

Dated : 19.01.2019

**QUOTATION NOTICE**

**Sub:- Invitation of quotation for providing vehicle on contract -reg**

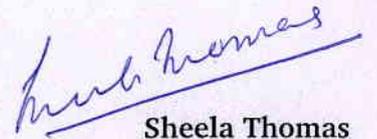
Sealed competitive quotations are invited by the undersigned for providing one number of Swift Dzire/ Toyoto Etios / Tata Indigo or similar vehicles for the use of Administrative Reforms Commission, Government of Kerala, Thiruvananthapuram. The bidder shall quote minimum rates for the components in the quotation format attached as Annexure I

**Following are the conditions stipulated for the contract :**

1. The vehicle should be in good condition of 2016 model or later with valid tax, insurance, tourist taxi permit with skilled and qualified drivers. Originals of the vehicle documents are to be shown for inspection and copies attested by Gazetted Officer shall be submitted to the office.
2. The contract period will be one year from the date of commencement of order but shall be extendable for another one year based on satisfactory performance. During the period of the contract, rates quoted will remain unchanged under any circumstances.
3. Toll/Parking fee etc should be paid by the party during official use which will be reimbursed later on request.
4. The vehicle should be provided on all days in a month and at any time as may be required.
5. The vehicle should be parked inside the office premises of ARC after office hours except on outstation journey and it shall not be used for any other business purpose of the owner during the period of contract.
6. If the vehicle breaks down for any reason during any journey, alternative vehicle shall be arranged by the party within a minimum of one hour.
7. The journey area is in and around of all over Kerala and other states if situation demands.
8. The accepted quotationer has to enter into an agreement with the Administrative Reforms Commission within 3 days of the date of intimation sent from ARC in this regard.
9. The rate to be quoted shall be inclusive of fuel charges, all taxes /driver's remuneration.
10. The Administrative Reforms Commission, in every month, will deduct 1% of the monthly rent of the contract vehicle as TDS and the same will be remitted to the Income Tax Department in the name (PAN) of the accepted quotationer.

The last date of receipt of quotation is **02.02.2019**. Quotation should be in sealed cover in the prescribed format properly signed with the address, telephone /mobile number etc. The sealed cover shall reach in the office of ARC at IMG Campus, Vikas Bhavan , Thiruvananthapuram on or before **2 p.m** on 02.02.2019. Administrative Reforms Commission has the right to accept or reject any or all quotations without assigning any reason thereof.

Quotations will be opened in the office of the Administrative Reforms Commission at **3p.m** on **02.02.2019** in presence of available bidders or their representatives. **True copies of the R.C book of the vehicle proposed to be provided should also be enclosed with the quotation.**



**Sheela Thomas**  
**Member Secretary**  
**Administrative Reforms Commission**

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To

The Notice Board of ARC /Website

ANNEXURE 1

Quotation form for hiring of vehicle

Description of Vehicle (Model) /Year	Hire charges for 1300 KM per month (in figures and words)	Charges in excess of 1300 Kms (Rate per KM)	Out station bata for other districts ( in figures and in words)	Drivers bata for night halt* (in figures and in words)

\* When night halt is there, hourly rate is not applicable. For this purpose a night halt will mean a halt of journey at least more than 32 Kms from the Head Quarters and extending to more than 6 hours halt between 6p.m and 6a.m

Name of owner/Travels

Signature/Seal