

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27
Phone: 0471-2380910, 912 Fax: 0471- 2380681

No.C-DIT/03/ADM-VEH/2022-23/T397

Date: 21.03.2023

TENDER NOTICE

PROVIDING CAR FOR RENTAL

Sealed tenders are invited for Providing car on monthly rental basis. The envelopes containing the tender should bear the superscription "*Tender for providing cars on rental basis*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **31.03.2023, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 31.03.2023** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website www.cdit.org

Thiruvananthapuram

21.03.2023

Sd/-

REGISTRAR

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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PROVIDING CAR FOR RENTAL

TENDER TERMS

GENERAL TERMS AND CONDITIONS

1. This Tender, “for providing cars on monthly and daily rental basis” is invited for providing transportation facilities to persons in various projects undertaken by C-DIT.
2. C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever

ELIGIBILITY CRITERIA OF BIDDER

1. To qualify for award of the work, the intending bidder should have prior experience in field of supplying vehicle on hire/rental basis to reputed concerns/government establishments/PSUs.
2. Bidder must have a currently valid PAN number and GST registration.
3. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt/PSUs

REQUIREMENT SPECIFICATIONS

A) Requirement of vehicles on monthly rental basis

Sl No	Description	No. of Vehicles required
1	Car : Engine Capacity: above 1500 CC (Innova car)	2
2	Car : Engine Capacity: below 1500 CC (Sedan)	2

B) Requirement of vehicles on Daily rental basis

Sl No	Description	No.of Vehicles required
1	Tempo Traveler with 12 seats, 17 seats and 26 seats	As per demand/requirement
2	Tempo Traveler with out seat	
3	Car : Engine Capacity: above 1500 CC	
4	Car : Engine Capacity: below 1500 CC	

OTHER TERMS AND CONDITIONS

4. The bidders will be responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives.
5. The vehicles supplied should be duly registered with Motor vehicles Department, Govt. of Kerala and the contractor will be solely responsible to full fill all the conditions regarding vehicles supplied to C-DIT.

For requirement of Vehicle on monthly rental basis (A)

- i) The vehicles will be hired on calendar month basis. The rate should be quoted for 2000 KM (Including GST) on a monthly basis and rate per kilometer for excess distance. The tenders which do not indicate this essential information will not be considered.**
- ii) The basic fixed monthly hire charges shall cover the fuel charges for vehicles, repairs and maintenance, insurance, permit, driver's salary and allowances including night batta, toll charges etc.**
- iii) A certified copy of RC book, Insurance certificate, non-pollution certificate, and driver's Driving License are to be submitted to C-DIT along with the tender document.**
- iv) Driver of the vehicle shall have a valid driving license. Whenever a driver is changed a copy of the Driving License of the new driver is to be furnished.**
- v) The vehicle should be made available on all days including holidays, round the clock and the Contractor should also ensure this.**
- vi) The hired vehicles should not be used by the contractor or driver for any other**

activity which is not covered under contract.

- vii) The contract will be for a period of 12 months with effect from the actual date of commencement of contract and is renewable on mutual agreement for an additional period of 12 months on the same terms and conditions.
- viii) The contract can be terminated by contractor or C-DIT by giving 30 days notice in advance.
- ix) During the period of contract no request shall be entertained for any hike in the agreed rates due to any reason.
- x) The contractor shall provide replacement of vehicles within one hour in case of breakdown or servicing. In case replacement is not provided, C-DIT will book similar vehicles from alternative sources and the expenses so incurred will be recovered from the monthly bill.

For requirement of Vehicle on daily rental basis (B)

- i) **The vehicles will be hired on daily basis. The rate should be quoted (Including GST) for daily basis (maximum kilometer covered per day and the rate, and also rate per kilometer for excess distance). The daily hire charges shall cover the fuel charges for vehicles, driver's salary and allowances including night batta, toll charges etc.**
6. Certified copy of RC book, Insurance certificate, non-pollution certificate, and driver's Driving License are to be submitted to C-DIT at the same time of signing the agreement. Whenever a driver is changed a copy of the Driving License of the new driver is to be furnished.
 7. The vehicle supplied by the contractor shall have permit to carry passengers. The contractor should comply with Road Transport Authority (RTA) and other State Government rules, regulations etc. Any breach in these rules shall be at the complete risk of the contractor. C-DIT will no way be responsible for any damage, losses/action incurred to the contractor arising out of this contract. Further C-DIT may insist from time to time produce the relevant documentary evidence pertaining to vehicle, driver etc failing which C-DIT will withheld payments or terminate the contract.
 8. The vehicle shall have comprehensive insurance and fitness as per RTA Rules.
 9. In the case of any accident all claims arising out it shall be met by the contractor.

