

TENDER

Sub: - Engagement of 49-seat Bus on Contract

Enq. No. KUDSIT/0010/2022

Date: 20/06/2022

Due on: 30/06/2022 3pm

On behalf of the Kerala University of Digital Sciences, Innovation and Technology (DUK), the Vice-Chancellor invites sealed tenders from reputed agencies for the **Engagement of a 49-seat Bus on Contract**. 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 the Competent Authority. The general terms and conditions are as follows:

- | | |
|-------------------------------------|-----------------------------|
| a. Year of Manufacture: | 2017 or later |
| b. Tender Fee: | Rs. 1,534/- |
| c. Earnest Money Deposit (EMD): | Rs.5,500/- |
| d. Last date for submission of bid: | Upto 3.00 p.m on 30-06-2022 |
| e. Date of opening of bid: | At 3.30 p.m on 30-06-2022 |

1. The Bid format is attached as an Annexure and the tenderers are requested to submit the bid format after duly filled in and signed on or before 3 pm on June 30, 2022, at Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala.
2. The tenders shall be sent in a sealed envelope only after superscribing '**Engagement of a 49-seat Bus on Contract** and shall be addressed to 'Vice-Chancellor, Kerala Digital University, Technocity Campus, Thonnakkal P.O, Thiruvananthapuram- 695317'.
3. The tenderers who provide false information in the bid will be summarily rejected.
4. The tenderers who have not provided quality service earlier or discontinued the contract with IIITM-K/Digital University Kerala are not eligible to apply.
5. 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.
6. 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.
7. The vehicles will be normally used in Trivandrum. However, on some occasions, vehicles will be hired for long-distance travel. Payment will be made on a monthly basis against the presentation of the bills and adjustments for extra use settled on

- a quarterly basis. The agency shall raise the 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.
8. E.M.D of the successful bidder will be treated as security deposit and will be returned without any interest only after satisfactory completion of the contract period.
 9. E.M.D of the unsuccessful bidders will be returned after the tender is finalized
 10. The contract will be for a period of one year initially, which may be extended depending on requirements. The ceiling distance for the contract will be 2250 KMs/Month. The KMs covered will be calculated on a quarterly basis, thereby additional charges are payable only beyond 6750 KMs in a quarter.
 11. Permanent driver should be posted for the vehicle. The total working hours of the drivers will be 130 hours/month at no extra cost. Overtime charges beyond this will be paid. After the normal duty hours of the driver, an official nominated by this office, if required, may drive the vehicle. An identity card to the driver shall be issued by the Agency as per Technopark Rules.
 12. The vehicles provided shall be in a very good condition with an impressive interior. The Agency shall ensure that the vehicle provided carries its proper document's logbook for verification by RTO/DUK 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.
 13. 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. All such replacement vehicles also shall not be more than 5 years old.
 14. Driver shall maintain a daily Log Book indicating separately, the Kms used with AC/Non-AC and duty hours of the driver entries shall be countersigned by an authorized representative of Digital University Kerala.
 15. The driver shall be well dressed, well behaved and professionally skilled to drive Bus. The vehicle 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 a breach of contract resulting in cancellation of contract and forfeiture of EMD. For outstation duty, no special allowance shall be given
 16. For local or outstation use, permit, toll, parking Charges, etc. shall be paid at actual against supporting receipts, tokens, etc.
 17. The opening and closing Km reading shall be reckoned from the starting and closing point for duty done for Digital University Kerala and 10 Km extra for both

ways every day shall be counted towards the journey to and for the garage. Log Book entries shall be countersigned by an authorized representative of Digital University Kerala on a day-to-day basis.

18. The rates agreed to shall remain valid for a minimum period of 1 year. However, DUK shall be free to terminate the agreement without notice if the services of the agency are found to be unsatisfactory.
19. It is preferred that vehicle shall be owned by the vendors. In case the vehicle is not owned by the vendors, he/she shall submit a long-term lease agreement of at least 3 vehicles of same type. All such vehicles shall be less than 5 years old
20. The vendor who qualifies in the tender process shall remit Rs.15,000/- (Rupees Fifteen thousand only) towards security deposit which will be refunded on satisfactory completion of the contract.
21. If the contract is terminated for any reason, payment for the days used by Institute will be paid to the vendor.
22. While under Digital University use the Digital University Kerala name board will be fixed by the AGENCY on the vehicle. The AGENCY shall not use the vehicle displaying the board, for purpose other than Digital University Kerala use.
23. Parties who accept the above condition may only submit quotations. The quotation in the prescribed form attached should reach the undersigned later by 3.00 PM on 30/06/ 2022.

Dated: 20/6/2022

Vice Chancellor

KUDSIT

QUOTATION FORM FOR OFFERING 49-SEAT BUS WITHOUT AC ON CONTRACT

Sealed quotations are invited from reputed travel agents and taxi operators for hiring Bus for DUK on a monthly basis

- 1) Name of the Company :
- 2) Full address with Telephone No :
- 3) GST No. (Please enclose copy) :
- 4) PAN No. (Please enclose copy) :
- 5) We are in a position to offer vehicles at the following rates:

Type of Vehicle	Monthly rate for 2250 KMs	Rate per additional KM use	Rate for extra Driver hour
Bus 49-seater – two trips/day – (Timing – 06.30 to 09.30 am and 05.00 pm to 08.00 pm)			

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

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

Type of Vehicle	Year of manufacture (copy of RC Book)	Vehicle Number	Name & Address of Driver (copy of Driving License)
Bus 49-seater			

6. In case the vehicle is not owned by the vendor, please provide details of 3 vehicles of the same type (refer to Sln.5 of terms & conditions)

Type of Vehicle	Year of manufacture	Vehicle Number

Signature