**TENDER**

**Enq. No. KUDSIT/ 0032/2022-23 Date: 08/11/2022 Due on: 22/11/2022 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 with following conditions from reputed, experienced and financially sound agencies/individuals to provide a Toyota Innova Crysta (AC) with a driver on a monthly basis. 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: 2017 Model and not driven more than 100000 Kms.
   2. Class of Vehicle: Taxi
   3. Tender Fee: Rs. 1700/-
   4. Earnest Money Deposit (EMD): Rs.7200/-
   5. Last date for submission of bid: Up to 3.00 p.m. on November 22nd, 2022
   6. Date of opening of bid: At 3.30 p.m. on November 22nd, 2022
2. **Instruction to Tenderers**
3. The vendors who have valid GST, PAN and experience in supplying to Govt, PSUs only need to apply. (Attach copies)
4. Tender fee payable is Rs.1700/- and EMD payable is Rs.7200/-. The fee may be paid as demand draft in favor of Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram
5. 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 2 vehicles of same type. All such vehicle shall be 2017 Model and not driven more than 100000 Kms.
6. The vendors who have not provided quality service earlier or discontinued the contract with IIITM-K/Digital University Kerala are not eligible to apply.
7. 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.
8. 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. 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.
9. Permanent driver should be posted for the vehicle.

8. Insurance, Taxes, Fuel, Lubricants and maintenance of the vehicles in good condition shall be the responsibility of the AGENCY. Any unforeseen expenditure incurred on the vehicles while on duty, shall be debited to the account of the AGENCY. The AGENCY shall do all repairs without any liability to the Institute or its employee.

9. 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.

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 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.

11. The vehicles provided shall be in a very good condition with impressive interior. The Agency shall ensure that the vehicle provided carries with it proper documents logbook 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.

12. 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.

13. The Driver of the vehicle shall be in proper dress and shall not conduct in a manner which may breach Motor Vehicles Act and he shall maintain discipline and shall display courtesy to the guests / officials of Digital University Kerala while on duty.

14. 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.

15 .For local or outstation use, permit, toll, parking charges etc. shall be paid by the Institute at actual against supporting receipts, token etc

16. 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.

17. 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.

18. The opening and closing Km reading shall be reckoned form 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 fro garage. Log Book entries shall be countersigned by authorized representative of Digital University Kerala on day-to-day basis.

19. 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.

20. Accident Handling: During the course of engagement of the vehicle to DUK, if any accidents occur, 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.

21. 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.

22. The vendor who qualifies in the tender process shall remit Rs.10, 000/- (Rupees ten thousand only) as caution deposit which will be refunded on satisfactory completion of the contract.

23 Digital University Kerala reserves the right to accept any quotation and to reject any or all quotations with or without any reasons. The Contractor should sign all pages of the tender documents and should submit along with the tender form (Annexure)

The tenders should be prepared and submitted as per the tender formats only prescribed in the tender document (Annexures attached) later by 3.00 PM on November 22nd, 2022. and should be addressed to:

The Registrar

Kind Attn: Purchase section

Digital University Kerala, Technocity Campus,

Thonnakkal P O, Thiruvananthapuram,

695317-Kerala.

Vice chancellor

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 |  |  |  |

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

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

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) |  |  |  |  |

6. In case the vehicle is not owned by the vendor, please provide details of 2 vehicles of same type. (Refer Slno.3 of terms and conditions)

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

Signature with seal