- 10. The bidders shall submit the Monthly rental hiring charges in “FORM A” and Daily rental charges in “FORM B” in a sealed envelop.**
11. The Contractor should provide driver(s) with valid driving license and mobile phone. The driver should have knowledge of city routes and should be able to communicate and understand Malayalam. Any change of driver is to be intimated in advance.
12. The vehicles provided should be invariably fixed with the Name Plates of the Department as “ON DUTY WITH C-DIT “ in the front as well as rear side which is in conformity with Road Transport Authority rules and it should be strictly kept covered while the vehicles are being used by officers/officials other than to whom the vehicles are allotted or when the vehicle is not being used by C-DIT.
13. The vehicle taken on hire will have to be parked either in the office premises.
- 14. EMD: The bidder who quoted for providing vehicles on monthly basis (Requirement A) shall submit EMD of Rs. 10,000/- (Rupees Ten Thousand only) along with the tender in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.**
15. Agreement: The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper.
16. The contractor to whom contract is awarded should furnish the name, address and contact number of a person with whom the department/Controlling officer (of the Department) should contact, in case of any problem faced with regard to service being provided by such contractor on daily basis.
17. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the tenderer shall be bound to supply vehicles at the rates quoted. C-DIT reserve the right to split the orders among one or more bidders, at the sole discretion.
18. If the bidder furnishes wrong and/or misleading data, statement(s) etc. about the services offered by it, its tender will be liable to be ignored and rejected.
19. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian

Arbitration and Conciliation Act(Amended), 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.

20. PAYMENT TERMS: The following terms of payment shall be applicable for the contract (For hired vehicles on monthly rental basis)

i) Bill are to be submitted on monthly basis before 5th of every succeeding month by the contractor to the Registrar, C-DIT. Each bill is to be attached with trip sheet following full particulars of travel duly countersigned by the officer using the vehicle/Head of the Department of the Department to which the vehicle is attached. Payment will be made by cheque after statutory and other deductions.

ii) In the case vehicles hired on daily basis the bills can be submitted after each trip.

21. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT. C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.

22. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

In case of doubt:

23. If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Sri Kuriakose Philip in Mobile Number: 9746287110

24. The last date for submission of tender 31.03.2023 at 3.00 PM.

The tender will be opened on the same day at 3.30 PM

Sd/
REGISTRAR, C-DIT
Dated 21.03.2023

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FORM - A

TENDER FOR PROVIDING CAR ON RENTAL

A) Vehicles on monthly rental basis

Sl. No	Description	Requirement	Monthly rent for up to 2000 Kilometers	Rate for additional Kilometer (beyond 2000 Kilometers)	Rate for additional driver batta beyond 250 Hrs per month (Per Hour basis)
1	Car- with Engine Capacity: above 1500 CC (Innova)	2Nos			
2	Car- with Engine Capacity: below 1500 CC (Sedan)	2 Nos			

* Rate quoted should be including GST

Name of the Bidder/Firm/Agency:

Address:

Phone No:

e-mail id:

Signature

Office Seal

Date:

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FORM - B

TENDER FOR PROVIDING CAR ON RENTAL

B) Vehicles on daily rental basis

Sl. No	Description	Requirement	Time	Maximum Kilometer per day	Daily rent (Including Driver batta)	Rate for additional kilometers (per km basis)	Rate for additional driver batta beyond 8 Hours (Per Hour basis)
1	Tempo Traveler with 12 seats	1 No	8 Hrs	80			
2	Tempo Traveler with 17 seats	1 No	8 Hrs	80			
3	Tempo Traveler with 26 seats	1 No	8 Hrs	80			
4	Tempo Traveler without seat	1 No	8 Hrs	80			
5	Car- with Engine Capacity: above 1500 CC	1 No	8 Hrs	80			
6	Car- with Engine Capacity: below 1500 CC	1 No	8 Hrs	80			

* Rate quoted should be inclusive of GST

Name of the Bidder/Firm/Agency:

Address:

Phone No:

e-mail id:

Signature

Office Seal

Date: