



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
(Department of Electronics & IT, Govt. of Kerala)
www.cdit.org, E-mail: cdit@cdit.org

Invitation to Bid

for

Procurement of Mahindra Bolero Neo Plus P (10) Vehicle

Notice No: C-DIT/11/VCD-VEH/2024-25/T562

Date of issue: 30.11.2024

Issued by Centre for Development of Imaging Technology (C-DIT) (Department of
Electronics & IT, Govt. of Kerala)
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GSTIN NO: 32AAATC1823F1ZF

NIT No: C-DIT/11/VCD-VEH/2024-25/T553

Date: 30/11/2024

- 1.0 Centre For Development of Imaging Technology (CDIT) is an autonomous body under the Department of Electronics and IT, Govt. of Kerala. C-DIT diversified into media communication, Information Technology, digitization activities applications including software development and providing IT-enabled services to the masses. C-DIT has been functioning as a Total Solutions Provider in IT and Communication fields with a focus on the Government sector for the past 34 years. C-DIT have also made our mark in the field of education and training by offering a stream of courses in communication, new media production, and information technology.
- 2.0 C-DIT invites open bids for procurement of new **Mahindra Bolero Vehicle (Model: Neo Plus P(10) in Diamond White colour)** from authorized dealers of Mahindra &Mahindra located in Kerala. The brief description of tender is as under:

3.0 Brief Details

Tender No. and Date	C-DIT/11/VCD-VEH/2024-25/T562 dated 30/11/2024.
Description	Procurement of Vehicle - Mahindra Bolero Vehicle (Model: Neo Plus P(10) in Diamond White colour <i>For any corrigendum and extension of date of bid submission, please visit CDIT's website. www.cdit.org</i>
Document download Commencement Date from C-DIT's website	30/11/2024
Last Date and Time for Bid submission	10/12/2024 at 3:00 P.M.
Technical Opening Date & Time	10/12/2024 at 03:05 P.M.
Financial Bid Opening Date & Time	Bids of the successful bidders, who qualify the technical criteria, will only be opened. Date and time will be conveyed separately.
Scope of Purchase/Specifications	Annexure-1
General Terms & Conditions	Annexure-2
Authority letter on Company letter heads for bid submission and acceptance of bid terms & conditions etc.	Annexure-3
Bid Security/EMD Exemption	Annexure-4
Technical Bid	Appendix - 1
Financial Bid	Appendix - 2

- 4.0 C-DIT reserves the right to reject any or all bids or cancel/withdraw the NIT for the subject without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.

- 5.0 The evaluation of bids shall be done only on basis of Lowest quote as L-1 bidder subject to fulfilling the eligibility / technical criteria of the tender.
- 6.0 Purchase order will be placed only after the confirmation of budgetary approval and availability of funds.

7.0 Address for Communication:

Registrar

Centre For Development of Imaging Technolgy (C-DIT)
Chitranjali Hills, Thiruvallam, Thiruvallam PO,
Thiruvananthapuram, Kerala
Pin- 695027

Details Contact Person: Karthikeyan S,

Contact No: 9847661702

E-mail: itzkarthik@gmail.com

ANNEXURE - 1

SECTION - 1: SCOPE OF PURCHASE & SPECIFICATIONS

The bidding is open to all qualified authorized dealers of M/s. Mahindra & Mahindra Motors who fully meet the minimum qualifying criteria and provide satisfactory evidence in support, failing which their bid will be summarily rejected without assigning any reason.

- 1) **Scope of Purchase:** The scope of Purchase includes following requirements:
 - Procurement One New Vehicle – Mahindra Bolero Neo Plus P(10) (Model: NeoPlus P(10) BS VI) in Diamond White colour. Higher models/ options may be considered if available
 - The quoted rates should be total on road price inclusive of all charges/taxes/freight and insurance.
 - **Total warranty 3 years**
 - Repair & Maintenance of vehicle during the warranty period will be through authorized dealers.
 - Comprehensive Insurance inclusive of Zero Depreciation with Consumables, Engine Protect, Anti- Theft Devices, Key Protect, Return to Invoice, Roadside Assistance Cover, Tyre Damage etc.
- 2) **Delivery of Vehicle:** Within 30 days of the Purchase order.
- 3) **Payment Terms & Conditions:** The full payment will be released by C-DIT upon confirmation from bidders for vehicle delivery & inspection and submission of GST invoice.
- 4) **Validity:** The quotation shall be valid for a period of 03 (three) months from the date of opening of bids.
- 5) C-DIT reserves the right to carry out capability assessment of the participative Bidders / Tenderers and also reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever and C-DIT's decision shall be final & binding in this regard.

SECTION - 2: MANDATORY REQUIREMENTS TO MEET THE ELIGIBILITY CRITERIA

- 1) Bidder shall be an Indian Authorized Agency / dealer of Mahindra & Mahindra engaged in selling of New Vehicles and having its Sales Office & Service Centre in Kerala.
- 2) Average annual turnover during the last three financial years should be Rs. 50 Lakh or more.
- 3) Agency is registered & license holder under for PAN, TAN & GST and Company Authorized dealer.
- 4) Agency should not have been banned/blacklisted by any Govt/ State Govt/PSUs during the last 3 years. The Agency should provide an undertaking for the same in the format as enclosed at **Annexure-3. Agencies, not meeting the above eligibility criteria shall not be considered as technically qualified and Financial Bid of such Agencies / dealers will not be opened/ evaluated.**

ANNEXURE - 2

Tender General Terms & Conditions

The General Terms and Conditions will supersede any related conditions anywhere in the Bidding documents and will prevail for evaluation / finalization of the tender.

1.	Contract documents	The Purchase Order shall be sent to the successful Bidder. The Purchase Order will constitute the formation of the contract. The contract shall come into effect from the date of issue of Purchase Order. The successful bidder will sign and return the copy of the Purchase Order as a token of acceptance. Successful bidder on whom Purchase Order is placed shall hereinafter be called Supplier / Agency / Firm.
2.	Bid	The bids are to be submitted in three sealed cover envelopes separately which has to be finally placed in one envelope. The first envelope shall contain Earnest Money Deposit (EMD), second envelope shall contain Technical Bid and third envelope shall contain Financial Bid. Technical bid Should be submitted as per Appendix-I and Financial Bid should be submitted as per Appendix-II.
3.	Bid Submission	Each authorized bidder shall submit only one bid in response to this tender. Any bidder who submits more than one bid will be disqualified. However, add ones and extra items may be shown separately with the extra prices. The bidder 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 The Registrar, C-DIT payable at Thiruvananthapuram. Any modification in the submitted offer after its submission and or closing date of the bid will not be considered.
4.	Bid Validity	The period of validity of quotations for acceptance, shall be for 90 days from the closing date of tender. Bid with less validity, are likely to be ignored.
5.	Rate & Taxes	<ul style="list-style-type: none"> Financial Bid to be quoted in INR (numeric) value without any cutting/over writing. The rates quoted, should clearly specify all the taxes applicable. In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all type of taxes/duties. The cost shall include all expenses.
6.	Arithmetical errors	All rates and amount shall be written both in figures and words without any cutting/ over-writing and shall be indicated in Indian rupees only. Arithmetical errors will be corrected on the following basis: <ul style="list-style-type: none"> If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

