**State Institute of Hospitality Management**

**Established by the Department of Tourism,**

**GOVERNMENT OF KERALA**

**QUOTATION NOTICE**

**QUOTATION FOR HIRING OF VEHICLE ON CONTRACT BASIS**

QUOTATION No. SIHM/ADMN/CAR/ 2016 dated 22.1.2016

Sealed competitive Quotations are invited from owners of TATA SUMO/INNOVA/ XYLO or Equivalent model for Institute use, on monthly rental basis, initially for a period of 4 months from 1st February 2016 to 31st  May 2016. Quotation form can be had from the office of the Principal, **State Institute of Hospitality Management,** Kozhikode. Last date of issue of application form is 3rd February 2016 up to 2 P.M.

The Mode of Submission of QUOTATION:

The cover containing the Quotation documents duly filled accepting all the terms and conditions and the scope of work shall be super scribed with description as **“QUOTATION for Vehicle”,** sealed and forwarded to The Principal, **State Institute of Hospitality Management, West hill , 673005** , which shall be received at our office on all working days (Monday – Friday) till 3rd February 2016 up to 2 P.M.

**The** Quotations **received will be opened on** 3rd February 2016 **at 2.30 p.m. in the presence of the applicants present at that time.**

Note: Those who download the Quotations Documents should enclose a DD for Rs.100/- .as application fee.

**The Principal**

**State Institute of Hospitality Management**

**West Hill , 673005**

**QUOTATION NOTICE**

**QUOTATION FOR HIRING OF CAR ON CONTRACT BASIS**

QUOTATION No. SIHM/ADMN/CAR/ 2016 dated 23.1.2016

Sealed competitive Quotations are invited from owners of TATA SUMO/INNOVA/ XYLO or Equivalent model for Institute use, on monthly rental basis, initially for a period of 4 months from 1st February 2016 to 31st  May 2016. Quotation form can be had from the office of the Principal, **State Institute of Hospitality Management,** Kozhikode. Last date of issue of application form is 3rd February 2016 up to 2 P.M.

**1) Scope**

a) The scope includes providing on monthly rental basis, One Diesel TATA SUMO or Equivalent (vehicle should be 2011 and later Model only), of better running condition, with experienced and well-behaved driver for a minimum run of around 1000 Kms. per month. In case the vehicle is not available due to mechanical breakdown or any other reason, the contractor is liable to make alternate arrangements to provide another vehicle Fulfilling the conditions laid down under the scope of work mentioned above at his risk and cost. Requirement of the above vehicle is as follows:

a)The timing of one shall be for the whole day (round the clock) including Sundays and holidays.

b) Vehicle should have a valid Tourist Taxi License, Road Permit, and Comprehensive

Insurance coverage etc.

c) The contractor is liable for giving salary and uniform for drivers, providing sufficient quantity of fuel, and remittance of taxes and insurance for the vehicles.

d) The person who are posted as drivers should have valid License/Badge and all other

statutory documents. The drivers must be of good character, polite and healthy in all

respects. The contractor shall not engage driver continuously without providing normal

sleep hours to them. Whenever continuous duty is required, the contractor should appoint

sufficient drivers in rotation system, giving adequate rest to them in all respects. SIHM

shall not allow any violation to these clauses.

e) The minimum experience of drivers appointed by the contractor must be five years and

should not be above 60 years of age.

**f)** The drivers who are engaged should have undergone eye test and produce eye test

certificate before engaged as driver of the vehicles.

g) The contractor or the men appointed by him shall be held responsible for any loss or

damages for Institute property or of the public, if caused by his vehicle or men. Also,

SIHM shall not be responsible for any loss or damage for the vehicle/persons engaged by

the Contractor.

**2) Earnest Money Deposit:**

**The Quotation should be submitted along with an EMD of Rs.2,000/- (Rupees Two**

**Thousand only).** This shall be remitted in the form of Demand Draft drawn in favour of The , **State Institute of Hospitality Management,** Kozhikode, payable at any Nationalized Bank at Kozhikode.

