

TENDER FOR VEHICLE HIRING FOR MUZIRIS PROJECTS
LIMITED, PULLUT, KODUNGALLUR

Muziris Projects Limited, Pullut, Kodungallur, Thrissur District, Kerala – 680663, invites Tenders for providing the following types of vehicles on hire on a contract basis for a period of one year.

1) 7-SEATER VEHICLE - 1NO.

Terms and Conditions: -

1. Contractor/Owner/Travel Agency shall provide one number 7-Seater vehicle including driver and fuel in excellent condition.
2. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Contractor/Owner/Travel Agency. In case of any accident, all repairs shall be done by the Contractor/Owner/Travel Agency without any liability to Muziris Projects Limited or its employees.
3. In case the vehicles cannot be utilized due to maintenance / repairs, or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. If for any reason the Contractor/Owner/Travel Agency is not in a position to provide substitute vehicles as demanded by Muziris Projects Limited, then Muziris Projects Limited will be free to engage vehicles from the open market and debit the expenditure on account of it on the claims payable to the Contractor/Owner/Travel Agency. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed 3 hours.
4. A daily log book indicating the kilometre usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of Muziris Projects Limited. Along with this, the driver must take a photo of the vehicle's odometer reading before the start and the end of each journey, and submit it to the concerned authority.

5. Contractor/Owner/Travel Agency may have experience of serving a reputed Organization preferably Govt. Department/Agency in Kerala by providing vehicle.
6. The driver shall be competent, well dressed with decent behaviour and must be provided with a mobile phone by the contractor/service provider.
7. The vehicle must be available as required by Muziris at any time during the period of contract.
8. The Contract amount shall be inclusive of GST as applicable from time to time.
9. No request of hike in approved rate will be entertained during the contract period.
10. Muziris Projects Limited shall deduct TDS at the rates applicable from time to time as per the Income Tax Act, 1961 from the monthly bill submitted by the Contractor/Owner/Travel Agency.
11. Muziris Projects Limited name-board should be fixed on front and rear of the vehicles during the period of official journey and the same should be covered or hide from the vision after official use of Muziris Projects Limited.
12. Fastag should be affixed on the vehicle.
13. Muziris Projects Limited will not be responsible for any damages/accident caused to the said vehicles or driver during the period of this contract.
14. The vehicles shall be parked at our premises in Muziris Projects Limited when not in use.
15. Contractors/Owner/Travel Agency blacklisted by Muziris Projects Limited need not apply.
16. Muziris Projects Limited reserves the right to terminate the contract at any time without assigning any reason thereof. If the Contractor/Owner/Travel Agency wants to terminate the contract, they shall give one month's notice to Muziris Projects Limited.
17. Validity of the agreement will be for 1 year from the date of signing the agreement.

18. The driver should hold the badge for public service vehicles issued by the transport authority.
19. The vehicles allotted to Muziris Projects Limited should not be utilized for any other purpose.
20. The Contractor/Owner/Travel Agency should have a valid PAN and GST Registration.
21. In case of breach of any terms and conditions mutually agreed upon, Muziris Projects Limited will have the right to terminate the contract without assigning any reason thereof, and the agency shall make good the loss and shall also be penalized @20% of monthly rate.
22. Sealed Tender shall be received at the Head Office of the company at Pullut, Kodungallur before 3.00 pm on 15/11/2025. The opening date of the Tender will be decided by the Managing Director, Muziris Projects Limited and will be informed later.
23. The successful contractor(s) shall furnish a Security Deposit of Rs.10,000/- (Rupees ten thousand only) by Bank Guarantee from a Nationalized Bank which has operations at Kodungallur towards performance of the contract. If the contract is not performed as per the terms and conditions; Muziris Projects Limited has the power to forfeit the Security Deposit. The Security Deposit will be returned after one month from the expiry of the contract.
24. The qualified Service providers should be ready to provide the offered vehicles in excellent condition, immediately.
25. The vehicle must have been manufactured after 01.01.2021/ must not have run more than 85,000 km/ and must possess an All-Kerala Taxi Permit.

THE QUOTES SHOULD CONTAIN FOLLOWING DETAILS IN THE FORMAT GIVEN BELOW:

- a. Make, model, vehicle number, and year of manufacture of the vehicle. If the ownership registration is not in the name of the contractor, an agreement with the owner must be submitted.
- b. Minimum charges for 2000 km per month (without GST).
- c. Additional charges for additional kilometre above 2000 KM.

- d. The price quoted shall be firm and final for the entire period of contract.
- e. GST Registration No. should be included. Copy of the relevant document should also be submitted.
- f. Experience certificate from Govt. Department/Agency serviced by the Contractor, if any.

In case details sought and the relevant documents sought are not submitted, the Tenders will be disqualified. In case of further clarifications please contact: **0480-2807717** email: muziris@keralatourism.org

Interested parties may apply by submitting the application form along with fee and required documents to our office.

- **Application Fee: ₹ 1000/- + GST**
- **Last Date for Submission:15/11/2025**
- **Opening of Tenders: Will be informed later**
- **Contact for Queries: 0480 2807717**
- **For more details :<https://www.keralatourism.org/muziris/tenders>**

TENDER APPLICATION FORM

	DETAILS OF AGENCY/CONTRACTOR	
a	Name and Address of the Agency/Contractor	
b	Owner of the Agency	
c	Email	
d	Mobile No	
e	PAN No	
f	GST Registration No	

	DETAILS OF VEHICLE OFFERED	
a	Name of vehicle	
b	Model of vehicle	
c	Manufacturing year	
d	Ownership details	
e	Registration No	
f	Insurance Policy No	
g	Insurance Policy Period	

	DETAILS OF RATE ON CONTRACT BASIS	
a	Minimum Charges for 2000km per month (without GST & including driver's bata)	
b	Additional Charges for additional KM above 2000 km (without GST & including driver's bata)	

Copy of supporting documents with respect to details furnished above shall be submitted along with the application.

Signature of Authorised Person
Office Seal, if any

Place:

Date: