

## TENDER FOR HIRING VEHICLE ON CONTRACT BASIS

No. KUDSIT/031/Vehicle Hiring/2024-25

Date:24.08.2024

Due on: 30.08.2024, 03.00 PM

On behalf of the Kerala University of Digital Sciences, Innovation and Technology (DUK), the Registrar invites sealed tenders from reputed agencies for the **Engagement of 26-seater traveler (Non A/C) on contract**. The contract will be for a period of **Six months** 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:

Tender Due Dates		
1	Date for Availability of Tender Document on the website	24.08.2024
2	Last Date for Bid Submission	30.08.2024 03:00 P.M
3	The date and time for opening of Bid	30.08.2024 03:30 P.M
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs. 1,275/-
5	EMD	Rs. 5,400/-

### General Terms & Conditions

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- **Cost of tender document, Rs. 1,275/- (Inclusive of GST) and EMD, Rs. 5,400/- as applicable to be submitted along with the tender as demand draft favoring “The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram”** failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will treated as security deposit and will be returned without any interest only after satisfactory completion of the contract period.
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- The vendor who qualifies in the tender process shall remit Rs.15,000 (Fifteen thousand only) towards caution deposit which will be refunded on successful completion of the contract.
- The Bid format is attached as an Annexure I and the tenderers are requested to submit the bid format after duly filled in and signed on or before 3.00 pm on 30.08.2024, at Digital University Kerala, Technopark Phase IV Campus, Mangalapuram, Thonnakkal P O, Thiruvananthapuram - 695317, Kerala.

- The tenderers who have not provided quality service earlier or discontinued the contract with IIITM-K/Digital University Kerala are not eligible to apply.
- 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 services of the vehicle are generally required initially for a period of **Six months** (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.
- The tenders of the contracting agencies not in possession of valid statutory sanctions / registrations / permits/ insurances are liable to summary rejection.
- The vehicle being hired will be used for a maximum of 6 hrs. each day (approx. 60 kms per day) for transportation. 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.
- 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.
- 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.
- The Service provider shall raise the consolidated bill on actuals by 5<sup>th</sup> 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- For local or outstation use, permit, toll, parking Charges, etc. shall be paid at actual against supporting receipts, tokens, etc.
- 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 for the garage. Log Book entries shall be countersigned by an authorized representative of Digital University Kerala on a day-to-day basis.
- The rates agreed shall remain valid for a minimum period of 6 months. However, DUK shall be free to terminate the agreement without notice if the services of the Service provider are found to be unsatisfactory.
- 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.
- In case of non-availability of vehicles on demand at any time, the expense 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 etc., a penalty of Rs.500/- for each lapse on each occasion will be imposed and recovered from the dues of the contractor.
- 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
- If the contract is terminated for any reason, payment for the days used by University will be paid to the vendor.
- 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.
- 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 30.08.2024.
- 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.

- 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.
- The Tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- The tenders shall be sent in a sealed envelope only after super scribing 'Engagement of 26-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 August 30th, 2024 to following address.

The Purchase Section  
Digital University Kerala,  
Technopark Phase IV Campus, Mangalapuram  
Thonnakkal P.O, Thiruvananthapuram- 695317

- 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: 24.08.2024

Registrar

### **Bidder Eligibility**

- The bidder should own or have on lease at least one commercial vehicle registered as TAXI in the name of the proprietor / company / partners / firms / Director and not older than 2019 model with comprehensive insurance.
- The bidder shall also submit full details of the vehicle such as RC Book, Road Tax, Insurance, Taxi Permit, fitness certificate etc. along with the bid document.
- The bidder shall have experience of minimum period of one year before the date of NIT for similar type of contract of supplying commercial vehicles to any Govt. organization or any Public Sector Undertaking.
- The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc. and carryout periodical maintenance and execute the work through their Supervisor.
- Documents to be submitted along with the Bid Self attested copies of the following documents shall be submitted along with the bid.
  1. RC Book
  2. Permit
  3. Fitness Certificate
  4. Road Tax
  5. Insurance certificate
  6. PAN card
  7. GST registration(if applicable)
  8. Experience certificate.
  9. Lease agreement, if RC is not in the name of bidder

[To be submitted in letter head of the Bidder]

**QUOTATION FORM FOR OFFERING 26 SEATER TRAVELER 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
<b><u>Engagement of 26-seater traveler on Contract</u></b> (Purchased on or after 1 st January 2019) - 1 No. – Basic rate for 6hrs/60km per day			

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)
26 seat traveler Non A/c			

Signature with seal  
Name & Designation of the authorized person

## Annexure II

[To be submitted in letter head of the Bidder]

### UNDERTAKING BY THE CONTRACTOR

I have carefully read the terms and conditions for provision '**Engagement of 26-seater traveler on Contract** (Purchased on or after 1st January 2019) - 1 No. on Contract for Digital University Kerala, Technopark Phase IV Campus, Mangalapuram, Thonnakkal P O, Thiruvananthapuram, Kerala.

I agree to all these conditions and offer to provide hiring the services. I 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 have acquainted ourselves with the tasks required to be carried out, before making this offer. I hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place:

Date:

Signature with seal  
Name & Designation of the authorized  
person

[To be submitted in letter head of the supplier]

**DECLARATION SHEET**

I, ..... hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format:  a) Name of the Bank: b) Account Number: c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Authorized Signature with Stamp)