

CHECK LIST

- The quotation should be submitted on the prescribed Proforma provided, duly signed and stamped.
- EMD of Rs. 5,000/- (Five Thousand only) through DD/Pay order in the name of Member Secretary, State Wetland Authority Kerala payable at Thiruvananthapuram.
- Terms and condition duly signed and accepted.
- An undertaking on a stamp paper of Rs.100 that his or their firm has not been black listed by any department/office etc. during the last three years.
- Copy of the PAN card.
- The sealed quotation containing required documents with quoted rates in the prescribed Proforma must be kept in the envelop mentioning on the top of the envelope “QUOTATION FOR HIRING MOTOR VEHICLE”.

Annexure-1

Terms and Conditions

1. The vehicle shall be kept at the disposal of State Wetland Authority Kerala (SWAK) throughout the period of Contract.
2. The vehicle should be in good condition of 2017 June or later registration model with valid tax, insurance, and with skilled qualified drivers.
3. All vehicle records such as Registration certificate, insurance, fitness certificate, pollution certificate etc. shall be kept up-to-date. True copies of these records shall be submitted at the time of agreement. The contractor shall also provide sufficiently qualified drivers having a valid driving license and drives badge with at-least three years of driving experience and also having a mobile phone for ready contact.
4. The assured minimum kilometers per month shall be 2,000 kilometer and the excess beyond the assured minimum will be paid at the rate fixed by Government from time to time or the quoted rate whichever is less.
5. The rate quoted by the service provider should be inclusive of rent, parking fee, fuel cost, maintenance, driver remuneration, bata, rates for other consumables of vehicle and any other incidental expenses.
6. The contract period will be six months from the date of execution of the agreement. However, State Wetland Authority Kerala reserves the right to extend the contract period for another six months or one year on the same terms and condition.
7. The vehicle along with driver should be provided on 24x7 basis and shall not be used for any other purpose during the period of contract.
8. No advance payment will be made to the contractor under any circumstances and the payment will be made on a monthly basis on presentation of bill after statutory recoveries along with necessary certificate of usage.
9. The monthly rent as agreed upon by both the parties ie. Member Secretary, State Wetland Authority Kerala as the 1st party and vehicle owner/hired agency/service provider as the 2nd party at the time of signing of contract will be fixed and will not subject to any change due to agency/service provider during the entire period of contract.
10. The service provider will bear all expenses incurred on fuel, insurance, payment of service tax or any other tax as levied by Government from time to time on the service provider, updating of documents, paying challans or any other legal dispute, service and maintenance related to that vehicle, break-down of vehicle, arranging substitute vehicle or driver or both etc. and other daily expense of the driver.
11. The driver will maintain the log book with him and record the data strictly in the prescribed format and will obtain the verification signature from the travelling Government official at the time of completion of journey. The log book will be produced to State Wetland Authority Kerala every day.
12. The service provider will have the responsibility to keep and maintain all requisite documents related to the vehicle and driver in the vehicle itself and update the same during the period of contract in accordance with the law/acts as enacted or amended by the legal authorities time to time.
13. The service provider will ensure that the vehicle is maintained at the highest level of cleanliness, neatness and dust free from the exterior as well as the interiors of the vehicle. All the fixtures and the facilities like AC/ Heaters/ stereo/ speakers/ perfume/ lights/ fan/

switches will always be kept in perfect condition and must be ready and available for running as and when needed.

14. It will be the responsibility of the contractor to ensure that the driver possesses a valid driving license and has got at least three years' experience in driving the class of vehicle. The contractor will also be responsible for any penalty imposed on the driver due to violation traffic rules.
15. The driver must be polite, courteous with etiquettes and manners. The driver should be in practice to strictly follow the traffic rules and should produce all necessary documents to police/traffic police/ transport authorities on their demand. The driver also should obey the instructions of the State Wetland Authority Kerala officials/guests during their travelling.
16. The driver along with vehicle must report to the duty in time as instructed by the State Wetland Authority Kerala officials.
17. State Wetland Authority Kerala shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, SWAK will not be responsible for any third-party claims. This office will also not be responsible for any challan on disobeying of Traffic Rules caused by the driver.
18. In case of any service/ break down of the vehicle or unavailability of driver, the service provider, in the shortest of time will arrange to send the substitute vehicle or substitute driver or both as the case may be without any loss of time.
19. The expense incurred in arranging the substitute vehicle or driver or both, if arranged by State Wetland Authority Kerala from any other alternate source, agency at any time, either in case of breakdown of vehicle/ services or not reporting of vehicle/ driver to SWAK in time, will be entirely borne by the service provider.
20. The terms and conditions prescribed in this document and binding on both parties ie. State Wetland Authority Kerala and service provider. Either of the party can terminate the contract by giving one month prior notice to other party. However, in case of noncompliance of the terms and conditions by the service provider and failure in delivery of satisfactory services by the service provider, State Wetland Authority Kerala will be at liberty to terminate the contract immediately without citing any other reason to the service provider.
21. An agreement will be made with the vehicle owner before engagement of vehicle for State Wetland Authority Kerala.
22. Member Secretary, State Wetland Authority Kerala holds the power and authority to modify the terms and conditions of the contract.
23. Member Secretary, State Wetland Authority Kerala reserves the right to accept or reject any or all quotations without assigning any reasons. The decision of Member Secretary, State Wetland Authority Kerala will be final with respect to the acceptance/rejection of quotation.
24. Tenderer are requested to submit an EARNEST MONEY DEPOSIT (EMD) of Rs.5,000/- only in favor of Member Secretary, State Wetland Authority Kerala.