

**KERALA REAL ESTATE REGULATORY AUTHORITY**  
**Trinity Centre, Kesavadasapuram , Pattom.P.O,**  
**Thiruvananthapuram- 695004**

Date: 21.03.2023

**INVITATION OF QUOTATIONS**  
**FOR HIRING VEHICLES ON A CONTRACT BASIS**

Sealed competitive quotations are invited from individuals / firms / vehicle operators for the supply of **TWO INNOVA CRYSTA** of make 2018 or later ( 7 Seater, bucket seat) with driver on hire for office use of the Real Estate Regulatory Authority on monthly contract basis. The terms and conditions of the contract are attached separately.

Interested parties may submit their proposal for hiring the vehicle on monthly contract basis to the undersigned before **3 PM, 29-03-2023**. Not more than one quotation is accepted for one vehicle.

The quotation will be opened at 03:15 pm on the same day in the presence of bidders or their representatives who choose to attend. Quotation should be in sealed cover in the prescribed format properly super scribed "Quotation for hiring of vehicle to RERA" in the address given above



Secretary (Technical & Administration)  
Real Estate Regulatory Authority

To,

Notice Board  
K-RERA Web Site

### Terms and conditions for hiring vehicles.

1. Individuals owning one or more vehicles can quote for supplying the vehicle, provided all other eligibility conditions are satisfied.
2. The vehicles should be in good running conditions, hygienically maintained, having good and decent upholstery including curtains and should be less than 6 years old. Vehicle should be maintained in perfect condition throughout the contract period. All vehicle records such as registration certificate, insurance, fitness certificate, permit etc. should be upto date. The bidder shall also provide qualified and experienced drivers having a valid driving license and driver's badge with mobile phone.
3. The assured KM run/month shall be 1500 kms for one Innova Crysta. Rates should be inclusive of GST. The excess kilometers run shall be carried over to the next months for adjusting against total distance to be covered in the Quarter. The distance unused will also be carried over in the similar manner for adjustment in the Quarter.
4. The contract period will normally be twelve months from the date of execution of the agreement. RERA will have the right to extend the contract period for another six months or one year on the same terms and conditions.
5. The supplier should maintain date wise account of journeys performed by the vehicle in the log book/ trip sheet and submit the same to RERA duly countersigned by the authorized officer along with the bill. The rates quoted will remain unchanged during the contract period under any circumstances. During the period of contract toll / parking etc., paid during official use will be reimbursed on production of the receipt.
6. The vehicle should be provided on all days in a month and at any time including holidays to take any trips whether long or short at the direction of the authority and shall be used exclusively for RERA purpose.
7. The KM at the time of reporting for duty / release from duty will only be reckoned for calculation of total kms run or hours used.
8. RERA will not be held responsible for any loss/damage to the vehicle, other properties, life or their unforeseen incident that may occur during the period of hiring of vehicle. The contractor shall bear all expenditure connected with maintenance of the vehicle including salary of driver, cost of fuel, repair charge, service charge, etc.
9. The contractor should see that the driver reports in the RERA office at 08:30 am every day unless otherwise informed in advance. For the purpose of reckoning the hire charges 'day' means 12 hours from 08:30 am to 08:30 PM and night means 12 hours from 08:30 PM to 08:30 AM. Drivers Bata will be paid @ Rs.200/- per night, if the halt exceeds 3 hours beyond 08:30 PM (This clause is not applicable where the vehicles are halted at night in the premises. This is only for outstation halts). The vehicle should be stationed at RERA office premises unless otherwise directed from the office.
10. The contractor is liable to make available a substitute vehicle, if the vehicle on contract is under repair/in case any inconvenience is experienced in the performance of trips/due to other reasons. If the contractor fails to provide a vehicle on specified time and date, proportionate amount per day will be deducted from the monthly rental charges and if the party repeats the same for more than three times in a month, the contract will be terminated without any further notice.



11. Vehicle should be in proper condition to undertake long trips at short notice, even on informing over phone. The expenditure of the driver in the case of the outstation halts must be met by the supplier.
12. Kilometer reading will start and terminate at the RERA's office. No mileage will be permitted for lunch, tea break etc. The milometer should be in good working condition and accurate and in accordance with the regulations of the Motor Vehicles and Legal Metrology Department.
13. The driver should be very polite and punctual and under no circumstances drive the vehicle under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the drivers. RERA have the right to discontinue hiring the vehicles if in the opinion of the officers for RFRA by whatever designation such officer is called, the behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the supplier.
14. It will be the responsibility of the supplier to see that the driver possesses the valid driving License and has got 3 years' experience in driving the vehicle. The supplier will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.
15. Contractor as well as the driver of the vehicle shall obey all directions issued by the officers to which the contract vehicle is attached or other designated officers of RERA.
16. Payment will be made monthly on the basis of log book / trip sheet entries certified by the concerned officers. No advance payment on any account will be made.
17. The accepted quotationer has to enter into an agreement with RERA. True copies of R.C Book, permit and Insurance of the vehicles to be provided for monthly use should be submitted at the time of Agreement, Any change in the vehicle agreed should be made only with the written prior approval of the competent authority.
18. RERA has the Right to accept or reject any or all quotations without assigning any reasons thereof.
19. RERA employees or their relatives are not eligible to participate in this tender.
20. RERA reserves the right to terminate any contract after serving seven days' notice in writing without assigning any reason thereof.
21. The Agency shall be under no obligation to accept the lowest tender. The capability of the bidder, his performance etc., will also be taken into account along with rate quoted before finalizing the award of contract.



**Secretary (Technical & Administration)**  
**Real Estate Regulatory Authority**

**QUOTATION FOR HIRING OF VEHICLES ON A MONTHLY BASIS -2023**

Sl.No	Description	Details
1	Name and address of the owner	
2	Telephone Nos	
3	Email ID	
<b>Vehicle Details</b>		
4	Regn. No of vehicle	
5	Model and make	
6	Permit No & Validity	
7	Hire Charges for distance upto 1500 km/ (Inclusive GST (Rs)	
8	Rate per km in excess of 1500/ km (Rs)	
9	Any other details	

Place:

Date:

Signature:

Full name of the Proprietor/Firm:

PAN:

GST.

Encl:Copy of :- RC Book  
Permit  
Insurance