7.	Delayed / Late / Incomplete Bids	<ul style="list-style-type: none"> • The tender received late, without requisite documents, without sign & stamp, or incomplete in any respect will be rejected. C-DIT will not be responsible for any postal/delivery delay. • If the bidder does not respond promptly to request for all supplementary information required for the evaluation of the bid, his/her tender will be rejected. • At any time if a material misrepresentation is found, the tender will be rejected and/or Purchase Order cancelled. • Conditional or incomplete tender shall not be accepted & shall be treated as rejected.
8.	Evaluation of Bids	The Technical Bid of only those agencies who have submitted the EMD shall be opened and, their Financial Bid will be opened Technical bids are responsive.
9.	Amendment	No amendment or other variation of the Contract (Purchase Order) shall be effective unless it is in writing and is signed by a duly authorized representative of C-DIT and accepted by the Bidder / Company / Agency / Agency / Contractor / Supplier.
10.	Tax Deduction at Source	Tax deduction at source shall be governed as per prevailing rules.
11.	Settlement of Disputes	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 (Amendment) Act, 2015. Courts and councils in Thiruvananthapuram/ Kerala will have exclusive first jurisdiction over any litigation
12.	Payment Terms	<p>Payment will be made to the account of the successful bidder as per the payment terms mentioned in the Purchase order.</p> <p>C-DIT, while releasing payment, shall deduct GST/TDS at source at the applicable rates in case transactions under the PO/Contract are liable to GST/TDS deduction at source.</p>
13.	Authorized Representative	Any action required or permitted to be taken, and any document required or permitted to be executed, under the Contract by the C-DIT or the Bidder may be taken or executed by the officials.
14.	Inspection and Testing	All materials shall be inspected as per scope of Purchase Order/ specifications.
15.	Warranty	<p>The provision of Warranty shall be:</p> <p>a) The Manufacture/Supplier/agency/firm shall warrant that the Goods shall be free from defects arising from any act or omission of the Manufacture/Supplier/agency/firm or arising from design, materials, and workmanship, under normal use in the conditions.</p>

		<p>b) If having been notified, the Manufacture/Supplier/agency/firm fails to remedy the defect, the C-DIT may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the C-DIT may have against the Manufacture/Supplier/agency/firm under the Contract.</p>
16.	No breach of contract	<p>The failure of a party to fulfill any of its obligations under the Contract shall not be considered to be a breach of or default under the Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event-</p> <p>a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract and</p> <p>b) has informed the other Party as soon as possible about the occurrence of such an event.</p>
17.	Obligations of the Manufacture/Supplier / Agency / Firm	<p>Bidder agrees to indemnify C-DIT from any and all claims, demands, losses, cause of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the bid.</p> <p>The Manufacture/Supplier/agency/firm shall supply the Goods perform the Services and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advance technology and safe methods. The Manufacture/Supplier/agency/firm shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the C-DIT and shall at all times support and safeguard the C-DIT's legitimate interests in any dealings with Sub-bidder or third parties.</p>
18.	Termination	<p>The C-DIT may terminate the Order/Contract, by not less than Fifteen (15) days' written notice of termination to the Supplier / agency / firm, to be given after the occurrence of any of the events specified in paragraphs(a) to (d) of this Clause and sixty (60) days' in the case of the event referred to in (e) below:</p> <p>(a) if the Manufacture/Supplier/agency/firm does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the C-DIT may have subsequently approved in writing;</p> <p>(b) if the Manufacture/Supplier/agency/firm becomes insolvent or bankrupt;</p> <p>(c) if as a result of Force Majeure, the Manufacture/Supplier/agency/firm is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or</p>

		(d) if the Manufacture/ Supplier/agency/firm, in the judgment of the C-DIT has engaged in corrupt or fraudulent practices in competing or in executing the Contract.
19.	EMD Exemption	The bidder who claims Bid Security/EMD Exemptions should furnish the Bid Security Declaration form on a stamp paper worth ₹ 200/-, in the format attached as ' Annexure 4 ', and should submit along with the tender. The original/hard copy shall be sent by registered post addressed to The Registrar, C-DIT, Chithranjali Hills, Thiruvallam, Thiruvananthapuram- 695027
20.	Acceptance of all terms and conditions of the Bid	The Bidder has to submit an undertaking on Company's letter head for acceptance of tender terms & conditions, etc. of the bid document (Appendix- 3).
21.	Financial Bid Evaluation	The evaluation of bids / the tender shall be finalized in favour of the lowest bidder considering all component prices put together excluding applicable tax.
22.	Contract Award	<p>Bid with lowest price conforming to the specification will be considered for placement of order. Purchase Order will be awarded to one party (L-1) vendor to carry out the entire Purchase, meeting C-DIT's requirement to.</p> <p>If two or more bidders quote the same lowest price, C-DIT reserves the right to seek revised offer from those L1 bidders only and placing order on revised L-1 offer. If same situation prevails then C-DIT reserve the right to place order on any of them considering the bidder who is providing early delivery and better service history may be given preference.</p>

ANNEXURE-3**AUTHORISATION LETTER****{To be submitted on Agency/ company letterhead}**

I _____(name) certify that I am in the capacity of _____(designation) in the Agency, as per organization rules & regulations / laws is authorized to submit the Bid and bind the organization by authority of its governing body/board/by-laws, etc.

