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TCLS&CS Reg No. TVM/TC/669/2021
Kerala State Organ and Tissue Transplantation Organization
Office of the Appropriate Authority under sec 31(2) of the THOT Rules 2014
(Under Govt of Kerala)

No. 10/2025/KSOTTO-D

22-02-2025

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

Sealed super scribed, competitive quotations are invited from Vehicle Owners for the supply of a 5-seater vehicle in the category of Sedan/Semi sedan like Maruti DZire/Honda Amaze /Tata Tigor 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 wet lease basis, under the following terms and conditions:

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

1. Monthly charges for the normal run up to 1500 kilometres to be covered in a calendar month. This payment alone will be admissible every month.
2. Rate for excess Kilometres run, which is to be calculated and eligible for payment on 6 months block period only i.e. rate per Kilometres run more than 9000 Kilometres for 6 months block period.
3. The charges for additional Kilometres, if any, will be paid at the rate of Rs.16/- per Kilometres, calculated on a 6-month block period.

Conditions:

1. The first registration of the vehicle offered should not be more than 24 months from the date of issue of the Quotation notice (Copy of RC to be attached).
2. The vehicle provider should provide all the latest accessories as required.
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 the cost of fuel, maintenance charges or any other charges, and for providing the vehicle in good running condition, wages of the driver etc. In the case of an accident, 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 an alternate vehicle at his own cost, within a reasonable time.

6. In case of non-availability of vehicles on demand at any time, a 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 the vehicle continuously for a period of more than one week, it shall be treated as a breach of contract, and the Security Deposit shall be forfeited.

8. Rates, terms and conditions of the 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 the contract, for one year from the date of award. The 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 duly authorized by Kerala State Organ and Tissue Transplantation Organisation daily. The logbook shall be made over to the authority passing the bill. The logbook 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 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 fees 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 all of Kerala and other states if the situation demands it.

14. The Vehicle should be parked inside the office premises of Kerala State Organ and Tissue Transplantation Organisation or within the office premises of the officer who is duly authorised by the organisation to use the vehicle, after office hours except on outstation journeys and it shall not be used for any other business purpose of the owner during the period of the contract.

15. The tender should be sent in sealed cover only, duly superscribed "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 27.02.2025, 03:00 PM. The tender will be opened on 27.02.2025 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 1500 km per month shall be quoted
- c. Vehicles should comply with all RTO regulations and have valid insurance—a copy of the insurance policy to be submitted along with quote.
- d. A copy of the Pollution Under Control Certificate (PUC) is to be produced.
- e. Details of the Driver including the police clearance certificate.
- f. The price quoted shall be firm and final for the entire period of the contract.
- g. PAN No. along with copies should be submitted.

**Signed by Noble Gracious
S S
Date: 22-02-2025 07:44:25**

Dr. Noble Gracious S.S
Executive Director cum Member Secretary

To,

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

ANNEXURE 1

QUOTATION FORM FOR HIRING OF VEHICLE ON WET LEASE BASIS

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 1500 KM with Driver		
Charges in excess of 1500 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