TENDER DOCUMENT

Hiring of One KIA Carens (SUV) or Similar/Equivalent SUV/MPV on Monthly Hiring Basis for Official Use of Staff Selection Commission (Southern Region), Chennai

Tender No.	M/5/2026-EXAM-SR
Date of Issue	14.08.2026
Last Date & Time for Submission	29.08.2026 – 17.00 HOURS
Date & Time of Opening	31.08.2026 – 11.00 HOURS

Tender Inviting Authority

Regional Director
Staff Selection Commission (Southern Region)
2nd Floor, EVK Sampath Building,
College Road, DPI Campus, Nungambakkam, Chennai – 600006

1. NOTICE INVITING TENDER

1.1 The Staff Selection Commission (Southern Region), Chennai invites sealed bids from eligible and experienced vehicle hiring firms for providing one KIA Carens (SUV) or like Maruti Suzuki XL6, Hyundai Alcazar, Toyota Innova Crysta, Toyota Innova HyCross, Mahindra XUV700, together with an experienced commercial driver, on monthly hiring basis for official use of the Commission.

1.2 The vehicle shall be deployed on a 24×7 basis, including Saturdays, Sundays and Government holidays whenever required, with a monthly running limit of 1,800 kilometres, for a period of one year from the date of commencement of the contract.

1.3. The vehicle shall be used for official purposes as directed by the Commission and shall remain available for meeting the day-to-day official requirements of SSC(SR), Chennai.

1.4 The Commission reserves the right to accept or reject any or all bids in accordance with the applicable rules and the terms of this Tender Document.

2. BID SCHEDULE

The important dates and times shall be as specified in the Tender Notice published on the Central Public Procurement Portal (CPPP) and the official website of the Staff Selection Commission (Southern Region). Any change in the schedule shall be notified through the prescribed portal/website.

3. INSTRUCTIONS TO BIDDERS

3.1 The bidder shall carefully examine the Tender Document, scope of work, specifications and contractual conditions before submitting the bid. Submission of the bid shall constitute acceptance of the prescribed terms and conditions.

3.2 The bid shall remain valid for 20 days from the last date of submission. Only one bid shall be submitted by a bidder. Rates quoted shall remain firm throughout the contract period, except where specifically permitted under the contract.

3.3 The bidder shall bear all costs relating to preparation and submission of the bid. The Commission may verify the information and documents furnished by the bidder at any stage.

4. ELIGIBILITY CRITERIA

4.1 The bidder shall be a legally constituted travel agency, tour operator or vehicle hiring firm registered under applicable Indian laws and shall possess valid GST Registration and PAN.

4.2 The bidder shall have experience of at least two years in providing commercial vehicles on hire to Government Departments, Public Sector Undertakings, Autonomous Bodies or other reputed organisations. Documentary evidence of experience shall be furnished.

4.3 The bidder shall have an operational establishment within the Chennai Metropolitan Area capable of ensuring prompt deployment, coordination and replacement of the vehicle. The bidder shall possess adequate financial and organisational capacity for uninterrupted performance of the contract.

4.4 The bidder shall not have been blacklisted, debarred or prohibited by any Government Department, Government organisation, PSU or statutory authority. A declaration to this effect shall be submitted.

4.5 The bidder shall have arrangements for providing an immediate replacement vehicle in case of breakdown or non-availability.

5. SCOPE OF WORK

5.1 The Commission requires one SUV or Premium MPV of reputed make on monthly hiring basis for a period of one year. The vehicle shall be available on a 24×7 basis, including Saturdays, Sundays and Government holidays, whenever required.

5.2 The vehicles shall be considered under two categories, namely: (i) Category–A: SUV; and (ii) Category–B: Premium MPV. A bidder may quote for either one category or for both categories.

5.3 Indicative vehicles under Category–A (SUV) include Hyundai Alcazar and Mahindra XUV700. Indicative vehicles under Category–B (Premium MPV) include KIA Carens, Maruti Suzuki XL6, Toyota Innova Crysta and Toyota Innova HyCross. These are illustrative and equivalent or higher-category vehicles meeting the prescribed specifications may also be offered.

5.4 The vehicle shall normally report at the SSC(SR) Office, EVK Sampath Building, Nungambakkam, Chennai, or at any other place directed by the Commission. It shall be used exclusively for official purposes and shall remain available as required by the Commission.

5.5 The vehicle shall ordinarily operate within Chennai and neighbouring districts and shall also be made available for official journeys to other places as directed by the Commission.

5.6 The monthly running limit shall be 1,800 kilometres. The distance shall be recorded in the prescribed log book/duty slip and verified by the authorised officer. Unutilised kilometres shall not be carried forward; excess kilometres, if officially authorised, shall be paid at the accepted rate.

5.7 The Service Provider shall ensure punctual reporting, uninterrupted availability, cleanliness, roadworthiness, proper maintenance and provision of a competent driver. All expenses relating to fuel, driver, maintenance, repairs, insurance, taxes, permits and other operational requirements shall be borne by the Service Provider, except charges specifically admissible under the contract.

5.8 In case of breakdown, accident, maintenance or any other non-availability, the Service Provider shall provide a vehicle of the same category or an equivalent/higher-category vehicle without additional financial liability to the Commission.

5.9 The Service Provider shall maintain all statutory documents and proper log books/duty slips recording reporting time, relieving time, kilometre readings, places visited and purpose of journey. Monthly bills shall be submitted with the prescribed supporting records.

6. VEHICLE SPECIFICATIONS

Sl. No.	Particular	Requirement
1	Type	SUV / Premium MPV
2	Make	KIA Carens, Maruti Suzuki XL6, Toyota Innova Crysta, Toyota Innova HyCross, Hyundai Alcazar, Mahindra XUV700 or any equivalent/higher-category vehicle meeting the prescribed specifications.
3	Model	6+1/7-seater SUV or Premium MPV of reputed make
4	Year of Manufacture	2024 or later
5	Registration	Valid Commercial Registration
6	Seating Capacity	Minimum 6+1 seater
7	Fuel	Petrol or Diesel
8	Air Conditioning	Factory-fitted and in proper working condition
9	Monthly Running	1,800 Kilometres
10	Duty Pattern	24×7 basis
11	Insurance	Comprehensive Insurance
12	Fitness	Valid Fitness Certificate
13	Pollution	Valid PUC Certificate
14	Permit	Valid Commercial Permit
15	Condition	Excellent mechanical and physical condition

7. DEPLOYMENT AND DUTY

7.1 The vehicle shall normally report at the SSC(SR) Office, Chennai, unless otherwise instructed. Reporting and relieving times shall be regulated according to official requirements. The vehicle shall remain available round the clock and no additional charge shall be payable for early morning, late-night, weekend or holiday duties.

7.2 The driver shall not leave the place of duty without permission and shall remain available until relieved by the authorised officer.

8. MONTHLY RUNNING AND EXCESS KILOMETRES

8.1 The monthly hiring charges shall cover 1,800 kilometres. The entitlement shall be reckoned independently for each calendar month and unused kilometres shall lapse. Excess kilometres undertaken for official purposes shall be paid at the accepted rate, subject to verification. Kilometres shall be reckoned from the designated reporting point and supported by the log book duly certified by the authorised officer.

9. DRIVER

9.1 The Service Provider shall deploy a medically fit and duly licensed commercial driver possessing a valid driving licence and all other documents required under applicable law.

9.2 The driver shall be neatly dressed, disciplined, courteous and accessible on a working mobile phone. He shall comply with traffic laws and lawful instructions of the Commission and maintain confidentiality of official matters.

9.3 The same driver shall ordinarily be continued. Any unavoidable replacement shall be intimated to the Commission and an equally competent driver shall be provided.

10. MAINTENANCE

The vehicle shall be maintained in excellent mechanical and hygienic condition. Servicing and preventive maintenance shall be carried out without affecting official availability. Fuel, lubricants, repairs, spare parts, tyres, batteries, insurance, road tax, permit fees and other operational expenses shall be borne by the Service Provider.

11. REPLACEMENT VEHICLE

In case of breakdown, accident, repair, maintenance or any other cause affecting availability, the Service Provider shall immediately provide a KIA Carens or like Maruti Suzuki XL6, Hyundai Alcazar, Toyota Innova Crysta, Toyota Innova HyCross, Mahindra XUV700 vehicle of the same specifications. Where the same category vehicle is not immediately feasible, an equivalent or higher-category commercially registered vehicle may be provided temporarily with approval of the Commission.

The replacement vehicle shall possess all valid statutory documents and shall not involve any additional financial liability to the Commission.

12. PARKING

The vehicle shall ordinarily remain stationed at the SSC(SR) Office or at such other authorised location as directed. It shall not be used for private purposes or by unauthorised persons. The Service Provider shall be responsible for the safety and security of the vehicle when parked outside Commission premises.

13. FUEL AND OPERATIONAL EXPENSES

13.1 The monthly hiring charges shall be comprehensive and inclusive of fuel, lubricants, driver wages and allowances, maintenance, repairs, insurance, road tax, permit fees, statutory taxes and all other operational expenses.

13.2 Toll, parking and entry charges actually incurred on authorised official journeys outside the normal area of operation may be reimbursed separately against original receipts and certification, wherever admissible.

14. LOG BOOK, DUTY SLIPS AND BILLING

14.1 The driver shall maintain a prescribed log book recording date, reporting time, relieving time, opening and closing kilometre readings, places visited and purpose of journey. Duty slips shall be authenticated by the officer using the vehicle.

14.2 The Service Provider shall submit the monthly bill, duly supported by the certified log book, duty slips and other required documents, on or before the 7th day of the succeeding month. Payment shall be processed after verification and applicable statutory deductions.

15. STATUTORY COMPLIANCE

15.1 The Service Provider shall comply with the Motor Vehicles Act, Central Motor Vehicles Rules and all applicable labour, tax, insurance, EPF, ESI and other statutory requirements. The Service Provider shall be solely responsible for wages, statutory contributions and other liabilities relating to the driver and its employees.

15.2 No employer-employee relationship shall exist between the Commission and the driver or other personnel engaged by the Service Provider.

16. DOCUMENTS BEFORE COMMENCEMENT

16.1 Before commencement, the successful bidder shall furnish self-attested copies of the vehicle Registration Certificate, comprehensive insurance, commercial permit, fitness certificate, PUC certificate, road tax receipt and other statutory documents.

16.2 The bidder shall also furnish the driver's valid commercial driving licence, police verification certificate, Aadhaar/identity proof, photograph and contact details, together with GST, PAN and bank account details. Original documents shall be produced whenever required for verification.

17. PERFORMANCE STANDARDS

The Service Provider shall ensure punctual reporting, uninterrupted availability, proper maintenance, cleanliness and professional conduct. Repeated delay, non-reporting, refusal of duty, unauthorised substitution, poor maintenance, false records or other deficiencies shall constitute breach of contract and may attract penalty, recovery and/or termination.

18. PAYMENT TERMS

18.1 Payment shall be made monthly after satisfactory completion of services and verification of the bill and supporting records. The bill shall be submitted on or before the 7th day of the succeeding month. Payment shall be made through PFMS/electronic transfer after applicable statutory deductions.

18.2 No interest shall be payable on delayed payment arising from incomplete documentation, disputed claims or reasons attributable to the Service Provider.

18.3 Financial Evaluation: The financial bids for Category–A (SUV) and Category–B (Premium MPV) shall be evaluated separately. The lowest evaluated responsive bidder in each category shall be determined as L1 for that category. A bidder quoting for both categories shall submit separate quotation sheets for each category. The Commission may select either category based on its official requirement and the financial evaluation, subject to approval of the Competent Authority. No comparison shall be made by combining the rates quoted for SUV and Premium MPV in a single financial bid.

19. EARNEST MONEY DEPOSIT (EMD)

19.1 The bidder shall furnish an Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only) along with the quotation. The EMD shall be submitted in the form of a Demand Draft drawn in favour of "The Regional Director, Staff Selection Commission (SR), Chennai–600006". The Demand Draft shall be enclosed with the quotation at the time of submission of the bid. Any quotation submitted without the prescribed EMD shall be liable to be rejected without further consideration.

19.2 The EMD shall be liable to be forfeited in the event of withdrawal or modification of the bid during the period of bid validity, refusal to accept the award, failure to execute the Agreement, or failure to furnish the Performance Security within the stipulated period.

19.3 The EMD of the unsuccessful bidders shall be returned after finalisation of the tender, without payment of any interest. In the case of the successful bidder, the EMD shall be dealt with in accordance with the provisions of this Tender Document after furnishing the Performance Security.

20. PERFORMANCE SECURITY DEPOSIT (PSD)

20.1 The successful bidder/vendor shall furnish Performance Security of ₹20,000/- (Rupees Twenty Thousand only) within seven days from the date of acceptance of the bid. The Performance Security Deposit shall be furnished in the form of a Demand Draft drawn in favour of "The Regional Director, Staff Selection Commission (SR), Chennai".

20.2 The Performance Security Deposit shall remain valid for the period prescribed under the contract and shall be liable to be appropriated towards any loss, penalty, damage, outstanding dues or other financial liability arising out of any breach or non-performance of the contractual obligations by the vendor.

20.3 In the event of failure by the successful bidder/vendor to furnish the Performance Security within the stipulated period, the EMD furnished by the bidder shall be liable to be forfeited.

20.4 In the event of any breach of the terms and conditions of the Agreement on the part of the vendor, SSC(SR), Chennai shall be entitled to invoke and/or forfeit the Performance Security Deposit, wholly or partly, as considered appropriate, without any further notice or compensation to the vendor and without prejudice to any other remedy available to the Commission under the Agreement or applicable rules.

20.5 The EMD and Performance Security shall not carry any interest.

21. PENALTY

21.1 In the event of delay in reporting, non-reporting, unauthorised absence, failure to provide a replacement vehicle, unauthorised substitution, refusal to undertake official duty, or any other deficiency resulting in non-availability of the vehicle/service as required under the Tender Document, a penalty of ₹1,000/- (Rupees One Thousand only) per day shall be levied for each day of default.

21.2 The penalty shall be recovered from the monthly bill/payment due to the vendor or from the Performance Security, as considered appropriate by SSC(SR), Chennai. Imposition of penalty shall be without prejudice to the right of the Commission to recover any additional expenditure incurred for arranging an alternative vehicle and/or to take any other action permissible under the terms and conditions of the contract.

21.3 Repeated or persistent deficiencies in service, including non-reporting or failure to provide the required vehicle, may constitute a breach of contract and may result in termination of the contract in accordance with the relevant provisions of this Tender Document.

22. TERMINATION

22.1 The Commission may terminate the contract for persistent unsatisfactory service, repeated breach, false or fabricated documents, statutory non-compliance, insolvency, blacklisting or other grounds specified in the contract.

22.2 The Commission may also terminate the contract in public interest or for administrative reasons by giving reasonable notice. The Service Provider may seek termination by giving at least one month's written notice and shall continue service during the notice period unless otherwise permitted.

23. FORCE MAJEURE

Neither party shall be liable for failure arising directly from a Force Majeure event beyond reasonable control, including natural calamity, flood, earthquake, fire, epidemic, war, civil disturbance or Government action. The affected party shall promptly notify the other party and take reasonable steps to minimise the effect.

24. ARBITRATION

Disputes arising from the contract which cannot be resolved amicably shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, as amended. The sole Arbitrator shall be appointed by the Regional Director, Staff Selection Commission (Southern Region), Chennai. The venue shall be Chennai and proceedings shall be in English.

25. JURISDICTION

All disputes arising out of the contract shall be subject to the exclusive jurisdiction of the competent Courts at Chennai.

26. GENERAL CONDITIONS

26.1 The Service Provider shall not assign or sub-let the contract without prior written approval. The Commission may inspect the vehicle, verify records and statutory documents and assess service quality at any time.

26.2 Any amendment shall be valid only when made in writing and approved by the Competent Authority. The decision of the Regional Director, SSC(SR), on matters relating to interpretation and service quality shall be final, subject to applicable law.

K. Palravindran

(K.Palravindran)
Deputy Director

पालरवीन्द्रन .कृ / PALRAVINDRAN .K
उप निदेशक / Deputy Director
कर्मचारी चयन आयोग (द क्षे)
Staff Selection Commission (SR)
भारत सरकार / Government of India
चेन्नै / Chennai-600 006.

ANNEXURE–I

VEHICLE SPECIFICATION

Sl. No.	Particular	Requirement
1	Type of Vehicle	SUV / Premium MPV
2	Make	KIA Carens, Maruti Suzuki XL6, Toyota Innova Crysta, Toyota Innova HyCross, Hyundai Alcazar, Mahindra XUV700 or any equivalent/higher-category vehicle meeting the prescribed specifications.
3	Model	6+1/7-seater SUV or Premium MPV of reputed make
4	Year of Manufacture	2024 or later
5	Registration	Valid Commercial Registration
6	Seating Capacity	Minimum 6+1 seater
7	Fuel	Petrol or Diesel
8	Air Conditioning	Factory-fitted AC in proper working condition
9	Monthly Running	1,800 KM
10	Duty Pattern	24×7
11	Insurance	Comprehensive
12	Fitness Certificate	Valid
13	Pollution Certificate	Valid PUC
14	Commercial Permit	Valid
15	Vehicle Condition	Excellent mechanical and physical condition

Note: KIA Carens is the preferred vehicle. Similar/equivalent SUV/MPV vehicles of reputed make, such as Maruti Suzuki XL6, Hyundai Alcazar, Toyota Innova Crysta, Toyota Innova HyCross, Mahindra XUV700 or any other equivalent/higher-category vehicle, may be offered, subject to the minimum specifications prescribed in this Tender Document and prior approval of SSC(SR), Chennai.

पालरवीन्द्रन .क् / PALRAVINDRAN .K
उप निदेशक / Deputy Director
कर्मचारी चयन आयोग (द क्षे)
Staff Selection Commission (SR)
भारत सरकार / Government of India
चेन्नै / Chennai

ANNEXURE–II (A)

QUOTATION – CATEGORY–A (SUV)

The bidder shall quote separately for an SUV meeting the specifications prescribed in the Tender Document. The make and model offered shall be clearly indicated below.

Sl. No.	Description	Rate (₹)
1	Make and Model of SUV offered	
2	Monthly Hiring Charges (excluding GST) for 1,800 KM on 24×7 basis	
3	Applicable GST	
4	Total Monthly Amount including GST	

The rate quoted shall be firm and inclusive of all expenses specified in the Tender Document, except charges expressly admissible separately.

Place: _____ Date: _____

Signature of Bidder : _____

Name and Designation : _____

Firm Name and Seal : _____

पालरवीन्द्रन .कृ / PALRAVINDRAN .K
उप निदेशक / Deputy Director
कर्मचारी चयन आयोग (द क्षे)
Staff Selection Commission (SR)
भारत सरकार / Government of India
चेन्नै / Chennai-600 006.

ANNEXURE–II (B)

QUOTATION – CATEGORY–B (PREMIUM MPV)

The bidder shall quote separately for a Premium MPV meeting the specifications prescribed in the Tender Document. The make and model offered shall be clearly indicated below.

Sl. No.	Description	Rate (₹)
1	Make and Model of Premium MPV offered	
2	Monthly Hiring Charges (excluding GST) for 1,800 KM on 24×7 basis	
3	Applicable GST	
4	Total Monthly Amount including GST	

The rate quoted shall be firm and inclusive of all expenses specified in the Tender Document, except charges expressly admissible separately.

Place: _____ Date: _____

Signature of Bidder : _____

Name and Designation : _____

Firm Name and Seal : _____

Note: A bidder may submit a quotation for Category–A (SUV), Category–B (Premium MPV), or both categories. Where quotations are submitted for both categories, separate quotation sheets in Annexure–II(A) and Annexure–II(B) shall be duly completed and signed.

पालरवीन्द्रन .क/PALRAVINDRAN .K
उप निदेशक/Deputy Director
कर्मचारी चयन आयोग (द क्षे)
Staff Selection Commission (SR)
भारत सरकार/Government of India
चेन्नै/Chen... 06.

ANNEXURE–III

BIDDER DETAILS

1	Name of Proprietor/Partner/ Director/Authorised Signatory	
2	Name and address of firm / registered office	
3	Operational office address in Chennai Metropolitan Area	
4	Telephone / Mobile / Email	
5	GST Registration No.	
6	PAN	
7	Details of similar Government/PSU work experience	
8	Annual turnover / financial capacity	
9	Details of vehicle proposed for deployment	
10	Bank account details	

पालरवीन्द्रन .कृ / PALRAVINDRAN .K
उप निदेशक / Deputy Director
कर्मचारी चयन आयोग (द क्षे)
Staff Selection Commission (SR)
भारत सरकार / Government of India
चेन्नै / Chennai-600 006.

DECLARATION

I/We declare that the information and documents furnished with this tender are true and correct to the best of my/our knowledge and belief. I/We have carefully read and understood the Tender Document and undertake to comply with all its terms and conditions.

I/We further declare that the firm has not been blacklisted, debarred or prohibited by any Government Department, Government organisation, PSU or statutory authority and that all applicable statutory obligations shall be complied with during execution of the contract.

Place: _____ Date: _____

Signature of Bidder: _____

Name: _____ Designation: _____

Firm Seal: _____

पालरवीन्द्रन .क/PALRAVINDRAN .K
उप निदेशक/Deputy Director
कर्मचारी चयन आयोग (द क्षे)
Staff Selection Commission (SR)
भारत सरकार/Government of India
चेन्नै/Chennai-600 006