

## TENDER

Eng. No. IIITMK/0743/2022

Date: 17/03/2022

Due on: 24/03/2022 3 P M

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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 [2018 model or later] with driver for Maker Village, Integrated Startup Complex, KITS, Kalamassery, Cochin”** 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

- |                                     |                              |
|-------------------------------------|------------------------------|
| a. Year of Manufacture:             | 2018 or later                |
| b. Class of Vehicle:                | Taxi                         |
| c. Tender Fee:                      | Rs. 1,180/-                  |
| d. Earnest Money Deposit (EMD):     | Rs.5,000/-                   |
| e. Last date for submission of bid: | Upto 3.00 p.m. on 24-03-2022 |
| f. Date of opening of bid:          | At 3.30 p.m. on 24-03-2022   |

### 2. Instruction to Tenderers

- i. 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.
- ii. 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.
- iii. 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 March 24, 2022 at Digital University Kerala, Technocity Campus, Thonnakkal P O, Thiruvananthapuram, Kerala.
- iv. Bid will be opened at 3.30 pm on March 24, 2022.
- v. The L1 (lowest) will be decided based on meeting the tender conditions successfully and rates quoted by the bidders.
- vi. The Contractor should sign all pages of the tender documents and should submit along with the tender form (Annexure)
- vii. The tenders shall be sent in a sealed envelope only after super scribing **“Engagement of Car (Sedan Model) - 1 No. on Contract [2018 model or later]”**

**with driver for Maker Village, Integrated Startup Complex, KITS, Kalamassery, Cochin**” 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 IIITMK not later than 15.00 hrs on March 24, 2022.

- viii. 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.
- ix. E.M.D of the unsuccessful bidders will be returned after the tender is finalized

### **3. General Terms and Conditions**

- i. The vendors who have not provided quality service earlier or discontinued the contract with IIITM-K/Digital University Kerala are not eligible to apply.
- ii. The vehicles will normally be used in Cochin. 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 Cochin city limits, Driver’s allowance as per quotation or agreed rates will be paid extra.
- iii. The contract will be for a period of one year initially, 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 4500Kms in a quarter.
- iv. Permanent driver should be posted for the vehicle.
- v. 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.
- vi. 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.

- vii. 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.
- viii. 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 5<sup>th</sup> 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.
- ix. 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 enroute for want of proper documentation or conduct of the Driver shall be seriously viewed.
- x. 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.
- xi. 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.
- xii. The opening and closing Km reading shall be reckoned from 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.
- xiii. While under IIITM-K's use the IIITM-K (Maker Village) 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.
- xiv. 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.
- xv. 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.
- xvi. The Contractor should comply with the Rules and Regulations stipulated by the RTO authorities
- xvii. 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.

**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 [2018 model or later] with driver for Maker Village, Integrated Startup Complex, KITS, Kalamassery, Cochin** 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 (Toyota Etios/ Swift Dezire/Tata Tigor/ Hyundai xcent ) – 1500 KMs p.m. Timing 7.45.00 AM to 7.00 PM.		

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

7. Allowance for night stay, if vehicle is sent out of Ernakulum: Rs.....

8. 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

**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 [2018 model or later] with driver for Maker Village, Integrated Startup Complex, KITS, Kalamassery, Cochin. 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): \_\_\_\_\_