

Kerala State Organ and Tissue Transplantation Organization (K-SOTTO)

Registered under Travancore Cochin Literary, Scientific & Charitable Societies Act 1955

Reg. No. TVM/TC/669/2021

Instituted under sec 31(2) of the THO&TR 2014 and notified as per SRO No. 691/2022



Dr. Noble Gracious S.S

Executive Director

No.112/D/2023/K-SOTTO

08/11/2024

QUOTATION NOTICE FOR HIRING OF A/C CAR FOR OFFICIAL USE ON DRY LEASE BASIS

Sealed super scribed, competitive quotations are invited from Vehicle Owners for the supply of a 7-seater vehicle in the category of MUV/SUV like Bolero/Ertiga/Scorpio or other equivalent vehicles having tourist taxi permit for official use of Kerala State Organ and Tissue Transplantation Organization, First Floor, Old House Surgeons Quarters, Near Super Speciality Block, Medical College P.O, Thiruvananthapuram 695011 on dry lease basis, under the following terms and conditions:

The rates for various services may be quoted as shown below .

1. Monthly charges for normal run up to 2000 Kilometers to be covered in a calendar month. This payment alone will be admissible every month.
2. Rate for excess Kilometers run, which is to be calculated and eligible for payment on 6 months' block period only i.e. rate per Kilometers run in excess of 12000 Kilometers for 6 months block period.
3. The charges for additional Kilometers, if any, will be paid at the rate of Rs.16/- per Kilometers, calculated on a 6 months' block period.

Conditions:

1. First registration of the vehicle offered should not be more than 24 months from the date of issue of Quotation notice (Copy of RC to be attached).
2. The vehicle provider should provide all the latest accessories as required.

Old House Surgeon Quarters, Near Super Specialty Block
Govt. Medical College, Thiruvananthapuram -695011, Kerala, Ph: +91 471 2528658

www.ksotto.kerala.gov.in

ed.ksotto@kerala.gov.in, ed.ksotto@gmail.com

3. The vehicle provided shall be at the disposal of Kerala State Organ and Tissue Transplantation Organisation for the entire tenure of the agreement (including Sundays and holidays)

4. The Owner shall provide and keep the vehicle in good running condition and supplies of all oils, fuels, road taxes, insurance etc. shall be paid and borne by him. The vehicle will be kept exclusively at the disposal of Kerala State Organ and Tissue Transplantation Organisation.

5. The rates quoted include, cost of fuel, maintenance charges or any other charges, and for providing vehicle in a good running condition. In the case of an accident while the car is being driven by the driver appointed by Kerala State Organ and Tissue Transplantation Organisation, all claims and repairs shall be made by the Owner without any liability to Kerala State Organ and Tissue Transplantation Organisation or its employees. In case, due to some breakdown, the vehicle is not available, the Owner shall make arrangements to provide alternate vehicle at his own cost, within a reasonable time.

6. In case of non-availability of vehicles on demand at any time, penalty per day is liable to be imposed and it will be the total amount fixed for the month divided by 25 and multiplied by a factor of 1.25

7. In case of non availability of vehicle continuously for a period of more than one week, it shall be treated as breach of contract, and the Security Deposit shall be forfeited.

8. Rates, terms and conditions of contract, once accepted by Kerala State Organ and Tissue Transplantation Organisation shall not be altered during the currency of the contract (normally for one year) for any reason and shall be valid till the expiry of contract, for one year from the date of award. Contract can be terminated by giving a notice of one month on either side.

9. The log book shall be kept in the safe custody of the Driver, who shall get the same filled up for journeys undertaken by the officials of Kerala State Organ and Tissue Transplantation Organisation daily. The log book shall be made over to the authority passing the bill. The log book shall be submitted along with the bill to the Controlling Officer. It is the responsibility of the successful bidder that completed log book is made over to the Controlling Officer before the contract is terminated.

10. The contract will be normally for one year from the date on which the vehicle starts plying but extendable for another one year based on satisfactory performance and the bidder should execute an agreement with the Executive Director, Kerala State Organ and Tissue Transplantation Organisation to that effect in a stamp paper.

11. Tolls/Parking fee etc. should be paid by the party during official use which will be reimbursed later on request.

12. The vehicle should be provided on all days in a month and at any time as may be required.

13. The journey area is in and around of all over Kerala and other states if situation demands.

14. The Vehicle should be parked inside the office premises of Kerala State Organ and Tissue Transplantation Organisation 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.

15. The tender should be sent in sealed cover only, duly super scribed "Quotation for hiring of Vehicles" and should be addressed to the Executive Director, Kerala State Organ and Tissue Transplantation Organisation, First Floor, Old House Surgeons Quarters, Near Super Speciality Block, Medical College P.O, Thiruvananthapuram 695011, so as to reach him not later than 22.11.2024, 03:00 PM. The tender will be opened on 22.11.2024 at 3.00pm, in the presence of those tenderers who are present.

16. Normally, the contract will be awarded to the lowest bidder, but Executive Director, Kerala State Organ and Tissue Transplantation Organisation reserves the right to reject any or all the quotations without assigning any reason and to increase or decrease the number of vehicles to be engaged. If any dispute arises out of this contract, the same shall be referred to the Executive Director, Kerala State Organ and Tissue Transplantation Organisation, First Floor, Old House Surgeons Quarters, Near Super Speciality Block, Medical College P.O, Thiruvananthapuram 695011 or any other officer nominated by him for the purpose, and his decision shall be final and binding and provision for law relating to arbitration for the time being shall apply to such arbitration.

17. Any other information required can be sourced from the Office of the Kerala State Organ and Tissue Transplantation Organisation 10 am to 5 pm.

18. The successful bidder shall furnish Security Deposit of Rs.5,000/- by way of DD drawn in favour of the Executive Director, Kerala State Organ and Tissue Transplantation Organisation Bank in Thiruvananthapuram and shall enter into an agreement with Kerala State Organ and Tissue Transplantation Organisation within seven days of the date of intimation received.

19. Owner blacklisted by Kerala State Organ and Tissue Transplantation Organisation or any other Government or quasi Government authorities will not be entertained.

The quotes should contain the following details in the format given below:

- a. Make, model, vehicle No. and manufacturing year of the vehicle. Copy of RC book to be submitted.
- b. The charges for 2000 km per month shall be quoted
- c. Details of Insurance policy and period covered. Copy of insurance policy to be submitted along with quote.
- d. Copy of Pollution Under Control certificate (PUC Certificate) to be produced.
- e. The price quoted shall be firm and final for the entire period of contract.
- f. PAN No. along with copies should be submitted.



Dr. Noble Gracious S.S

Executive Director cum Member Secretary

To,

1. Notice Board, K-SOTTO
2. The website (www.ksotto.kerala.gov.in)

Dr. NOBLE GRACIOUS S.S,MD,DM
EXECUTIVE DIRECTOR
Kerala State Organ & Tissue Transplant Organisation (K-SOTTO)
1st Floor, Old House Surgeon Quarters,
Near Super Speciality Block
Govt. Medical College, Trivandrum-11
Ph: 0471-2528658, 2962748

QUOTATION FORM FOR HIRING OF VEHICLE ON DRY LEASE BASIS

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|--|--|---------------------|
| Name of the bidder | | For office use only |
| Address of the bidder | | |
| Contact No. | | |
| PAN of the bidder | | |
| Vehicle Registration No. | | |
| Type of Vehicle (SUV/MPV/Sedan) | | |
| Manufacturer | | |
| Model, Year and month of Manufacturing | | |
| Mileage | | |
| Hire Charges for one month for 2000 KM without Driver | | |
| Charges in excess of 2000 KM, calculated on 6-month block period. (Rate per KM) | | |

DECLARATION

I do hereby agree to provide my above-mentioned vehicle as per the terms and conditions mentioned in the quotation notice and the rates as quoted above for the use of Kerala State Organ and Tissue Transplantation Organisation for one year from the date of contract.

Place

Date

Name and Signature