in perfect condition throughout the contract period and shall be made available as per the request from the authorised officer of the NORKA ROOTS.
11. All documents and records related to the vehicle should be kept valid and current throughout the period of the contract. The vehicle should have necessary tourist permit to ply all over Kerala or outside State as and when required by the Company.
12. True Copies of R.C.Book, Permit and Insurance of the vehicles to be provided for monthly use should be submitted at the time of Agreement. Any change in the vehicle agreed should be made only with the written prior approval of the competent authority.
13. The contractor shall also provide qualified and experienced drivers with mobile phone. The Driver shall not use alcohol or intoxicating drinks/ items while driving/on duty. The contractor shall be responsible for the conduct of the drivers. NORKA ROOTS have the right to discontinue hiring the vehicles if in the opinion of the officers of NORKA ROOTS by whatever designation such officer is called, the behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the contractor.
14. It will be the responsibility of the contractor to see that the driver possesses the valid driving license and has got 3 years experience in driving the vehicle. The contractor will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.
15. The contractor should see that the driver reports in the NORKA ROOTS office with vehicle at 9 AM every day unless otherwise informed in advance. For the purpose of reckoning the hiring charges 'Day' means 12 hours from 8:30 AM to 8 :30 PM and night means 12 hours from 8:30 PM to 8:30 AM. . Drivers bata will be paid Rs. 200/- per night, if the halt exceeds 3 hours beyond 8.30 PM.

*(This clause is not applicable when the vehicle is halted at night within Thiruvananthapuram District. This is only for out station halts beyond Thiruvananthapuram District.)*

16. If any loss/damage caused to the Company due to the negligence or lapse on the part of the contractor/driver, the contractor of the vehicle alone shall be held liable for such losses/damages caused to the Company.
17. NORKA ROOTS will not be held responsible for any loss/ damage to the vehicle, their properties, life or other unforeseen incident that may occur during the period of hiring of vehicle. In case of accidents, the Company shall not be liable to pay any damages or cost of repairs including legal charges to defend any litigation.
18. The vehicle should be provided on all days in a month and at any time including holidays to take any trips whether long or short at the direction of the Company.
19. The maintenance of vehicle, including cost of fuel, salary of driver, repair charge and upkeep of the vehicle should be done without causing any inconvenience to the Company. The contractor is liable to make available a substitute vehicle having same specification, if the vehicle on contract is under repair/ in case any inconvenience experienced in the performance of trips/ due to other reasons. If the contractor fails to provide a vehicle on specified time and date, an amount of Rs.1000/- per day will be deducted from the monthly rental charges and if the party repeats the same for more than three times in a month, the contract will be terminated.
20. The odometer of the hired vehicle should be accurate and in working condition as per the regulations of the RTO. The mileage will start and terminate at the NORKA ROOTS, Thycaud and no mileage will be allowed for use by the driver/ contractor of the vehicle for the purposes other than authorised by Company.
21. The trip sheet will be kept for each day for the vehicle and should be got countersigned by the officers travelling in the vehicle along with the bill for payment.
22. The odometer reading at the time of reporting for duty/release from duty will only be reckoned for calculation of total KM run or hours used. The assured KM run/month shall be 2000 km and the excess km run in a particular month will be carried over to the next months for adjusting against total distance to be covered in the quarter. The excess distance beyond the quarterly limit will be paid at the accepted rates. The distance unused will also be carried over in the similar manner for adjustment in the quarter. No advance payment on any account will be made.
23. Payment will be made only by Account payee Cheque in favour of the contractor/ Company of the vehicle.
24. During the period of contract toll/parking fee etc., paid during the official use will be reimbursed on production of the receipt.
25. In the absence of terms and conditions relevant to specific context related to this contract, the rules/norms issued by Transport Department, Government of Kerala shall be followed in all such cases which shall be binding on both the parties.
26. A Metal plate bearing **ON DUTY, NORKA-ROOTS**, should be displayed in the front and back number plates.

27. Contractor as well as the driver of the vehicle shall obey all the directions issued by the officers to which the contract vehicle is attached or other designated officers of NORKA ROOTS.
28. No increase on rates will be allowed during the currency of contract under any circumstances.
29. Statutory deductions such as Income Tax/Service Tax and duties leviable will be deducted from the hire charges.
30. NORKA ROOTS reserves the right to terminate any contract after serving seven days notice in writing without assigning any reason thereof.

Sd/-

Chief Executive Officer

**ANNEXURE****Quotation for Hiring of Vehicle for NORKA ROOTS 2020-21  
on Monthly Basis**

Sl No.	Particulars	:	
1.	Name of vehicle (Manza / Etios / Maruti D-Zire)	:	
2.	Details of vehicle ( Model, Year etc.)	:	
3.	Odometer reading as on date	:	
4.	Hire charges of vehicle for a distance of 2000 kms per month covering all costs – fuel, repair, driver’s salary, service tax etc	:	
5.	Additional Minimum Rate per Kilometer beyond 2000 kms	:	

**DECLARATION**

I/We hereby agree to provide the above vehicle at the rates quoted above and as per the terms and conditions specified in the quotation notice.

Place :

*(Signature with full name of the  
Proprietor/Firm)*

Date :

*(Full Address with Telephone No.)*