



SMART CITY THIRUVANANTHAPURAM LIMITED

SCTL/ACCT/806/2020/ACC ASST/

23.05.2023

**NOTICE INVITING QUOTATION**

The Smart City Thiruvananthapuram Limited is inviting competitive bids from competent Firms/Companies/Travel Agencies/Individuals for providing **Three Compact Sedan Cars (Air Conditioned)** along with a qualified experienced licensed driver for the official use on contract basis.

<b>NIT Number</b>	SCTL/ACCT/806/2020/ACC ASST/
<b>Notification date</b>	23.05.2023
<b>Name of the work</b>	Selection of <b>Three Compact Sedan Cars</b> for the official use by the Officials of Smart City Thiruvananthapuram Limited.
<b>Last date of submission</b>	29.05.2023 (3:00 PM)
<b>Date &amp; Place of Opening of Technical Bid</b>	<b>29.05.2023 (04:00 PM)</b> at Smart City Thiruvananthapuram Limited office
<b>Date &amp; Place of Opening of Financial Bid</b>	<b>30.05.2023 (11:00 AM)</b> at Smart City Thiruvananthapuram Limited office
<b>Designation and Address of the Tender Inviting Authority / Quotation to be addressed to</b>	Chief Executive Officer, Smart City Thiruvananthapuram Limited
<b>Earnest Money Deposit (EMD)</b>	Nil
<b>Tender Fee</b>	Nil
<b>Sealed Covers to be super scribed as :</b>  ( Main cover consisting two covers- Technical Bid and Financial Bid)	“Selection of <b>Compact Sedan Cars</b> for the official use by the Officials of Smart City Thiruvananthapuram Limited. – <b>Technical bid</b> ”  “Selection of <b>Compact Sedan Cars</b> for the official use by the Officials of Smart City Thiruvananthapuram Limited. – <b>Financial bid</b> ”  Bearing the Name and Full Address of the Bidder on the outside of the Main Cover
<b>Contact Telephone No.</b>	0471-4010374

### **TERMS AND CONDITIONS:**

1. The documents may be downloaded from the Tenders section of the website **<https://smartcityvm.in>**.
2. Application for this Tender supported by prescribed Annexure/ Format submitted manually to Smart City Thiruvananthapuram Limited will be considered for evaluation.
3. The bidders are advised to keep visiting the website of Smart City Thiruvananthapuram Limited (**<https://smartcityvm.in>**) from time to time (till the deadline for bid submission) for any updates in respect of the Tender document notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the Tender document complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
4. The Chief Executive Officer, Smart City Thiruvananthapuram Limited reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, he will be held responsible for the losses sustained to Smart City Thiruvananthapuram Limited if any and shall be debarred from tendering and taking up of any work in the future.
5. The Chief Executive Officer, Smart City Thiruvananthapuram Limited reserves the right to reject or all prospective applicants without assigning any reason.
6. Proposals from those who are discontinued from the contract with SCTL will not be entertained.
7. The cars to be provided should not be more than **Five years** old as on the date of hiring by this Authority. The car shall be maintained in good and clean upholstery.
8. The vehicle and driver shall be at the disposal of the Smart City Thiruvananthapuram Limited during the contract period.
9. The bidder which provides a driver **residing within the city limits**.
10. The expected usage per month will be **1500 KMS** with a three-month consumption lock-in period. The agency can claim **Rs. 15/- per additional kilometers** beyond 1500km and will be settled on a quarterly basis (3 months total).
11. Smart City is implementing works on a war foot manner, so that even on holidays agency is liable to provide vehicles if necessary. The vehicles must be available at the office as and when required, agency is liable to make arrangements to provide the necessary vehicle.
12. In case the agreed vehicle cannot be provided due to maintenance/repairs, substitute vehicle shall be provided without any loss of time.

13. If the agency fails to provide such substitute vehicle, as and when required by the authority, the expenditure incurred due to non availability of such vehicle plus a penalty @ 5% of the monthly quoted amount/per vehicle will be deducted from the monthly bill.
14. The vehicles must be available at the SCTL office **minimum for 26 days in a month including all working days (from 09.00 AM to 07.00 PM)** for claiming the agreed amount. For the use of vehicles on Sundays, additional payment will be given as per the table shown below.

**Tariffs**

**1. On Additional Days (Sundays) :**

1	Up to 5 hours	Rs. 750/-
2	For any additional hour beyond 5 hours	Rs. 100/- per hour

**2. Extra Hours on Normal Working Days :**

1	Beyond normal working hours (07.01 PM - 10.00 PM)	Rs. 75/- per hour
2	Night time (10.01PM – 05.00AM)	Rs. 150/- per hour

15. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicle in good condition shall be the responsibility of the bidder.
16. In case of any accident, all repairs and associated costs shall be done by the bidder without any liability to Smart City Thiruvananthapuram Limited, without any delay.

Sd/-

**Chief Executive Officer  
Smart City Thiruvananthapuram Limited**



SMART CITIES MISSION

Ministry of Housing and Urban Affairs, Government of India

**SMART CITY THIRUVANANTHAPURAM LIMITED**

**SELECTION CRITERIA**

**TECHNICAL BID (COVER 1)**

The following documents should be up-to-date, duly filled & signed.

**Please use separate copy of Annexure-I for each vehicle.**

- Technical Bid – (Annexure – I)
  1. Copy of Registrations of firms/company etc. (if any)
  2. Copy of GST Details. (if any)
  3. Copy of Vehicle Registration Certificate.
  4. Copy of Insurance.
  5. Copy of Fitness Certificate.
  6. Copy of Pollution Certificate.
  7. Copy of Permit.
  8. Copy of Driving License and Badge.
  9. Bank Account details
  10. Declaration of acceptance of all terms and conditions.(Annexure – II)

**Only those proposals fully complied with the above conditions shall be considered and others will be rejected and their financial bid will not be opened**

**FINANCIAL BID (COVER 2)**

The Bidders are directed to quote in the prescribed format attached herewith.

- Financial Bid - (Annexure III)

**The selection of the bidder will be based on the lowest value quoted.**

Sd/-

**Chief Executive Officer**

**Smart City Thiruvananthapuram Limited**

**ANNEXURE- I**

**TECHNICAL BID**

**(Please use separate copy of Annexure-I for each vehicle)**

1	Name and Address of the Bidder	
2	Mobile No.	
3	E-mail Address	
4	Category of Vehicle	
5	Documents submitted:	

**I agree to provide the above mention vehicle as per the terms and conditions mentioned in the bid document.**

Place:

Date:

**Signature and Seal of the bidder**

**ANNEXURE-II**

**DECLARATION**

I, ..... Son/ Daughter of Shri .....  
Proprietor/Partner/Director/Authorized Signatory of .....  
(Firm/Company/Travel Agency) and am competent to sign this declaration and execute this bid document.

I have carefully read and understood all the terms and conditions of this bid document and here by convey my acceptance of the same.

The information / documents furnished along with the above bid are true and authentic to the best of my knowledge and belief. I/ We/ am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law

Date –

Place-

Address: Company's Seal

Signature of Authorized Person

Full Name:

N.B. : The above declaration in letter head, duly signed and sealed by authorized signatory of the company, should be enclosed with Technical bid.(**Unless otherwise the bid will not be considered**)

**ANNEXURE - III**

**FINANCIAL BID**

**Inviting Authority:** Smart City Thiruvananthapuram Limited

**Work:** Selection of Three Compact Sedan Cars(A/C) for the official use.

**NIT Reference:** SCTL/ACCT/806/2020/ACC ASST/

**Name of the firm/company:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate in figures (Excluding GST)</b>	<b>Amount in words</b>
1.	Monthly Rent including all charges up to 1500 km.		

**Signature and Seal of the bidder**