The EMD will not carry any interest. **Quotations without EMD will be rejected.** In case of any breach of Quotation conditions, SIHM can forfeit the EMD without any notice. The EMD of the successful Bidder shall be returned after submission of the required Security Deposit. The EMD of the unsuccessful Bidders shall be returned without any interest, within one month from placing Work Order on the successful party or on request from the unsuccessful Bidder, if the same is not forfeited.

**3) Security Deposit:**

The successful Bidder shall remit an amount equal to 5% of the total amount involved for four months year **as** Security Deposit. This shall be remitted in the form of a Demand Draft drawn in favour of “**State Institute of Hospitality Management,** Kozhikode,” payable at any Nationalized Bank at Kozhikode The Security Deposit shall be for the due and faithful performance of the contract in all respects. The Security Deposit shall not carry any interest. Any amount due to the Institute shall be recoverable from the Security Deposit and the decision of SIHM, in this regard shall be final. The Security Deposit shall be returned without interest after successful completion of the contract in all respects. In case the contractor fails to execute the contract to the entire satisfaction of the Institute. SIHM reserves the right to terminate the contract at the risk and cost of the contractor and the Security Deposit shall be forfeited.

**4) Period of Contract:**

**The contract is for a period of 4 months from 1st February 2016.**

However, the Principal SIHM reserves the right to terminate the contract at any time without assigning any reason, for which no compensation shall be claimed/paid. SIHM also reserves the right to extend the contract for a further period with the concurrence

of the contractor at the same rate, terms and conditions.

**5) Rate:**

The rates shall be quoted as per the schedule given in the Annexure attached herewith.

The rates shall be fixed and firm till the tenure of the contract.

**The offers should accompany photocopies of the authentic documentary proof of**

**ownership, fitness, remittance of Road Tax, comprehensive Insurance coverage,**

**Tourist Taxi License, Road Permit, etc. of the vehicle intended to provide by the**

**Bidder.** Copies of License/Badge and other documents of the drivers engaged by the

contractor required by law are also to be submitted for verification. However, the

successful Bidder should produce the originals of all the above documents for our

verification and acceptance before our awarding the contract.

All the expenses related to the maintenance of the Cars, drivers’ salary, tax, insurance or

any other expenses should be in contractor’s account. The Institute shall not accept any

liability for labour directly or indirectly employed by the contractor. The Institute shall not

be liable to pay damages or compensation on account of injury, or accidents arising during the course of deployment. The contractor shall comply with all statutory rules, Orders of Government, Local Authorities etc, in regard to payment of Wages Act, Labour Welfare Measures, Workmen’s Compensation Act, Protection of Health of Workers etc.

**6) Log Book:**

A Log Book issued by the Institute shall be maintained properly in the vehicle. Kilometre

reading shall be entered at the end of every trip/journey and it shall be got signed by the

user.

In case of any break down of the vehicle, while in use, the contractor is responsible to make immediate arrangements for providing alternate vehicle to the Institute at his risk and cost.

SIHM reserves the right to reject any or all the Quotations without assigning any reason.

Legal jurisdiction of the contract is restricted to the courts at Kozhikode only.

**Principal**

**SIHM**

**Those who download the Quotation Documents should enclose a DD for Rs.100/- as application fee. Quotations submitted without Form fee will not be considered.**

**State Institute of Hospitality Management**

**Established by the Department of Tourism,**

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**QUOTATION FOR HIRING OF CAR ON CONTRACT BASIS**

QUOTATION No. SIHM/ADMN/CAR/ 2016 dated 22.1.2016

**QUOTATION FORM**

I/we hereby accept all the above terms & conditions contained in the Quotation Notice in its entirety and, I/we offer my/our lowest rates for TATA SUMO/INNOVA/ XYLO /............

**(Model……………………..……………/ Make……………………..………………)** as follows:

**Sl. No. Make of Timing Distance Rates**

**Vehicle**

**1)** ……………… 24 Hours. Up to 1,000 K.M. Rs.------------(Lump Sum)

……………… 24 Hours. Beyond 1,000 K.M. Rs.------------(Per KM)

DD No. …………………dtd……………….for Rs……….. drawn on….………………..is

Enclosed

**PAN No.**

**Signature:**

**Name:**

**Telephone No.**

**Address:**

**Date**

**Place:**