



ജില്ലാ നിയമ സേവന അതോറിറ്റി,
തിരുവനന്തപുരം
എ ഡി ആർ സെന്റർ, ഡിസ്ട്രിക്ട് കോർട് കോംപ്ലക്സ്,
വഞ്ചിയൂർ തിരുവനന്തപുരം

ഫോൺ നമ്പർ: 0471- 2575013, 2467700, 2579057
നമ്പർ /2023/DLSA/TVPM. തീയതി :13.11.2023

കുടുപ്പൻ നോട്ടീസ്

തിരുവനന്തപുരം ജില്ലാ ലീഗൽ സർവീസസ് അതോറിറ്റിയുടെ നിയമ സേവന പ്രവർത്തനങ്ങൾക്കായി ടൂറിസ്റ്റ് /ടാക്സി, പെർമിറ്റുള്ള ഒരു കാർ, ഡ്രൈവർ ഉൾപ്പെടെ മാസ വാടക വ്യവസ്ഥയിൽ ചുവടെ ചേർത്തിരിക്കുന്ന നിബന്ധനകൾക്ക് വിധേയമായി ആവശ്യമുണ്ട്. വാടക വ്യവസ്ഥയിൽ വാഹനം നൽകാൻ ആഗ്രഹിക്കുന്ന വ്യക്തികൾ/സ്ഥാപനങ്ങൾ ഇതോടൊപ്പമുള്ള നിശ്ചിത ഫോറത്തിൽ തയ്യാറാക്കിയ സീൽ ചെയ്ത കുടുപ്പനുകൾ 28.11.2023-നു വൈകുന്നേരം 5 മണിക്ക് മുൻപായി തിരുവനന്തപുരം ജില്ലാ ലീഗൽ സർവീസസ് അതോറിറ്റിയിൽ എത്തിക്കേണ്ടതാണ്. ലഭ്യമായ കുടുപ്പനുകൾ 29.11.2023 വൈകിട്ട് 4 മണിക്ക് സന്നിഹിതരായ പ്രതിനിധികളുടെ സാന്നിധ്യത്തിൽ സെക്രട്ടറിയുടെ ക്യാബിനിൽ വെച്ച് തുറന്നു പരിശോധിക്കുന്നതായിരിക്കും.

13.11.2023

തിരുവനന്തപുരം



(Handwritten signature)
സെക്രട്ടറി (സബ് ജഡ്ജ്)

ജില്ലാ നിയമ സേവന അതോറിറ്റി,
തിരുവനന്തപുരം

നോട്ടീസ് ബോർഡ്

1. ജില്ലാ നിയമ സേവന അതോറിറ്റി
2. ജില്ലാ കോടതി
3. ബാർ അസോസിയേഷൻ

Terms and Conditions:

1. The vehicle shall be kept at the disposal of the District Legal Services Authority throughout the period of contract.
2. The vehicle should be in good condition with valid tax, insurance, tourist/taxi permit with skilled qualified drivers.
3. All vehicle records such as Registration Certificate, insurance, fitness certificate, pollution certificate, permit etc. shall be kept up-to-date. True copies of these records shall be submitted at the time of agreement. The contractor shall also provide sufficiently qualified drivers having a valid driving license and drivers' badge with at least three years of driving experience and also having a mobile phone for ready contact.
4. The assured minimum kilometer run per month shall be 1500 Km and the excess beyond the assured minimum will be paid at the rate fixed by Government from time to time or the quoted rate whichever is less.
5. The rate quoted by the service provider shall be inclusive of rent, parking fee, cost of fuel, maintenance, remuneration of driver, batta, rates for other consumables of vehicle and any other incidental expenses.
6. The period of contract shall be one year from the date of execution of the agreement. However, the District Legal Services Authority reserves the right to extend the period of contract for another one year on the same terms and conditions.
7. The vehicle along with driver shall be provided on 24x7 day basis and shall not be used for any other purposes during the period of contract.
8. It shall be ensured by the contractor that no alterations are made to the motor vehicle or any component removed unless it is immediately replaced by the same component or by one of the same like, make and model or an improved or advanced version
9. No advance payment will be made to the contractor under any circumstances and the payment will be made on a monthly basis on presentation of Bill after statutory recoveries along with necessary certificate of usage.
10. The monthly rent as agreed upon by both the parties i.e. the Secretary, District Legal Services Authority as the 1st party and vehicle owner/hired agency/service provider as the 2nd party at the

time of signing of contract shall be fixed. The monthly rent shall not be subject to any revision due to change of agency/service provider during the entire period of contract.

