

1<sup>st</sup> Floor, Chitranjali Studio Complex, Thiruvallam.P.O, Thiruvananthapuram-695 027  
Tel: 0471-2380857 Email: [rotvm.cbfc@nic.in](mailto:rotvm.cbfc@nic.in)

F.No. 1/6/2006/Admn

Dated 11.03.2020

TENDER

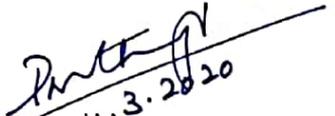
**Subject: Tender for providing services of vehicle on hire basis for official use of Regional Office, CBFC, Thiruvananthapuram regarding**

Sealed quotations in two bid format are invited for outsourcing the service of taxi car for official use of Regional Office, Central Board of Film Certification, Thiruvananthapuram from eligible and interested firms/agencies having experience in the field of tourist car/taxi car operation (preferably to Central/State Govt offices in Thiruvananthapuram). The rate is to be quoted on monthly consolidated basis inclusive of GST. No extra amount shall be quoted over and above the monthly consolidated rate.

Details of work

1. Nature of work: To provide AC taxi car of sedan type only on monthly consolidated rate basis for official use of CBFC Thiruvananthapuram
2. Timings: Between **9 am to 7 pm every day** i.e. for 10 hours a day. Duty time should be ascertained from Regional Officer on the previous day itself. Ordinarily, there shall be no duty on Saturdays, Sundays and Central Govt gazetted holidays. **The maximum usage of vehicle in hours shall be 220 hours per month**, assuming 22 working days a month. The rate quoted in financial bid should be for maximum usage of 220 hours a month.
3. Eligibility: Sealed quotations are invited from registered firms/agencies who have ample experience in the field. Those with experience in providing services to Central Govt/State Govt offices in Thiruvananthapuram may be preferred.
4. The proforma for technical and financial bid may be seen in **Annexure I and II** to this tender document. All pages of the tender document should be signed by the tenderer. The bids should be submitted in two

पार्वती वी./ Parvathy V.  
क्षेत्रीय अधिकारी/Regional Officer  
केन्द्रीय फिल्म प्रमाणन बोर्ड/Central Board of Film Certification  
तिरुवनन्तपुरम/Thiruvananthapuram

  
11.3.2020

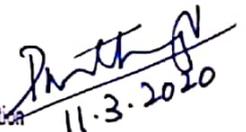
bid format in two separate covers titled Technical Bid and Financial Bid respectively. The two bids should be sealed in a larger cover superscribed "Tender for hiring of vehicle at CBFC Thiruvananthapuram"

5. The duly filled in quotations should be sent to Regional Officer, Central Board of Film Certification, 1<sup>st</sup> Floor, Chitranjali Studio Complex, Thiruvallom, Thiruvananthapuram- 695027 by post or delivered in person at this office latest by 1.4.2020 at 3 PM. Any quotation received after the stipulated date and time shall be summarily rejected and no tenderer shall have the right to represent against the rejection. Interested tenderers or their authorised representatives (with letter of authorisation) may be present at the time of opening of the quotations on 1.4.2020 at 5 PM in the office of Regional Officer, CBFC, Thiruvananthapuram.

### Terms and Conditions

1. The contract is for a period of 1 year from the date of award of tender to the successful bidder.
2. The successful bidder will enter into an agreement with this office as per requirements of this office on these terms and conditions on Rs.100/- non judicial stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of one year commencing from the date of assigning the contract unless terminated in writing. The rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the contract period.
3. The service provider must ascertain the time and venue for reporting from the Regional Officer on a day to day basis, preferably on the previous day itself. The normal duty hours will be from 9 am to 7 pm. The driver should be punctual and report on time as directed by the Regional Officer.
4. The service provider should provide a substitute vehicle/driver whenever need arises. In the event of any failure and in case the service provider fails to make good the loss/damage to the satisfaction of the competent authority, the Regional Officer, CBFC, Thiruvananthapuram at her discretion shall deduct such amount from the bill of the service provider.
5. The vehicle provided should be in highest runnable condition and should be maintained neat and clean, to the satisfaction of the Regional Officer.
6. The monthly consolidated rate quoted shall be inclusive of GST. Fuel, Drivers salary, drivers bata, maintenance charges etc shall be arranged by the service provider himself and nothing will be paid

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11.3.2020

**extra for the above. The monthly consolidated rate should cover all the charges mentioned.**

7. Income tax and surcharge/GST as usual shall be recovered from the gross amount of the contractual charges as per statutory orders of the Government.
8. GSTIN should be provided. The % of CGST and SGST shall be indicated separately in the financial bid.
9. No payment shall be made in cash; all payments shall be through ECS only. No advance payment shall be made under any circumstances.
10. All the obligations as described in this tender document shall be complied with by the tenderer and those obligations shall be binding on the tenderer during the validity of the contract.
11. The vehicle shall be utilised for a maximum of **1200 kms a month**. If the vehicle could not be utilised for 1200 kms a month, the difference in km will be adjusted in the next 6 months.
12. A log book has to be maintained by the driver and he should get the initials of the Regional Officer on the same every day. A copy of the log book must be submitted along with the bill for payment.
13. Type of vehicle: **Sedan type AC car only**: Swift Desire, Etios, Indigo, Fiesta etc or similar make. **No hatchback car**. The model should not be prior to the year 2016.
14. The contract can be terminated by giving 30 days' notice in writing from either side.
15. CBFC Thiruvananthapuram reserves the right to reject any bid in full or partially without assigning any reason thereof.



*Parvathy V.*  
11.3.2020  
Regional Officer  
Central Board of Film Certification  
Thiruvananthapuram

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**Annexure I**

**Proforma for Technical Bid**

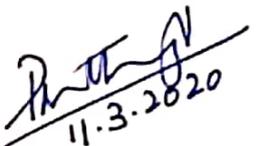
The bids should be submitted in two bid format in two separate covers titled Technical Bid and Financial Bid respectively. The two bids should be sealed in a larger cover superscribed "Tender for hiring of vehicle at CBFC Thiruvananthapuram"

**Technical Bid (Envelope No 1)**

- 1 Name of the contractor:
- 2 Name of the firm/agency, address of firm/agency and contact details:
- 3 Registration no of the firm (please provide copy of registration):
- 4 No of years of experience in the field:
- 5 No of cars owned and operated:
- 6 PAN (Please enclose copy):
- 7 GST No (Please enclose copy):
- 8 Bank account details of the firm/agency (Please enclose mandate form/bank passbook/cancelled cheque leaf):
- 9 Whether all the pages of the tender document have been signed and enclosed? YES OR NO

Name, seal and sign of authorised signatory

Place  
Date

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**Annexure II**  
**Proforma for Financial Bid**

**Financial bid (Envelope No 2)**

Type and Model of AC sedan type taxi car offered:

Monthly consolidated rate (for 1200 kms and 220 hours a month):

Rs..... ( inclusive of GST)

**(Please indicate CGST and SGST separately)**

Additional km (applicable only if more than 1200 kms a month) : Rs..... per km

Additional hours (applicable only if more than 220 hours a month) : Rs..... per hour

Name, seal and sign of authorised signatory

Place

Date

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