



**KARNATAKA STATE BEVERAGES CORPORATION LIMITED  
(A GOVERNMENT OF KARNATAKA UNDERTAKING)**

**SHORT TERM TENDER DOCUMENTS FOR**

**“Providing vehicles to KSBCL on monthly hire  
/daily hire”  
on Annual Rate Contract basis**



No. ADMIN-13/4/2015/Call 2

Date: 16.03.2017

### **TENDER NOTIFICATION**

Tenders are invited through e-procurement portal from the reputed Travel Agencies, registered with KSTDC and owning minimum of 10 vehicles for providing vehicles on hire basis to Corporation on annual rate contract.

Tenders shall accompany EMD of Rs.10,000/- (Rupees Ten Thousand only) to be paid through e-Portal. The Tender Documents shall be uploaded on or before 23.03.2017 upto 17.00 hrs and the technofinancial bid will be opened on 24.03.2017, 17.00 hrs onwards. Further details may be obtained in [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in) or [www.ksbcl.com](http://www.ksbcl.com)

Sd/-  
Executive Director (F&A)

## **DECLARATION**

(To be given by the Travel Agency)

**NATURE OF SERVICE : "Providing vehicles to KSBCL on monthly hire/daily hire" on Annual Rate Contract basis**

I / We have read the Tender documents and related matters carefully and diligently and that I / We have submitted the tender after having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement as stated above will be fulfilled by me / us to the satisfaction of the Corporation.

Travel Agency

## **KARNATAKA STATE BEVERAGES CORPORATION LIMITED**

### **SHORT TERM TENDER NOTIFICATION**

#### **Calendar of Events**

The KSBCL invites tenders from the reputed Travel Agencies registered with KSTDC for providing vehicles to KSBCL on monthly hire/daily hire on Annual Rate Contract with the following calendar of events

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Sl. No.	Nature of Service	:	Providing vehicles to KSBCL on monthly hire/daily hire on Annual Rate Contract
1	EMD	:	Rs.10,000/- (Rupees Ten Thousand only)
2	Last date for uploading the technical /financial bids	:	23.03.2017 upto 17.00 hrs
3	Date of opening of Technical bid	:	24.03.2017 17.00 hrs onwards

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Sd/-  
Executive Director (F&A)



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4<sup>th</sup> Floor, TTMC Building 'A' Block, BMTC Shanthinagar, Bangalore – 560 027  
Phone 22483636 / 38 / 39

## **General Terms and Conditions**

### **1.00 SCOPE OF WORK**

Tenders are invited through e-procurement from reputed Travel Agencies for supply of vehicles on rate contract to KSBCL office for a period of one year. Vehicles are to be provided on rent either on hourly basis, daily basis or on monthly basis. The model of the vehicles supplied under this contract shall be of 2011 onwards. Before, filling the Annexure-I, the tenderers have to get acquainted with the following information.

1. The contract requires providing vehicles to KSBCL along with experienced and good driver having proper knowledge of the geography of Bangalore & other area to be visited with valid driving license. The KSBCL shall only pay hire charges as agreed to and the tenderer has to bear all costs such as cost of fuel, oil and lubricant, repairs, replacement of spare parts, tyres, tubes, insurance, road tax, etc. The Travel Agency will also be responsible for the safety, watch and ward of the vehicle as well as providing risk coverage for the vehicle, driver and passengers.
2. The vehicle taken on rental/hire basis has to normally make local trips in and around Bangalore and outstation trips as and when indented by the Corporation. When necessary, the vehicle may have to be stationed at KSBCL Office, Bangalore, during night hours. The actual distance of vehicle has to be recorded on trip sheet and signature of the officer/official used has to be obtained by the driver on completion of each trip. The agency should have readymade boards printed as "On Government of Karnataka Duty".

3. The Travel Agencies which have tie-up with other Travel Agencies or sister concerns or same agency having branches in other areas say within 3-5 kms from KSBCL office and other areas as specified by the Corporation will get preference. In any case, the dead mileage charges between the garage from where the vehicle commences and ends the journey to duty point / point of release shall not exceed 10 kms.
4. The Travel agency has to provide the vehicle at short notice on all the days during contract period including Sundays and holidays. If for any reason, the above vehicle is not in running condition or break downs or found not suitable for travel, then, the agency shall immediately arrange an alternate vehicle of same model in good condition. If agency fails to provide a standby vehicle immediately, then KSBCL shall make alternate arrangement and the cost of which shall be borne by the agency.
5. The driver of the vehicle is expected to carry a mobile telephone which is in working condition. The number of which shall be provided on the trip sheet, along with the number of the owner/agent to be contacted in case of emergency/complaints. The driver is expected to maintain due protocol while interacting with Corporation officials and provide assistance in boarding, disembarking and handling of bags, baggage, etc., if required.
6. The cars should be kept in good condition, free of pests, odour and should be equipped with first aid box, fire extinguishers and other basic amenities.
7. The Travel agency shall ensure that the vehicle provided to KSBCL has regular commercial permit (yellow board). Comprehensive insurance shall be arranged for the vehicle to cover any damages / risks to KSBCL personnel / materials in transit during the contract period.

