



**कलाक्षेत्र प्रतिष्ठान**  
**KALAKSHETRA FOUNDATION**  
**THIRUVANMIYUR, CHENNAI- 600 041**

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## **NOTICE INVITING TENDER**

**ENQ.NO-004/2023-2024/EM Dt-31.05.2023**

**TENDER DOCUMENT FOR  
HIRING OF LIGHT MOTOR VEHICLE (LMV) ON  
MONTHLY BASIS AT KALAKSHETRA**

**KALAKSHETRA FOUNDATION  
THIRUVANMIYUR  
CHENNAI - 600041**

**PH- 044 - 24524057 / 0836**

**E-Mail: [tender@kalakshetra.in](mailto:tender@kalakshetra.in)**

**Website: [www.kalakshetra.in](http://www.kalakshetra.in)**

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**THIRUVANMIYUR, CHENNAI- 600 041**

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Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed tenders, in the enclosed format from the registered contractors, travel agencies, authorized tour/taxi operators, reputed transporters/fleet owners for “HIRING OF LIGHT MOTOR VEHICLE (LMV) ON MONTHLY BASIS” AT KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.

The sealed tenders along with proof of registration certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **12/06/2023** up to **1.00 p.m.** by post or by hand delivery and same will be opened on the same day **at 3.00 pm** itself in the presence of the tenderer or his/ her representatives if they chose to attend. Late/delayed tenders received, due to any reason whatsoever will not be accepted under any circumstances.

In case bidders need any clarification/assistance may contact Estate Manager on any working day during the office hours and can be contacted at 044- 24524057/ 0836.

1.	Name of the work	“HIRING OF LIGHT MOTOR VEHICLE (LMV) ON MONTHLY BASIS” AT KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI-
2.	NIT No	ENQ.NO-04/2023-2024/EM Dt-31.05.2023
3.	Tender documents	The tender documents are to be downloaded either from the Foundation’s website at <a href="http://www.kalakshetra.in">www.kalakshetra.in</a> or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> from 01.06.2023, 10 AM onwards. If there is any difficulty in downloading the documents, same can be collected from the Foundation’s Office free of cost on any working day between 10 AM to 5 PM till 11.06.2023, 5 PM.
4.	Pre-bid meeting if required	09.06.2023 at 3 PM (the meeting will be held only if required). Queries if any should be sent in advance by email at <a href="mailto:tender@kalakshetra.in">tender@kalakshetra.in</a> so that the Foundation is ready with clarifications
5.	Last date and time for receipt of completed Tenders	12.06.2023 up to 01.00PM
6.	Date and Time of Opening	12.06.2023 at 03.00PM
7.	Amount of Earnest Money Deposit (EMD)	Rs.10,000-00 (Rupees ten thousand only)

The Kalakshetra reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Kalakshetra decision in this regard will be final and binding on all applicants.

This issues with the approval of the competent authority.

For KALAKSHETRA FOUNDATION

Signature with Name and Seal of tenderer

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(I) Scope of work:-

1. Type of vehicle: Maruti Suzuki - Ertiga Smart Hybrid A/C (VXI 1.5L MT and above models). The model should not be older than January 2022. At present KF is in need of one car on monthly basis. The car to be provided should not be more than sixteen months old and should not have run more than 10,000/- kms as on the date of hiring by KF.
2. The vehicles provided by the Service Provider to the KF shall have to be registered with TN RTO under Taxi for commercial use only, with valid permit.
3. Providing of commercial vehicles with licensed drivers, registered under Commercial vehicle on monthly hiring basis as per requirement by the Kalakshetra Foundation, Chennai for official use.
4. The Service Provider Shall be completely responsible for compliance and related payments with all rules and regulation of various government agencies like Regional Transport Office (RTO), EPF, Labour, Police, pollution, Insurance etc.
5. The vehicle will normally be deployed for 12 hrs a day from 07:30 AM to 07:30 PM daily. However, vehicle can be called for anytime with a prior 60 minutes notice. Further, for better administrative control the vehicle will be parked at KF, after regular duty hours. Use of vehicles by the contractor for any purpose except for KF, is strictly prohibited during the contract period.
6. The vehicle will be used for transporting men and material both.
7. Toll / Border Tax / Parking charges will be reimbursed by KF upon submission of documentary evidence.
8. It is the responsibility of the Service Provider to ensure that the driver/s does not have a criminal record.
9. The vehicle engaged by KF can be sent to other states as per requirement.
10. It is the responsibility of the vender to keep vehicle in good condition with sufficient fuel, stepony, first aid box, Pollution check certificate other tools etc. at all time, ensuring smooth running and efficient services. These items are to be provided by the contractor.
11. The driver/s so deployed must have the valid commercial driving license during period with the KF. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
12. The contractor has to pay minimum wages to the driver/s as per the Government notification considering driver as a skilled labour.



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13. Refusal to perform duty by the driver/s will be treated as non-deployment of the vehicle for that particular day and deduction at the rate of three times per day rental charges will be recovered. The decision of KF authorities will be final for effecting such penalty after evaluating the merit of such incidence.
14. In case of misbehaviour by the driver/s. the contractor has to take immediate action and the decision of KF authorities in this regard will be final and binding.
15. All expenses towards salary of driver/s. repair & maintenance, engine oil. damages due to accident, comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner/contractor of vehicle.
16. The vehicle deployed should have well equipped with seat covers of good quality, standard tools, first aid kit and spare tyre, in healthy condition. The vehicle will be maintained clean both inside & outside on a daily basis.
17. The contractor will make immediate arrangement for providing alternate vehicle in case of break down. In case of non-availability of vehicle for minor/major breakdown an alternative vehicle shall be arranged for maximum of seven days for minor breakdown and about fifteen days for major breakdown. If the alternative arrangement is continued beyond fifteen days, KF reserves the right to terminate the contract and impose penalty of one-month rental charges from the contractor. The alternate vehicle provided in these conditions shall be of model not earlier than to existing one.
18. The bill along with log book/trip sheet and any other document/s as required by KF authorities to be submitted to KF on completion of a month along with bill.
19. Kilometer reading meter of the vehicle shall be in healthy condition. Defective meter shall be set right within 24 hours failing which a deduction of Rs.100.00 per day shall be imposed. The meter reading should tally the actual distance of run at any instant and the Administrative Officer, KF shall have full powers to check up the meter for its correctness and to take action accordingly.
20. The contractor will have to complete all the formalities like execution of agreement, submission of security deposit and producing all relevant papers in original immediately after receiving order.
21. The contractor will have to submit to KF the original documents of all papers of the vehicle such as the registration book, certificate etc. for verification along 2 sets of Xerox copies. The original documents shall be returned after verification. In case of any penalty or fine imposed by the RTO/Police departmental due to non-availability of required documents/papers or improper condition of the vehicle the same shall have to be borne by the contractor at his own cost.
22. The vehicle should be got insured by the contractor from Insurance Company under



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comprehensive risk policy for any loss, accident etc.

23. The contractor must ensure to cover the insurance to their driver engaged in this work from any of the insurance for full time during currency of the contract under Workmen Compensation Act in respect of death or injury etc. In case no such insurance is covered by the contractor and any fatal/non-fatal accident occurs during the currency of the contract, the contractor will have to pay the compensation payable as per the prevailing law.

24. If the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor, driver/s cleaner of the vehicle shall be entertained by the KF.

25. The contractor shall provide names, address of the driver/s along with their license number and copies within one week of the award of the contract.

26. As this vehicle is to be used by the Senior Officers, the Drivers must observe all the etiquette and protocol while performing the duty. The drivers shall be provided with smart mobile phone for communication and shall be in uniform.

27. The contractor should ensure to engage the vehicles, with only such drivers who have minimum 3 years of experience in driving similar vehicles with valid driving license. The contractor should also instruct and ensure that the drivers follow the following good practices.

- a) Follow all Traffic Rules & Regulations and ensure safe & efficient driving.
- b) To keep the vehicle neat and clean always.
- c) Report for duty atleast 15 minutes before at the appointed time and place.
- d) Allow the passengers to get inside the vehicle, secure the doors properly and only then Driver should enter into car.
- e) To open and close doors for all passengers/customers while boarding and alighting the vehicle.
- f) Strictly not to smoke / be drunk while on duty.
- g) Strictly not to use mobile phone while driving the vehicle.
- h) Not to indulge in rash & negligent driving
- i) Should not disclose any details of office, Operational process, security arrangements and administrative/organizational matter as all these are confidential in nature.
- j) To carry Photo ID issued by the contractor during the duty hours.
- k) To follow safety precautions like wearing face mask and using sanitizer etc..

28. The Contractor should see that his drivers keep reasonable money to meet contingent expenditures such as Fuel, Parking/Entry/Toll/Permit Fee etc., while travelling local/outstation.

29. The Kilometers shall be calculated on the basis of Zero-based mileage starting from



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starting point of the user and closing at the point wherever user completes his/her travel. No dead mileage for both pick up and drop.

30. Counting of duty hours between the time the driver reports for duty to the Officer ie. the time the driver arrives at the designated place to pick-up the officer and his duty ends at the time he drops the Officer at the designated place. The time travelled from the garage/normal parking place to the designated place of the Officer/Office and vice versa for pick-up and drop should not be taken into account as duty hours. The Driver will maintain proper log book with full detail to justify the time and mileage. The vehicle must be made available at any given time and day as informed by KF Authority.

31. Same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the KF Authority.

32. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Chennai and outstations.

33. The KF do not guarantee any definite volume of work throughout the period of the contract. The contractor does not have the right to demand that the work of supply of car should necessarily or exclusively be entrusted to them. The KF will have the exclusive right to appoint one or more contractor/s for supply of car/s and to divide the work as between such contractor/s in any manner and no claim shall lie against the KF by reason of such division of work.

34. No mileage will be allowed for car to be taken outside of the office premises by the driver for his lunch/tea. Driver should carry his own lunch etc. and will not leave the office premises without permission of the KF authority.

35. Rates once finalized will be fixed at least for a period of two years. Upward any reason, the cost of litigation and all the liability and damages, if any, Change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes by the Government during the contract period.

36. Subletting of Work: The contract will be non-transferable and hence the firm shall not be entitled to assign or sublet the work or any part of it to any other person or party failing which the contract will be cancelled immediately.

37. The intending bidder shall be deemed to have visited the site during working hours for familiarization.

38. Evaluation of offers is based on L1 value with overall value quoted in price bid.



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39. KF reserves the right to negotiate the rates quoted by the L-1 Bidder.
40. The successful contractor shall take up the work immediately within two days from the date of award of work. The duplicate copy of the award letter duly signed with official stamp on all the pages to be submitted as a token of acceptance of the order.
41. No payment will be made to the contractor for damage caused by rains during the execution of the works and no claim on this account will be entertained.

(II) ELIGIBILITY CRITERIA: -

1. The Bidder must be a registered Tour & Taxi Operator / Travel Agency with the concerned Govt. Agency/Department for operating Taxis on hire. Copy of such registration certificate shall be enclosed.
2. The firm must have average annual turnover of Rs. 20 Lakhs per annum during the last 3years, of the previous financial year (2020-2021, 2021-2022 & 2022-2023). CA Certificate, Balance Sheet, Profit & Loss Account in support of turnover (along with Income Tax Returns of the relevant years) must be enclosed with the Part-I
3. The garage/office of the firm must be located in Chennai, within 15-20 Kms radius from KF.
4. The firm must have at least 3 years of experience in the tour and travels business in providing vehicle/taxi in the Government/Semi Govt. Sections/ Autonomous Bodies etc. (Proof to be enclosed) Registered contractors, travel agencies, authorized tour/taxi operators, reputed transporters/fleet owners who have sufficient experience of having successfully carried out similar works in Government Offices during the last three years are eligible to participate in the bidding. The KF reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof. Definition of Similar work : The words "Similar work" shall mean the experience in providing commercial vehicles to Govt. Departments/Public Sector Undertakings.
5. The firm should have atleast 10 vehicles of the type required (commercial vehicles) registered in the name of the firm or in the name of the owner of the firm from 2018 or thereafter, failing which offer will be rejected. The copies of the RCs of the vehicles registered are to be enclosed with the Part-I. Bidders may apply whose Cars have been duly authorized by the concerned RTO for use as public transport
6. Experience certificates as per para 3 above, award letters and performance certificate issued by clients/officer should be enclosed with the Part-I



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7. The Firm should also have (i) GST No. & (ii) PAN No. proof of certificate to be enclosed with the Part-I. The bidder should have registered with Income Tax and GST authorities.

8. The Bidder should have regular establishment / office and garage at chennai. The office shall have telephone, SMS, electronic messages, E-mail & Fax facilities for accepting booking of taxis and also for day-to-day transactions/communications. Address proof to be provided.

9. Bidders should not have been blacklisted/banned by any organization (Self certification letter to be submitted).

(III) Period of contract:- The contract shall be initially for a period of one year from the date of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (up to a maximum of two extensions of one year each) under the same rate, terms and conditions, as may be decided by the competent authority, after review of performance.

(IV) IN CASE OF BREAK DOWN:-

1. The contractor shall maintain the vehicles in absolute good condition. If any vehicle develops defects while on duty, the contractor shall immediately replace it by a suitable substitute vehicle within a period of two hours or arrange satisfactory repairs. In case of failure of the contractor to repair the vehicles or to provide the substitute vehicle, payment for the day(s) of absence will be deducted, to be calculated on pro-rata basis. The KF makes alternative arrangement; the contractor shall have to bear the difference of the cost incurred in the alternative arrangement made by KF in addition to deduction of day(s) payment.

2. In case of non-availability of vehicles during extra hours, penalty of Rs.100/- shall be imposed.

3. In case there is no fuel in the vehicle and driver is unable to arrange the fuel immediately within 15 minutes, penalty of Rs.500/- shall be imposed. In addition to above, performance security may also be forfeited for the above said reasons.

(V) INSTRUCTIONS TO THE TENDER:

1. The intending bidder must read the terms and conditions carefully. He/she should only submit his bid if he/she considers himself eligible and he/she is in possession of all the documents required.

2. The sealed envelope must be super scribed "Hiring of Light Motor Vehicle (LMV) on monthly basis" at KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41. with tender inquiry number and its due date.

Signature with Name and Seal of tenderer

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3. The tender document should be filled in English and all entries should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting.
4. The price/rate quoted should be indicated in words as well as in figures. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the tenderer does not accept the correction of the errors, the bid shall be rejected.
5. All pages provided in the tender document shall be numbered and submitted as a package along with forwarding letter on agency's/firm's letter head with signed and sealed before their submission.
6. Rates should be quoted as shown in format schedule and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
7. Tenders qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
8. The instructions given herein will be strictly binding on the tenderers and deviation, if any, not acceptable to the Kalakshetra Foundation, will make the tender or tenders liable to be considered invalid. Tender(s) incorporating additional conditions by the tenderer(s) are liable for rejection.
9. At any time, prior to the date of submission of bids, Kalakshetra Foundation for any reason, whether at its own initiative or in response to clarification(s) sought by prospective bidders, may issue clarifications by amending the bid documents. All such amendments shall be notified and intimated by e-mail to all the tenderers. All such amendments have to be considered as mandatory constituent part of the tender document.
10. The tenderers shall fill up the (Part-I) in prescribed format and submit the same duly signed on all pages and sealed as a token of their acceptance. Incomplete tenders i.e. "Part-I" without all the supporting documents, EMD and duly filled in, copy of valid trade license, copy of authorized tour/taxi operators, Copy of GST registration & PAN.NO certificate, Address proof of the firm signed and stamped with official seal in all the pages will be rejected straightway without any reference to the tenderers.
11. The tenderers shall quote their rate in the schedule of quantities (Financial Bid) and submit the same duly signed and sealed. Overwriting in the Financial Bid is not permitted and shall be rejected straightway without any further reference.
12. Conditional tenders shall not be accepted.



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13. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
14. In case the last date of receipt/opening of tender is declared as a holiday, the tenders shall be opened on the next full working day.
15. The authorities of Kalakshetra Foundation do not bind themselves to accept mere lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
16. The bids shall be valid for a period of 45 days from the date of opening of the tender.
17. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
18. Tender is not transferable. One tenderer shall submit only one tender.
19. Tenderer signing the tender must clearly, specify whether he/she is signing as Sole Proprietor, Authorized person, Partner, under Power of Attorney or as Director/ Manager/Secretary etc., as the case may be.
20. In case the tenderer fails to submit any of the required documents as per tender document or found unsuitable to execute the tendered job shall not be considered and shall be rejected straight away without any further reference.
21. The successful contractor shall not transfer wholly or partially the order of work to any other person(s) / firm / company for any reason whatsoever and in which case the order shall automatically stand cancelled.
22. Tender document submitted by the participants should be concise and contain only relevant information as required under this tender.
23. The participant would be responsible for all of its expenses, costs and risks incurred towards preparation of the tender document, attending any pre-bid meeting and visiting the site or any other location in connection therewith. Kalakshetra Foundation shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the tender process.
24. Some restrictions may be imposed by the security staff etc., on the working and for movement etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.



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25. KF or any person authorized by the competent authority shall not be responsible for any omission or errors on the part of Tendered.

26. "KF"- Kalakshetra Foundation.

(VI) General Terms of payment: -

1. EMD:-Tender should be submitted in sealed cover along with the Earnest Money of Rs.10,000/- (Rupees ten thousand only). The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque/BG from any of the schedule bank/ Nationalised Bank drawn in favour of KALAKSHETRA FOUNDATION payable at Chennai. In case of entities exempted from EMD, certificate may be furnished. EMD in any other form will not be accepted as valid EMD.

2. EMD submitted by other bidders will be returned within 15 days after the award of contract. No interest will be paid on the Earnest Money deposited with the Kalakshetra Foundation. Earnest Money deposit in respect of the successful tenderer will be refunded on submission of performance guarantee or will be adjusted towards performance guarantee on submission of difference of amount. If the successful tenderer fails to execute the order strictly as per the terms and conditions of the tender, EMD shall be forfeited forthwith after cancellation of the concerned order.

3. **Performance Guarantee:** Within two days of receipt of the Letter of Acceptance, the successful Bidder shall submit Performance Security @ 5% (five) of the total tender value.

4. This Security deposit will not bear any interest of whatsoever. This security deposit is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque, Bank Guarantee from any of the Nationalized Banks or from any one of the scheduled banks valid for a period of one year or till the contract ends.

5. After successful completion of the contract, the Performance Security/guarantee amount will be refunded with final bill after adjusting dues if any to the KALAKSHETRA FOUNDATION from the Contractor subject to terms and conditions as per tender document.

6. The security deposit will be forfeited in case of breach of contract, Deduction of any dues payable to KF on whatsoever account, Deduction of any liability/damages incurred by KF, on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.

7. The payment to the contractor/service provider will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers of KF on each usage /day. KF agrees to pay such invoices/bills within 10 working days of receipt and acceptance of the invoice/bill after satisfactory completion of the



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work, as per terms and conditions of the tender/contract. No part payment / Advance payment will be made in between.

8. All payments to the Service Provider/Contractor shall be made by NEFT/RTGS subject to deductions, withholding of all applicable taxes and charges from time to time in force as per the government rules. All bills should be submitted on printed forms, duly signed and pre-receipted.

9. Service Provider/ contractor would be required to ensure payment to its workers by 5<sup>th</sup> of every month and there should be no linkage between payment to workers and settlement of the contractor's bill from the KALAKSHETRA FOUNDATION.

10. Revision of rates will not be permitted for any reason throughout the contract period including during the extended period. Quoted rate inclusive of all expenses such as Taxes, Oil Lubrications, fuel, maintenance & repair and servicing, driver salary/batta etc. No claims for increase in rate whatsoever on account of increase in cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of contractor to bear such additional expenses.

11. In the event of failure of work action will be taken to rescind the work and the work will be get through other agencies at contractor's risk and cost.

12. Deduction of any liability/damages incurred on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.

(VII) TERMINATION OF AGREEMENT/WORK ORDER: - The agreement/work order herein may be terminated at any time by either party by giving a written notice of two months.

(VIII) ARBITRATION CLAUSE: - In the event of any dispute arising out of or in connection with this tender/contract/work order, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, KALAKSHETRA FOUNDATION or any other officer nominated by the Director, KALAKSHETRA FOUNDATION for arbitration whose decision shall be final and binding on the parties. The proceedings before the Arbitrator would be governed by the provision of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Kalakshetra Foundation, Chennai.

The courts of Chennai will have exclusive jurisdiction for any issue/ dispute arising out of or in connection with the contract including relating to the arbitration proceedings.

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(Part-I)

ENQ.NO-04/2023-2024/EM Dt-31.05.2023

To

Date:

The Director  
Kalakshetra Foundation  
Thiruvanmiyur,  
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for “HIRING OF LIGHT MOTOR VEHICLE (LMV) ON MONTHLY BASIS” OF  
KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.

With reference to your tender enquiry cited above, we are pleased to enclose the Part-I for your kind consideration (as per prescribed format).

**Our Company profile**

i	Name of the agency/Contractor	:	
ii	Mailing address of the agency with PIN Code	:	
iii	Status of the Agency: Proprietor / Partnership / Regd. Company / Co-op. Society	:	
iv	Contact details	:	
	Telephone numbers(s)	:	
	Fax number(s)	:	
	E-mail address	:	
	Website	:	
v	GST registration No	:	
vi	PAN no.	:	
vii	Trade license no.	:	
viii	Bankers and their address along with type of Account & Account No	:	
ix	E.M.D details	:	



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x	Please attach agency's balance sheet (duly certified by a Chartered Accountant for last 3 financial year (2020-2021, 2021-2022 & 2022-2023)		
xi	Experience In following format Name & Organization with complete address & telephone nos. to whom service provided- copy to be Enclosed.		
xii	Infrastructure capabilities:- Particulars of the vehicle viz. type , make , registration etc.		

We confirm that we shall abide by all the tender conditions and we do not have any additional conditions.

Thanking you,

Yours faithfully,

Signature with date and name of the signatory

Name of the Agency

(Seal of the agency)

Note: You may please attach a separate sheet as annexure for providing the details



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**FINANCIAL BID DOCUMENT - (Part-II)**  
ENQ.NO-04/2023-2024/EM Dt-31.05.2023  
(Schedule of Quantities)

The Director  
Kalakshetra Foundation  
Thiruvanmiyur,  
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for “HIRING OF LIGHT MOTOR VEHICLE (LMV) ON MONTHLY BASIS” OF  
KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.

With reference to your tender enquiry cited we are pleased to enclose the following  
as our financial bid for your kind consideration (as per given format).

SL. NO	Description of Services	Rates should be quoted in both figures and words
1.	Type of vehicle: Maruti Suzuki - Ertiga Smart Hybrid A/C (VXI 1.5L MT and above models). The model should not be older than January 2022. At present KF is in need of one car on monthly rental basis. The car to be provided should not be more than sixteen months old and should not have run more than 10,000/- kms as on the date of hiring by KF. Quoted rate inclusive of all expenses such as Taxes, registration, Oil Lubrications, fuel, maintenance & repair and servicing, driver salary/batta etc. Toll Tax and Parking Charges will be reimbursed separately on production of receipt along with monthly bill <b>Rate for hiring charges per month:-</b> <b>Monthly usage: Minimum 3000 Kms per month.</b> <b>Monthly irrespective of 28/29/30/31 days in a month</b> <b>Daily working hours: 7.30 AM to 7.30 P.M</b>	
2.	Charges for Extra KMS beyond -3000 kms Rate per K.M.S	
3.	Charges for extra hours beyond daily working hours and usage on Sunday and Closed holidays of	



**कलाक्षेत्र प्रतिष्ठान**  
**KALAKSHETRA FOUNDATION**  
**THIRUVANMIYUR, CHENNAI- 600 041**

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	KF. Rate per hour (less than ½ hour will be ignored and above ½ hour will be round off to next higher)	
4.	Driver batta per day for outstation (Beyond Chennai Trip)	
5.	Other charges if any	
6.	The rates quoted should be excluding the Goods and Service tax (GST). GST shall be paid extra at prevailing rates on submission of GST challan along with monthly bill.	

- We confirm that on being successful in the tender we would take up and execute the work.
- We confirm that we will abide by all the tender conditions and we do not have any additional conditions.

Signature with date and name of the signatory  
Name of the agency with seal

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