TENDER

Enq. No. KUDSIT/0019/2022-23 Date:27.09.2022 Due on: 12.10.2022, 03.00 PM

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 17-Seater Non-AC Traveler on Contract** (Purchased on or after 1 st January 2016) - 1 No. 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:

1. Year of Manufacture: January 1st 2016 or later
2. Tender Fee: Rs. 2500/-
3. Earnest Money Deposit (EMD): Rs.10000/-
4. Last date for submission of bid: Upto 3.00 p.m on 12.10.2022
5. Date of opening of bid: At 3.30 p.m on 12.10.2022
6. 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 October 12th, 2022, at Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala.
7. The tenderers who have not provided quality service earlier or discontinued the contract with IIITM-K/Digital University Kerala are not eligible to apply.
8. Tender fee payable is Rs. 2500/- and EMD payable is Rs. 10000/- The fee may be paid as demand draft in favor of Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram.
9. 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.
10. 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.
11. E.M.D of the unsuccessful bidders will be returned after the tender is finalized.
12. The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / permits/ insurances are liable to summary rejection.
13. The services of the vehicle are generally required throughout the year (i.e. 365 days including Sundays and Holidays) which may be extended depending on requirements. As of now, the University requires one vehicle. However, the University reserves the right to choose to increase the number of vehicles according to its requirements any time during the contract. The contractor will have to provide the vehicles according to the same terms and conditions.
14. The hired vehicle will be used for internal transportation (Pick-up and drop of our students from DUK Hostel annex Kanniyapuram to Technocity Campus) for a maximum of 6 hours per day (morning 3 hours and evening 3 hours) approx. 30 kms per day, which is indicative only and payment will be made based on actual distance travelled on a monthly basis as per the Log Book.
15. The daily trips of these vehicles should be carried out as per the schedule fixed by the University and it will be intimated upon signing the agreement. The vehicle will be normally used in Trivandrum. However, on some occasions, vehicles will be sent for long-distance travel.
16. Monthly rent charges include cost of vehicle rental charges, fuel, drivers’ salary, insurance, pollution certificate charges and all other incidental expenditure including GST. The quoted rate shall remain firm throughout the contract period irrespective of the increase/decrease in fuel charges.
17. The University will not be responsible for any damages, losses, repairs, thefts, fuel refilling, relievers etc., in respect of the vehicles as well as their drivers and in respect of injury or damage to any person or other vehicle.
18. The Service provider shall raise the consolidated bill on actuals 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.
19. The vehicles provided shall be in a very good condition with an impressive interior. The Service provider 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 en route for want of proper documentation or conduct of the Driver shall be seriously viewed.
20. 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 service provider. All such replacement vehicles also shall not be more than 5 years old.
21. Driver shall maintain a daily Log Book indicating the Kms used and duty hours which will be countersigned by the authorities deputed by the Digital University Kerala.
22. The driver shall be well dressed, well behaved and professionally skilled to drive Traveler. 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.
23. The Driver of the vehicle should have a valid Heavy Driving License issued by the competent authority. The Driver should not have any previous record of traffic violation of serious nature which resulted in the suspension of Driving License or equivalent punishment. The character and conduct of the Driver should be good.
24. For local or outstation use, permit, toll, parking Charges, etc. shall be paid at actual against supporting receipts, tokens, etc.
25. 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 the journey to and fro from the garage. Log Book entries shall be countersigned by an authorized representative of Digital University Kerala on a day-to-day basis.
26. The rates agreed 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 Service provider are found to be unsatisfactory.
27. In case the contracting agency replaces any vehicle with another of higher class than the contracted type, payment will be restricted to the rates under this contract only. However, vehicle of lower class than the contracted type shall not be accepted.
28. In case of non-availability of vehicles on demand at any time, the expenses incurred for making alternate arrangements will be debited to the account of the Contractor.Vehicles supplied by the firm/agency will be periodically inspected by nominated officers of the University. In case of non-compliance of any of the conditions like driver not possessing a valid license, vehicle running without a valid insurance and pollution certificate, delayed departure and arrival etc., a penalty of Rs.500/- for each lapse on each occasion will be imposed and recovered from the dues of the contractor.
29. 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 lease agreement with details of vehicle/s.
30. If the contract is terminated for any reason, payment for the days used by University will be paid.
31. While under Digital University use the Digital University Kerala name board will be fixed by the service provider on the vehicle. The service provider shall not use the vehicle displaying the board, for purpose other than Digital University Kerala use.
32. The vendor who qualifies in the tender process shall remit Rs.10,000 (Ten thousand only) towards caution deposit which will be refunded on successful completion of the contract.
33. 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 12.10.2022
34. 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. If the aforementioned tenderer is exempt from submitting an EMD because they have presented an MSME certificate, such tenders shall be black-listed and debarred from participating in any future tendering processes of DUK.
35. The tender should be clearly filled or typed and signed in ink legibly giving the full address of the tenderer. The tenderer should quote in figures as well as in words the amount/price offered by him. Alteration if any, unless legibly attested by the tenderer with full signature and stamp/seal shall invalidate the tender. The tender should be signed by the authorized persons. Unsigned tenders will be treated as disqualified and rejected. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
36. The Tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
37. The tenders shall be sent in a sealed envelope only after super scribing ‘Engagement of 17-seater traveler” on Contract. The bids may be either dropped personally or sent by registered post so as to reach us on or before 3.00 PM on 12.10.2022 to following address.

The Registrar

Kind Attn: Purchase Section

Kerala Digital University,

Technocity Campus,

Thonnakkal P.O, Thiruvananthapuram- 695317

1. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of work, the DUK reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process at the University.

Dated: 27.09.2022 Vice Chancellor

**KUDSIT**

**QUOTATION FORM FOR OFFERING 17 SEAT TRAVELERS WITHOUT AC ON CONTRACT**

Sealed quotations are invited from reputed travel agents and taxi operators for hiring Traveler 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 | Trip rate per Month | Rate per  additional KM use if any | Rate for extra Driver hour |
| **Engagement of 17-seater traveler on Contract** (Purchased on or after 1 st January 2016) - 1 No – Basic rate for 6hrs/30km per day |  |  |  |

\*\* Note: The vehicles being hired will be used for a maximum of 6 hours each day for internal transportation mostly around 30km per day. Must the rate inclusive of GST

1. Allowance for night stay, if the vehicle is sent out of Trivandrum: Rs………….
2. 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) |
| 17 seat travelers –  Non-A/c. (Purchased on or after 1 st January 2016) - |  |  |  |

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 ‘**Engagement of 17-seater traveler on Contract** (Purchased on or after 1 st January 2016) - 1 No. on Contract for Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala.

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.

Palace:

Date:

Signature with seal

Name & Designation of the authorized person