8. The Travel agency has to send the bills of each trip along with trip sheets signed by KSBCL official or official delegated by KSBCL and information received from KSBCL for booking. The bills pertaining to each month has to be consolidated and sent to KSBCL office along with covering letter. No extra charges for parking will be paid as the vehicle is being used by Government office. The driver has to have a board printed as "On Govt. Duty" since no parking charges will be levied for Government vehicles. The Travel Agency has to comply with all applicable statutory requirements. The payment will be made normally 15 days from the date of receipt of bill.
9. The Travel agency has to note that the vehicle provided to KSBCL will be under the overall control of Executive Director (F&A), KSBCL. For any dispute arising during the course of contract, the decision of the Executive Director (F&A), KSBCL, Bangalore, shall be final and binding on the Agency.
10. The Corporation reserves the right to split and distribute the services amongst the tenderers. Therefore, any pre-conditions by the tenderers that their offer has to be considered totally, will not be accepted.
11. The tenderers shall quote the rates only in the format enclosed to the Tender Documents i.e., in Annexure-I and Annexure -II



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### **Commercial Terms and Conditions**

**2.00 Name of Work:** Providing vehicles to KSBCL on monthly hire /daily hire on Annual Rate Contract basis.

1. The Agency should have a minimum of 10 cars (different models) registered in its name or in the name of proprietor of the Agency (photo copies of the RC Book should be furnished to satisfy this condition)
2. The turnover of the Agency for the last two Financial Years i.e. 2014-15 & 2015-16 shall not be less than Rs.10 lakhs. Copies of Audited Accounts viz., Profit and Loss Account, Balance Sheet duly certified by a Chartered Accountant, shall be furnished for past 3 financial years viz., 2013-14, 2014-15 & 2015-16. Only such Travel Agencies, which have registration with KSTDC are eligible to submit their quotes. The agency is advised to enclose copy of Registration Certificate.
3. The Agency should have been registered with Service Tax Authorities and produce a copy of Registration Certificate.
4. The Agency shall provide vehicles of latest models only. Vehicles registered earlier than the year 2011 will not be accepted for deployment under this contract.
5. The vehicles should have comprehensive insurance coverage/ valid fitness certificate and up to date road tax paid (if annual road tax is applicable).
6. Executive Director (F&A), KSBCL, Bangalore reserves the right to reject any or all tenders without assigning reasons thereof.



7. The rate quoted herein shall be firm and shall be inclusive of all taxes and duties as detailed in Annexure-I, Annexure -II of this tender document during the contract period.
8. **EMD:** Tenders shall accompany EMD of RS. 10,000/- (Rupees Ten Thousand only) through e-Procurement portal by any of the 4 modes, i.e., Credit Card, Internet Bank (Direct Debit), NEFT (National Electronic Fund Transfer), OTC (Remittance at the bank counter). EMD should be valid for 90 days. Successful Agency's EMD would be adjusted against Security Deposit. The Security Deposit will be released within 90 days from the expiry of the contract period upon receipt of request letter from the supplier. EMD of unsuccessful bidder shall be refunded to their respective bank account numbers through online.
9. **Contract Agreement:** The successful Agency shall execute an agreement on stamp paper of Rs.100.00 purchased in Karnataka State strictly as per the proforma prescribed by the Corporation for the satisfactory execution of contract.
10. **Contract Period:** The period of contract shall be for one year from the date of agreement and which can be extended for a further period on mutual consent. However either party may terminate the contract by giving 3 months' notice.
11. **Performance of Contract:** The Agency shall provide vehicles to the satisfaction of the Executive Director (F&A), KSBCL, Bangalore. In case of unsatisfactory performance of contractor, the Corporation reserves the right to cancel the contract and forfeit the Security Deposit at contractor's risk.
12. Government taxes and other statutory levies as applicable will be deducted from the contractor's bills.
13. The tenders with a stipulation for settlement of dispute by reference to arbitration will be rejected.

14. The contractor shall make his own arrangements for providing all necessary tools and tackles required for maintenance and operation of the vehicle so that the vehicle is always kept in good running condition.
15. All the miscellaneous materials including Diesel/Petrol are to be supplied by the contractor. No material will be issued by KSBCL. The price variation formula for cost of fuel includes.
  - I. Base price in respect of diesel/petrol is to be ascertained as on the date of submission of tenders and indicated in the bid document.
  - II. For payment of price variation bills, documentary evidence for increase in the price of diesel/petrol is to be produced for verification along with the bill.
  - III. No price variation is applicable for change in the price of diesel/petrol (+) or (-) 10%
  - IV. If the price varies more than 10% (+) or (-) the variation shall be regulated as under.

$$\text{Formula 0.30 R } \frac{\text{PI} - \text{P}}{\text{P}}$$

where R = Rate of hire charges

P = Price of fuel at the time of quoting the rate

PI= revised price of fuel

- V. The price variation is applicable only on the petrol/diesel component as per the above stipulations. No price variation is payable on account of any other component of the expenditure. Price variation is also not applicable on the kilometer rate which will be applied beyond 2600 kms. per month in case of monthly hire basis and extra kms in case of daily hire basis .

16. The successful bidder will have to give an undertaking to the effect that he will abide by all the Government rules and statutory requirements.
17. The contractor shall adhere to Minimum Wages Act.
18. Incomplete tender documents are not accepted.
19. This contract shall not grant any claims to the persons engaged by the contractor for any appointment in KSBCL, either during the prevalence of contract or at any further date.
20. The intending bidder should note that unless specifically commented upon, these terms and conditions are deemed to be accepted by them and would be binding on them.
21. Any suit or proceedings arising out of this contract shall be restricted to the courts in the jurisdiction of Bangalore City only.
22. **Submission of Tenders:** The tenders shall be submitted in Annexure-I & Annexure-II only in sealed cover along with the EMD duly superscribing "Tenders for providing vehicles to KSBCL on monthly hire /daily hire on Annual Rate Contract basis"
23. The tenders received within the stipulated date and time will be opened on date and time as specified in calendar of events at KSBCL office in the presence of the available tenderers/authorised representatives.

### **Breach of Contract :**

The following actions on the part of the agency will constitute breach of contract.

- (a) Not sending the vehicle in time.
- (b) Supply of vehicles of models earlier than the year 2011
- (c) Vehicles provided to KSBCL, which are not suitable for travel viz., vehicles with worn-out seats, broken doors, shabbily painted, etc.
- (d) Rash driving, arrogant / inexperienced driver
- (e) Failure to replace/ provide alternative vehicle immediately after informing that the vehicle provided is unsuitable for travel / immediately after break down, etc.
- (f) Failure to fulfill any of the statutory requirements viz., non-possessing of emission certificate, non-possessing of copies of valid vehicle documents for inspection, etc.
- (g) Excessive charge of dead mileage.
- (h) In case the agency commits any of the above acts the Corporation reserves the right to repudiate the contract without assigning any reasons besides taking appropriate action against the agency, including forfeiture of security deposit

**Annexure - I**  
**Format for submitting quotes for providing vehicles on hire on annual rate contract**  
**(Daily basis)**

Sl. No.	Cars	6 hrs/60 KMS	8 hrs/80 KMS	Extra KMS	Extra Hrs	Out Station trips only		
						Min. 250 kms per day - rate per KM	Driver Bata (Night bata applicable for night journey only)	
							Day	Night
1	Tata Indica Non A/C							
2	Tata Indica A/C							
3	Tata Indigo, Mahindra Logon / Verito, Toyota Etios, etc. (equivalents)							
4	Toyota Innova							

## Annexure - II

**Format for submitting quotes for Providing vehicle with Driver & Fuel on Monthly hire basis  
(for 2600 KMS & 26 days per month and 12 hrs per day)**

Sl. No.	Types of Vehicles	Monthly rent	In excess of minimum KMS	In excess of minimum hours in a day	In excess of minimum days in a month	Taxes	Others (Driver bata after 10 p.m.)
1	Tata Indica Non A/C						
2	Tata Indica A/C						
3	Tata Indigo, Mahindra Logon / Verito, Toyota Etios, etc. (equivalents)						
4	Toyota Innova						

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**Technical Bid**

**Sub:- Providing Vehicles to KSBCL, 4th Floor, TTMC Building 'A' Block,  
BMTC Shanthinagar, Bangalore – 560 027**

To be filled in by the bidder (enclose copy of documents in support of your  
statement)

1.	Name and Postal Address of the Bidder along with Contact details :	
2.	Labour Registration Number and Date :	
3.	PF Registration Number and Date :	
4.	ESI Registration Number and Date :	
5.	Service Tax Registration Number, Issued Code :	
7.	PAN Number :	
8.	IT Returns :	
9.	Service Certificate :	

Date:

Signature  
Seal Designation