TENDER

Enq. No. **KUDSIT/0018/2022-23 Date:31.10.2022 Due on: 14.11.2022 ,3 P M**

On behalf of **Vice Chancellor Digital University Kerala, Technocity Campus, Thonnakkal P.O.Thiruvananthapuram, Kerala.** invites offers for “**Engagement of Innova Crysta for Graphene project (2016 Model or later)** **- 1 No. on Contract with driver for Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala**”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. Year of Manufacture: 2016 Model or later
	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: Up to 3.00 p.m. on November 14th, 2022
	6. Date of opening of bid: At 3.30 p.m. on November 14th, 2022
2. **Instruction to Tenderers**
3. Tender fee payable is Rs.1180/- and EMD payable is Rs.5000/-. The fee may be paid as demand draft in favor of Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala.
4. 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.

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 15.00 hrs. on November 14th, 2022. at Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala. Bid will be opened at 15.30 hrs. on November 14th 2022.

1. The L1 (lowest) will be decided based on meeting the tender conditions successfully and rates quoted by the bidders.
2. The Contractor should sign all pages of the tender documents and should submit along with the tender form (Annexure)
3. The tenders shall be sent in a sealed envelope only after super scribing “Engagement of Innova Crysta **for Graphene project** (2016 Model or later) - 1 No. on Contract with driver for Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala” and should be addressed to ‘Registrar, Digital University Kerala, Technicity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala’ so as to reach DUK not later than 15.00 hrs. on November 14th 2022.
4. 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. E.M.D of the unsuccessful bidders will be returned after the tender is finalize

# General Terms and Conditions

1. The vendors who have not provided quality service earlier or discontinued the contract with Digital University Kerala (DUK) are not eligible to apply
2. Validity of Contract: The contract will be signed for one year which may be extended subject to satisfactory performance. 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 4500 Kms in a quarter and additional kilometer at Rs 18/km. The calculation of Kilometers starts from the point of start of the duty at Digital University Campus.
3. Specification and Make: Quotation should confirm the exact specification and make, Model i.e. Innova Crysta with the best condition. Organization including detail of price & all charges must be attached.
4. 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.
5. Permanent driver should be posted for the vehicle at no extra cost. Hired vehicle must be normally available on campus between 10 a.m. and 10 p.m., while catering to any additional need and any early arrival on a case-by-case basis; with a normal period of engagement of 12 hrs., if beyond the normal duty hour engagement, an amount of Rs. 500/- per day will be paid extra to driver.
6. 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. No extra charges will be paid for all holidays.
7. Vehicles hired by DUK will be sent for out station duty. An amount of Rs. 500/- per day will be paid for out station stays (If staying at outside Trivandrum district) only. The driver shall arrange for accommodation and food by his own means. DUK reserve no obligation to arrange for accommodation or other facilities for the driver.
8. The vehicle provided must be fully and comprehensively insured covering the risk to the driver.
9. Driver should be provided by the vendor and shall be solely responsible for payment of wages/salaries other benefits and allowances to the driver.
10. It is the responsibility of the vendor to provide additional drivers in case the vehicle is run for the whole day or overtime charges for the driver for replacement in case of the regular driver taking weekly off or going on some other leave.
11. The driver has to be educated, well mannered, experienced & well acquainted with all districts of Kerala and also should have a clean track record. Police Clearance Certificate of the driver deployed with the vehicle has to be ensured by the successful vendor. He shall maintain discipline and shall display courtesy to the guests/officials of India Innovation Centre for Graphene while on duty.
12. All types of liabilities, maintenance, comprehensive insurance, up-keeping charges, Indemnity and any penalty levied by Govt. Authority etc. related to hired vehicles will be borne by the vendor itself. 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 vendor.
13. 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.
14. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to terminate the contract without assigning any reason thereof, and nothing will be payable by the Competent Authority in that event, and the Security Deposit shall stand forfeited.
15. All other standards will be as per the norms and conditions of the University.
16. The driver shall be well dressed, well behaved and professionally skilled to drive vehicle. Should not have any criminal background with no police case against him/her
17. 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.
18. 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 DUK 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 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 en-route for want of proper documentation or conduct of the Driver shall be seriously viewed.
20. 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.
21. 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.
22. The opening and closing Km reading shall be reckoned form the starting and closing point for duty done for DUK 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 DUK on day-to-day basis.
23. While under DUK’s use the DUK name board will be fixed on the vehicle. The AGENCY shall not use the vehicle displaying the board, for purpose other than DUK’s use.
24. Accident Handling: During the course of engagement of the vehicle to DUK, if any accidents occurs, either to the vehicle or to the third party, DUK will not be responsible for any liability arising out of such accident and it will be the responsibility of the contractor itself.
25. 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
26. 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 instance.
27. The Contractor should comply with the Rules and Regulations stipulated by the RTO authorities
28. 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 said tenderer has been exempted from EMD, then he shall be black-listed and debarred from participating in any future tendering processes at DUK for a period of five years.
29. DUK 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.
30. 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.

**Vice Chancellor**

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#  Annexure (i)

**Digital University Kerala, Technocity Campus, Thonnakkal P.O. Thiruvananthapuram**

TENDER FORM FOR OFFERING OF ENGAGEMENT OF INNOVA CRYSTA FOR GRAPHENE PROJECT (2016 Model or later) - 1 NO.

Sealed tenders are invited from reputed travel agencies /individuals for “Engagement of Innova Crysta graphene project (2016 Model or later) - 1 No. on Contract with driver for Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala, 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) :

We are in a position to offer vehicles at the following rates:

|  |  |
| --- | --- |
| Type of Vehicle | Monthly rental with Driver |
| Engagement of Innova Crysta **for Graphene project** (2016 Model or later) - 1 No. on Contract with driver 1500 KMs p.m.  |  |
|  |

Note:- Normally available between 10 am to 10 pm on the campus while catering to any additional need and any early arrival on a case to case basis; with a normal period of engagement of 12 hrs. if beyond the normal duty hour engagement, an amount of Rs. 500/- per day will be paid extra to driver.

* 1. 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 Engagement of Innova Crysta graphene project (2016 Model or later) - 1 No. on Contract with driver 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