



RFQ Ref: ITI/PKD/HR/2025/CAR HIRING

Date:14/08/2025

Sub: **Request for Quotation : Car Hiring at Trivandrum to Transport VSSC Packages**

ITI Limited, Palakkad Plant, invites sealed competitive bids for the hiring of one car at Trivandrum for the transportation of VSSC packages from Trivandrum City to VSSC, Veli, for one year

**Terms and conditions:**

1. Type of vehicle: **Sedan Car**
2. Make and Model of the Vehicle: **Maruti Suzuki Desire / Honda Amaze/ Tata Tigor / Nissan Sunny / Toyota Etios / Tata Zest / Ford Aspire / Hyundai Xcent / Volkswagen Ameo.**
3. Year of Vehicle registered: **Between 2011 and 2025; vehicle must have a valid Registration Certificate (RC). Kerala Registration vehicle is required.**
4. Maximum Kilometers run by the vehicle: **up to 2,00,000 KM.**
5. Fuel Type: **Any.**
6. **Air conditioning not required.**
7. No of Days the vehicle is required per month: **Approximately 4 days in a month.**
8. Duration of the vehicle requirement per trip: **10 Hours per trip**
9. No of Kilometers to travel per trip: **Approximately 80 kms per trip**
10. Additional Kilometer Charges: **Rs.15 per km for usage beyond 80 km.**
11. Additional Hourly Charges: **Rs.150 per hour for usage beyond 10 hours.**
12. Area of operation: **Plain area.**
13. **The above vehicle must be provided with the driver.**
14. **The rent amount must be calculated based on the above requirements**
15. **Type of Bid : Single Bid**
16. **Toll and Parking : At actual**
17. **Critical Dates :**
  - **Last Date for the submission of Quote: 25/08/2025 at 14.00Hrs.**
  - **Tender Opening: 25/08/2025 at 14.30Hrs.**
18. **INSTRUCTIONS FOR PREPARING BID DOCUMENT**

The following documents shall be submitted

  - **Copy of RC**
  - **Copy of Driving License**
  - **GST Registration Certificate – if GST registered**
  - **Proof of address of the office**
  - **The price bid shall contain quotation in the format given in Annexure-I. The format should be filled in all respects.**
19. The quote should be sent to the following address:

**The Chief Manager (MKT & MM)**  
**ITI LIMITED., KANJIKODE WEST,**  
**PALAKKAD-678 623, KERALA.**  
**PHONE : 0491 2566180.**



ITI LIMITED :: KANJIKODE WEST :: PALAKKAD 678 623 :: INDIA

Phone: +91 491 2566180; Fax: +91 491 2566009

20. For general correspondence / queries you are requested to send communication to [pur4\\_pkd@itilttd.co.in](mailto:pur4_pkd@itilttd.co.in) / [karthikeyanm\\_pkd@itilttd.co.in](mailto:karthikeyanm_pkd@itilttd.co.in)
21. Please indicate the RFQ Reference i.e., ITI/PKD/HR/2025/CAR HIRING AND DUE DATE i.e. 25/08/2025 - On top of the envelope of your quotation
22. Late Offers received after the due date, will not be entertained under any circumstances.
23. Interested bidders may attend the tender opening at ITI Limited, Palakkad.
24. Disputes if any will be within the Jurisdiction of Palakkad, Kerala State, India

Yours faithfully

For ITI Limited, Palakkad Plant

M Karthikeyan

Chief General Manager (MKT & MM)





**ANNEXURE – I**

**To our RFQ Ref ITI/PKD/HR/2025/CAR HIRING, dated 14/08/2025 for the Car Hiring at Trivandrum to Transport VSSC**

**PRICE BID FORMAT**

Ref:

Date:

Name of the Service Provider (Travel Agency): \_\_\_\_\_

Make and Model of the Car with year of manufacturing: \_\_\_\_\_

Rent of the car for one Month inclusive of all taxes	:	Rs. _____
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**Note:**

- No of day required : Approximately 4 days per month
- Duration of the car required with driver per trip : 10 hours
- No of Kilometres per trip : 80Km
- Toll and Parking shall be actual
- The contract for hiring of the car shall be for Twelve Months.
- The Rent should be inclusive of GST

(Authorized signature of the bidder with date and seal)