**TENDER**

Enq. No. IIITMK/4556/2022 Date: 27/10/2022 Due on: 08/11/2022 3 P M

On behalf of Indian Institute of Information Technology and Management-Kerala (IIITM-K), the Director invites offers for “**Engagement of Car (Sedan Model) - 1 No. on Contract [2017 model or later or Covered distance up to 50000 KM] with driver”** in excellent condition on monthly contract basis with following conditions from reputed, experienced and financially sound agencies/individuals. The contract will be for a period of one year initially and may be extend, subject to satisfactory performance of the firm and with the approval of Competent Authority.

1. **Notice inviting Tender**
   1. Type of Vehicle: Sedan (Swift Dezire / Honda City/ Hyundai Verna or equivalent

* 1. Year of Manufacture : 2017 model or later/Covered distance up to 50000 KM
  2. Class of Vehicle: Taxi
  3. Tender Fee: Rs. 1,180/-
  4. Earnest Money Deposit (EMD): Rs.5,000/-
  5. Last date for submission of bid: Upto 3.00 p.m. on 08/11/2022
  6. Date of opening of bid: At 3.30 p.m. on 08/11/2022

1. **Instruction to Tenderers**
2. Tender fee payable is Rs.1180/- and EMD payable is Rs.5000/-. The fee may be paid as demand draft in favor of Indian Institute of Information Technology and Management-Kerala (IIITM-K) payable at Thiruvananthapuram.
3. 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.
4. The Bid format is attached as an Annexure and the tenderers are requested to submit the bid form dully filled in and signed & sealed on or before 3 pm on November 8 th , 2022 at Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala.
5. Bid will be opened at 3.30 pm on November 8 th , 2022
6. The L1 (lowest) will be decided based on meeting the tender conditions successfully and rates quoted by the bidders.
7. The Contractor should sign all pages of the tender documents and should submit along with the tender form (Annexure)
8. The tenders shall be sent in a sealed envelope only after super scribing

# “Engagement of Car (Sedan Model) - 1 No. on Contract [2017 model or later or Covered distance up to 50000 KM] with driver” and should be addressed to

‘Director, Indian Institute of Information Technology and Management-Kerala (IIITM-K), Technopark Campus, Karyavattom P O, Thiruvananthapuram- 695 581’ so as to reach Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala not later than 15.00 hrs. on November 8th , 2022

1. 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.
2. E.M.D of the unsuccessful bidders will be returned after the tender is finalized

# General Terms and Conditions

1. The vendors who have not provided quality service earlier or discontinued the contract with IIITM-K/Digital University Kerala are not eligible to apply.
2. The vehicles will normally be used in Thiruvananthapuram. 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 Thiruvananthapuram city limits, Driver’s allowance as per quotation or agreed rates will be paid extra.
3. Contract Period: The contract period shall be initially for 1 year from date of issuance of rate contract which will be further extended for next 2 years depending upon the performance of the bidder on annual basis if performance found satisfactory. The quoted rates of contract shall remain same for 3 years
4. The ceiling distance for the contract will be 1500 Kms/Month. The Kms covered will be calculated on a quarterly basis, thereby additional charges are payable only beyond 4500Kms in a quarter.
5. Permanent driver should be posted for the vehicle.
6. Monthly rent charges will include cost of vehicle rental charges, fuel, drivers’ salary, insurance, pollution certificate charges and all other incidental expenditure. 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.
7. The driver shall be well dressed, well behaved and professionally skilled to drive Sedan model vehicle. Should not have any criminal background with no police case against him/her. 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 IIITM-K 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.
8. 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.
9. The vehicles will have to be fitted /provided with the following additional accessories/utilities: Spare Tyre, Tool box & Stepney, first aid box, torch & Umbrella, Good and clean seat covers, floor mats, Good Quality music system with AM/FM radio, Tissue paper box, car perfume, Mobile Charging Point etc.
10. 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 IIITM-K 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.
11. 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 logbook for verification by RTO authorities. Any embarrassment caused to guests / officials using the vehicle enrooted for want of proper documentation or conduct of the Driver shall be seriously viewed.
12. The working days shall be 6 days in a week from Monday – Saturday. However, based on the requirements, the bidder shall provide vehicle on Sundays and holidays also.
13. The rates agreed to shall remain valid for a minimum period of 1 year. However, IIITM-K shall be free to terminate the agreement without notice if the services of the agency are found to be unsatisfactory.
14. If the contract is terminated, for any reason, the average use of the vehicle for the total number of days will be considered for the purpose of calculating the payment.
15. The opening and closing Km reading shall be reckoned form the starting and closing point for duty done for IIITM-K 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 IIITM-K on day-to-day basis.
16. While under IIITM-K’s use the IIITM-K name board will be fixed on the vehicle. The AGENCY shall not use the vehicle displaying the board, for purpose other than IIITM-K’s use.
17. 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.
18. 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 amount incurred for alternative arrangement will be debited to contactor account
19. The Contractor should comply with the Rules and Regulations stipulated by the RTO authorities
20. In the unlikely event of any tender’s withdrawing his bid or seeking to alter his rates after opening of the bids or during the validity of the bids or after award of the contract, the EMD submitted by such a tenderer shall be forfeited, shall be black-listed and debarred from participating in any future tendering processes at IITMK for a period of five years. This rule is applicable to those who were exempted for paying EMD.
21. No sub-contracting of the Service allotted is permissible by IIITMK. The near relatives of all IIITMK/DUK employees either directly recruited or on deputation are prohibited from participation in this tender.
22. IIITMK 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.
23. The tenders should be prepared and submitted as per the tender formats only prescribed in the tender document (Annexures attached) and should be addressed to:

The Registrar

Kind Attn: Purchase section

Digital University Kerala, Technocity Campus,

Thonnakkal P O, Thiruvananthapuram,

695317-Kerala.

# Registrar

**Annexure (I)**

# Indian Institute of Information Technology and Management-Kerala (IIITM-K)

TENDER FORM FOR OFFERING OF CAR (SEDAN MODEL) (AC) ON CONTRACT

Sealed tenders are invited from reputed travel agencies /individuals for offering **Engagement of Car (Sedan Model) - 1 No. on Contract [2017 model or later or Covered distance up to 50000 KM] with driver** on 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. RC Book (Please enclose copy) :
  6. We are in a position to offer vehicles at the following rates:

|  |  |  |
| --- | --- | --- |
| Type of Vehicle | Monthly rental with Driver | Rate per additional KM use |
| Sedan (Swift Dezire / Honda City/ Hyundai Verna or equivalent model) – 1500 KMs p.m. Timing 7.45 AM to 7.00 PM. |  |  |

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

* 1. Allowance for night stay, if vehicle is sent out of Thiruvananthapuram: Rs………….
  2. Details of vehicles that are offered are given below:

|  |  |  |
| --- | --- | --- |
| Type of Vehicle | Year of manufacture | Vehicle Number |
|  |  |  |

Signature with seal

Name & Designation of the authorized person

# Annexure (ii)

UNDERTAKING BY THE CONTRACTOR

I/We have carefully read the terms and conditions for provision of **Engagement of Car (Sedan Model) - 1 No. on Contract [2017 model or later or Covered distance up to 50000 KM] with driver**. I/We agree to all these conditions and offer to provide hiring the services. I/We understand that modality of service which the rates are quoted in Annexure (I). This rate is inclusive of all the legal obligations which include insurance, pollution control, road tax, service tax etc.

We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place :

Dated :

Name & Signature of Contractor (s)

Address:

Seal of the Agency: Phone No.

(O):

(R):