- (a) I / we hereby certify that there is no deviation (or the deviation if any are highlighted) from tender conditions either technical or commercial and I hereby agree and accept all the Terms and Conditions mentioned of the C-DIT's Tender unconditionally. We are aware that conditional bids if quoted shall be summarily rejected.
- (b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of C-DIT's employees or persons positioned in or on the Board of these two organizations by whatever process.
- (c) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.
- (d) There is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency (in case of Proprietorship), Partner of the Agency (in case of Partnership), any of its directors (in case of Pvt. Ltd. Company) or against the Agency) on grounds of moral turpitude or for violation of any of the laws in force.
- (e) I / We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.
- (f) I / We undertake that our Agency/company has not been blacklisted / debarred by any of the any of the department/organizations/PSUs/institutions of the Govt. of India/State Govt during the last 3 financial years.
- (g) We confirm, in case Agency fails to honour the agreed terms and conditions, C-DIT shall have unqualified, absolute and unfettered right to cancel the bid as 'unresponsive' during bidding process and encash / forfeit the bid security submitted in this behalf.
- (h) In case of any dispute, we will not approach any Arbitration/Courts directly, while the disputed matter is under amicably settlement in C-DIT or with IEM/Expert Committee constituted by C-DIT and will await decision of the same before providing any further.
- (i) I have read and understood the various forms and documents and am submitting tender, complete in all respects. I understand that you are not bound to accept lowest/highest or bid you may receive.

Authorized Signatory: _____

Name: _____

Designation: _____

For and on behalf of (Name of the Agency): _____

Date: _____

Note: The above should be duly signed and stamped by the authorized signatory.

BID SECURING DECLARATION

Documents relating to Bid Security

(To be submitted as part of Proposal, along with supporting documents like UDYAM Registration Certificate)

A Bid Securing Declaration in lieu of bid security in the following format; Bidders exempted from submission of bid security must submit this declaration

Bidder's Firm Name _____

(Address and contact details)

Bidder's Reference No. _____ Date _____

PAN No. _____ GST No. _____ Udyam Reg. No _____

To

The Registrar
Centre for Development of Imaging Technology(C-DIT)
Chithranjali Hills, Thiruvallam
Thiruvananthapuram- 695027

Tender Ref; No: _____

Tender Title: Proposal for providing _____

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the Proposal must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender of C-DIT or other such Govt. agencies as the case may be for 2 years from the date of opening of this Proposal if we breach out obligation(s) under the Tender conditions if we:

1. Withdraw/ amend/ impair/ derogate, in any respect, from our proposal, within the validity of proposal; or
2. being notified within the validity of Proposal of the acceptance of our proposal by the C-DIT
 - a) refused to or failed to produce the original documents for scrutiny or the required performance security within the stipulated time under the conditions of the Tender Document
 - b) Fail or refuse to accept the Vendor Selection Letter

- c) Fail to effect the supply/ installations/ services or Purchases as per the supply order/ purchase order/ Purchase order with in the time scheduled and as per the specification therein in accordance with the RFB/ Bid/ Tender Notification and our proposal/ offer.

We know that the Bid Securing Declaration shall expire if we are not selected as Vendor for providing..... (name of Purchase) upon:

- 1) receipt by us of your notification:
 - a) of Cancellation of the entire RFP process or Rejection of all Proposals or
 - b) of the name of the successful bidder.
- 2) Sixty days after the expiration of the Validity of Proposal or any subsequent extension to it.

We understand that in case of failure from our end in completing the supply/ installation/ services or Purchases to the satisfaction of C-DIT in accordance with the terms and conditions and rate and taxes agreed upon by us as per the tender and bid offer, **C-DIT will be at the liability to get the supply/ installation/ services/Purchases completed by any other means at their sole discretion, and to recover the additional cost, expenses, including damages and interests thereon if any from the payments due to us by way of performance security, bid security or payments under any contract, or from the assets or properties belonging to us by way of revenue recovery towards dues or such measures at it deem fit.**

Signature of bidder.....

Designation.....

Name.....

Duly authorized to sign the Tender

Date.....

Office Seal

Place.....

Note: The above declaration, duly signed and sealed by the authorized signatory of the entity on its letterhead, should be uploaded along with proposal.

TECHNICAL BID

Procurement of One New Vehicle**Mahindra Bolero Vehicle (Model: Neo Plus P(10) in Diamond White colour****A) Credentials of Bidder:**

1	Name of the Company/ Agency/ Firm	
2	Authorized Dealer certificate (copy to attach)	
3	Sell office & Service Centre Address	(1) <u>Sell Office</u> (2) <u>Service Centre</u>
4	Telephone & Mobile nos. of contact person	
5	Email for communication	
6	Name of the Director / Proprietor	
7	Company Registration Certificate / Partnership Deed (attach supporting documents)	
8	Name of the Bank with complete address	
9	Bank Account Number and IFSC (Enclose unsigned cancelled cheque)	
10	Bank (RTGS) details	
11	Any other information	

B. Eligibility Criteria

Sl. No.	Description	Relevant documentary proof (copy of the relevant documents duly signed by authorized signatory is to be enclosed)
Mandatory Requirements (as stipulated in the Eligibility Criteria Section - II of Annexure-I)		
1.	Bidder shall be an India Authorized agency of Mahindra & Mahindra engaged in selling of New Vehicles and having its Sales Office & Service Centre in Kerala	Relevant documentary evidence to be provided.
2.	Sell Office and Service Centre in Kerala	Sales Office: Service Centre:
3.	Average Annual Turnover during the last three financial years should be Rs. 50 Lakh or more each year	Copies of Audited balance sheets / CA certificates may be provided.
4.	Whether Agency is registered & license holder under: Service Tax / GST: Permanent Account Number (PAN) TAN: MSME/Udyan Reg.No:	Yes / No (Copy should be attached) Yes / No (Copy should be attached) Yes / No (Copy should be attached) Yes / No (Copy should be attached)
6.	Agency should not have been banned by any of the Department/organizations/PSUs/institutions under the Govt. of India/State Govt during the last 3 financial years.	The Agency should provide an undertaking for the same in the format as enclosed at Annexure-3.

Note: Submission of **documentary proof** as per the above Technical Bid Format is mandatory. In case of absence of any relevant documentary proof as required above, the Bid is liable to be rejected. Also, the documentary proofs attached should be duly attested by the authorized signatory(ies) of the Agency.

Signature: _____

Dealer's Agency Name: _____

Date: Dealer's Address: _____

Authorized Person name: _____

Place: Mobile No.: _____

Note: The above should be duly signed and stamped by the authorized signatory.

APPENDIX - II

FINANCIAL BID

Procurement of One New Vehicle**Mahindra Bolero Vehicle (Model: Neo Plus P(10) in Diamond White colour**

S.No.	Details	Amount in Rs.
1.	New Vehicle Ex-Showroom Cost	
2.	New Vehicle RTO Registration Cost	
3.	New Vehicle Plate Number Cost (with fixation)	
4.	New Vehicle TCS Cost	
5.	Fast Tag Charges	
6.	Comprehensive Insurance Cost inclusive of Zero Depreciation with Consumables, Engine Protect, Anti-Theft Devices, Key Protect, Return to Invoice, Roadside Assistance Cover, Tyre Damage etc.	
7.	Discount to Govt. Organization (C-DIT)	
8.	GST / other Taxes	
9.	Total On Road Cost (1 to 8 above)	
10.	Delivery time Period (immediate / in days)	

Note:

- 1) Please quote the amount in word and figures without any cutting/over writing.
- 2) In case Tax details are not mentioned, the price quoted treated as full & final including tax, to be borne by bidder.
- 3) The vehicles need to be supplied within 30 days on placing a purchase order after confirmation with the supplies.

Signature: _____

Dealer's Agency Name: _____

Date: Dealer's Address: _____

Authorized Person Name: _____

Place: e-mail id: _____

Mobile No.: _____

Note: The above should be duly signed and stamped by the authorized signatory.