

TENDER

Enq. No. KUDSIT/ 0030 /2021

Date: 14/01/2022

Due on: 27/01/2022 3pm

On behalf of Kerala University of Digital Sciences, Innovation and Technology (DUK), the Vice Chancellor invites offers for "Engagement of Toyota Innova Crysta (AC) on Contract [2018 model or later] in excellent condition on monthly contract basis with following conditions from reputed, experienced and financially sound agencies/individuals to provide a Toyota Innova Crysta (AC) on a monthly basis. The contract will be for a period of one year initially and extendable, subject to satisfactory performance of the firm and with the approval of Competent Authority.

1. Notice inviting Tender

- a. Name & make of the Vehicle: Toyota Innova Crysta
- b. Year of Manufacture : 2018 or later and not driven more than 80,000 Km.
- c. Class of Vehicle: Taxi
- d. Tender Fee: Rs. 1,534/-
- e. Earnest Money Deposit (EMD): Rs.5,500/-
- f. Last date for submission of bid: Upto 3.00 p.m on 27-01-2022
- g. Date of opening of bid: At 3.30 p.m on 27-01-2022

2. Instruction to Tenderers

i. Tender fee payable is Rs.1534/- and EMD payable is Rs.5500/-. The fee may be paid as demand draft in favor of Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram.

ii. Tenders not complying with the tender conditions or providing false information in the technical bid or quoting vague amount in the price bid will be summarily rejected.

iii. The Technical Bid format and Price Bid formats are attached as separate Annexures I and II respectively and, the same may be submitted on or before 3 pm on January 27, 2022 at Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram.

iv. Both the Technical Bid and Price Bid will be opened at 3.30 pm on January 27, 2022.

v. The Contractor should sign all pages of the tender documents and should submit along with the Technical Bid.

vi. The tenders should be sent in sealed envelope only, and should contain two covers separately inside the main envelope viz., one containing Technical bid, EMD and Tender



Fees and the other containing Price bid. The cover which contains Technical bid, EMD, Tender Fee and signed tender documents should be sealed and superscribed 'Technical Bid'. Similarly, envelope containing the price bid should be sealed and superscribed 'Price Bid'. Both these envelopes should be placed in the main envelope which should be sealed and superscribed 'Tender for hiring Innova Crysta' and should be addressed to 'Vice Chancellor, Kerala Digital University, Technocity Campus, Thonnakkal P.O, Thiruvananthapuram- 695317' so as to reach Digital University Kerala not later than 15.00 hrs on 27th January 2022

viii. E.M.D of the successful bidder will be returned without any interest upon submission of Security deposit of Rs.10,000/-. (Refer General terms and conditions).

ix. E.M.D will be returned after the tender is finalized.

3. General Terms and Conditions

- The vendors who have not provided quality service earlier or discontinued the contract or an employee of IITM-K/Digital University Kerala are not eligible to apply. The vehicles will normally be used in Trivandrum. Rate for driver hour will be paid extra as per the quotation or agreed rates beyond the normal driver hour. For outstation duty, no special allowance shall be given. However, if there is night halt at a place outside Trivandrum city limits, Driver's allowance as per quotation or agreed rates will be paid extra. On both occasions Driver's allowance will be paid directly to the Driver.
- The contract will be for a period of one year initially, which may be extended subject to satisfactory performance. The ceiling distance for the contract will be 2500 Kms/Month. The Kms covered will be calculated on a quarterly basis, thereby additional charges are payable only beyond 7500Kms in a quarter.
- Monthly rent charges with driver will include cost of vehicle rental charges, fuel, drivers' salary, insurance, pollution certificate charges and all other incidental expenditure. Monthly rent charges without driver will include all costs except driver' salary. Toll/Parking charges incurred will be paid extra in actuals. The relative parking /toll bills should be furnished along with the monthly bills. The quoted rate shall remain firm throughout the contract period irrespective of the increase/decrease in fuel charges.
- The driver shall be well dressed, well behaved and professionally skilled to drive Innova Crysta vehicle. The car should be neatly maintained, and the driver should be of good character and conduct and should possess valid driving license and he shall maintain discipline and shall display courtesy to the guests/officials of Digital University Kerala while on duty. Any laxity of the behavior of the driver shall be treated as breach of contract resulting in cancellation of contract and forfeiture of EMD.
- An immediate replacement shall be provided, whenever the vehicle is withdrawn for maintenance / repairs, failing which, the expense incurred for making alternate arrangements will be debited to the account of the AGENCY.
- Payment will be made on monthly basis against presentation of the bills and adjustments for extra use will be settled on a quarterly basis. The agency shall raise consolidated bill for a month by 5th of the following month and Digital University Kerala shall endeavor to make payment within 15 days of receipt of bill provided that the bill is submitted in proper form. TDS shall be deducted at applicable rates.



- The vehicles provided shall be in a very good condition with impressive interior. The Agency shall ensure that the vehicle provided carries with its proper document's log book for verification by RTO authorities. Any embarrassment caused to guests / officials using the vehicle enroute for want of proper documentation or conduct of the Driver shall be seriously viewed.
- The rates agreed to shall remain valid for a minimum period of 1 year. However Digital University Kerala shall be free to terminate the agreement without notice if the services of the agency are found to be unsatisfactory.
- If the contract is terminated, for any reason, the average use of the vehicle for the total number of days will be taken into account for the purpose of calculating the payment.
- The opening and closing Km reading shall be reckoned from the starting and closing point for duty done for Digital University Kerala and 5 Km extra for both ways every day shall be counted towards journey to and for garage. Log Book entries shall be countersigned by authorized representative of Digital University Kerala on day-to-day basis.
- While under Digital University Kerala's use the Digital University Kerala name board will be fixed on the vehicle. The AGENCY shall not use the vehicle displaying the board, for purpose other than Digital University Kerala's use.
- The vendor who qualifies in the tender process shall remit Rs.10, 000/- (Rupees ten thousand only) as security deposit which will be refunded on satisfactory completion of the contract.
- In case of non-availability of vehicles on demand at any time, the Contractor will have to pay penalty at the rate of Rs.500/- per day.
- The Contractor should comply with the Rules and Regulations stipulated by the RTO authorities.
- Digital University Kerala reserves the right to choose the offers of vehicles with or without driver.
- Digital University Kerala reserves the right to terminate the agreement by giving 7 days' notice, at any time during the contract period without assigning any reason and no compensation will be paid for such termination.
- If any disputes with regard to this tender, the court at Trivandrum will be the jurisdiction.

NB: - This is a fresh tender after considering due revision in terms and conditions of the earlier tender. Therefore, those bidders who have submitted against our earlier tender, may submit their bid once again to participate in the tender process.

Registrar



Digital University Kerala

QUOTATION FORM FOR OFFERING TOYOTA INNOVA CRYSTA (AC) ON CONTRACT

Sealed quotations are invited from reputed travel agents/individuals for offering Toyota Innova Crysta AC for Digital University Kerala on monthly basis

- 1) Name of the Company :
- 2) Full address with Telephone No, :
- 3) We are in a position to offer vehicles at the following rates:

| Type of Vehicle | Monthly rental with Driver* | Rate per additional KM use | Rate for extra Driver hour** |
|--------------------------------------------------------------------------|-----------------------------|----------------------------|------------------------------|
| Toyota Innova Crysta - AC 2500 KMs p.m. Timing 07.45AM to 07.00 PM | | | |

* Permanent driver should be posted for the vehicle

**Payment towards extra driver hour will be paid directly to the driver.

| Type of Vehicle | Monthly rental without Driver | Rate per additional KM use |
|--------------------------------------------------------------------------|-------------------------------|----------------------------|
| Toyota Innova Crysta - AC 2500 KMs p.m. Timing 07.45AM to 07.00 PM | | |

4. Allowance for night stay, if vehicle is sent out of Trivandrum: Rs.....

5. Details of vehicles that are offered are given below:

| Type of Vehicle | Year of manufacture | Vehicle Number | Name & Address of Driver | Fuel Efficiency |
|---------------------------|---------------------|----------------|--------------------------|-----------------|
| Toyota Innova Crysta (AC) | | | | |

Signature with seal