11. The service provider shall bear all expenses incurred on fuel, insurance, payment of service tax or any other tax as levied by Government from time to time on the service provider, updating of documents, paying challan or any other legal dispute, service & maintenance related to that vehicle, breakdown of vehicle, arranging substitute vehicle or driver or both etc. and any other daily expenses of the driver.
12. The driver shall maintain the log book with him and record the data strictly in the prescribed format and shall obtain the verification signature from the travelling Government official at the time of completion of journey. The log book shall be produced to the Secretary, District Legal Services Authority every day.
13. The service provider shall have the responsibility to keep and maintain all the requisite documents related to the vehicle & driver in the vehicle itself and update the same during the period of contract in accordance with the laws/acts as enacted or amended by the Legal Services Authorities time to time.
14. The service provider shall ensure that the vehicle ... maintained at the highest level of cleanliness, neatness and dust free from the exterior as well as the interiors of the vehicle. All the fixtures and facilities like AC/heaters/stereo/speakers/perfume/lights/fan/switches etc. shall always be kept in perfect condition and must be ready & available for running as and when needed.
15. It shall be the responsibility of the contractor to ensure that the driver possesses a valid driving license and has got at least 3 years experience in driving the class of vehicle. The contractor shall also be responsible for any penalty imposed on the driver due to violation of the traffic rules.
16. The driver must be polite, courteous with etiquettes and manners. The driver shall follow the traffic rules strictly and produce all necessary documents to police/traffic police/transport authorities on their demand. The driver also shall obey the instructions of the officers of the District Legal Services Authority during their travel.
17. The driver along with the vehicle must report to duty in time as instructed by the Secretary, District Legal Services Authority.
18. The District Legal Services Authority shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein.

19. The District Legal Services Authority shall not be responsible for any third party claims. The DLSA shall also not be responsible for payment of any challan and for violation disobeying of Traffic Rules by the driver.
20. In case of any service/breakdown of the vehicle or unavailability of driver, the service provider, in the shortest of time, shall arrange to send the substitute vehicle or substitute driver or both, as the case may be without any loss of time.
21. The expenses incurred in arranging a substitute vehicle or driver or both, if arranged by the District Legal Services Authority from any other alternate source, agency at any time, either in case of breakdown of vehicle/services or not reporting of vehicle/driver to the District Legal Services Authority in time, shall be borne by the service provider.
22. The terms and conditions prescribed in the agreement are binding on both the parties to the agreement. Either of the party can terminate the contract by giving one month prior notice to the other party. However, in case of non compliance of the terms and conditions and delivery of the satisfactory services by the contractor, the DLSA shall be at liberty to terminate the contract immediately without citing any other reason to the contractor.
23. An agreement shall be made with the owner of vehicle before engagement of vehicle for the District Legal Services Authority.
24. The Chairman, District Legal Services Authority reserves the right to accept or reject any or all quotations without assigning any reasons. The decision of the chairman, District Legal Services Authority will be final with respect to the acceptance/reject of quotation.
25. The quotation shall reach this office on or before 28.11.2023



Secretary/Sub Judge
District Legal Services Authority
Thiruvananthapuram

**Proforma for quotation: Light Motor Vehicle
[Empanelment for Hire]**

Date:

To
The Secretary
District Legal Services Authority
Thiruvananthapuram

Sir,

Ref: Quotation No /2023DLSA dated 13.11.2023

I quote the following details and rates for the Light Motor Vehicle on monthly rental basis as follows:

1. Name of Owner/Agency :
2. Type of Vehicle :
3. No of Seats :
4. Vehicle Registration No :
5. Rates :

Type of Vehicle	Model & Make	Minimum rate quoted for 1500 Km	Rate quoted for every extra Km beyond 1500Km

Yours faithfully,

Signature, Name & Seal