



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No.C-DIT/11/ ADMN-VEH/2024-25/T550

Date: 05.11.2024

TENDER NOTICE

PROVIDING CARS FOR RENTAL

Sealed tenders are invited for Providing cars on a monthly and daily 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 along with a duly signed copy of this tender notification or confirmation of the terms and conditions. Last date for receipt of tender offers is **15.11.2024, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on the same day** in C-DIT office in the presence of the tenderers or their authorized representatives who choose to 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

05.11.2024

Sd/-

REGISTRAR



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PROVIDING CARS FOR RENTAL

TENDER TERMS

I) GENERAL TERMS AND CONDITIONS

1. This Tender, "For providing **Innova /Sedan/Tempo Traveller** on a 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 at any time if so required, without assigning any reason whatsoever

II) 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/autonomous institutions etc.
2. Bidder must have a currently valid PAN and GST registration.
3. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations/PSUs/institutions of the Govt. of India/State Govt

III) 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)	3 (One vehicle with bucket seat)
2	Car : Engine Capacity: below 1500 CC (Sedan)	2

B) Requirement of vehicles on Daily rental basis

SI No	Description	No. of Vehicles required
1	Tempo Traveler with 12 seats, 17 seats and 26 seats	As per demand/requirement
2	Tempo Traveler without seat	
3	Car: Engine Capacity: above 1500 CC (Innova)	
4	Car: Engine Capacity: below 1500 CC (Sedan)	

IV) OTHER TERMS AND CONDITIONS

1. The bidders will be responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives.
2. 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.
3. **The vehicles provided by the contractor should not be older than 7 years as on 01.11.2024.**
4. The vehicle supplied by the contractor shall have the 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 vehicle, driver or contractor arising out of this contract. Further C-DIT may insist from time-to-time producing the relevant documentary evidence pertaining to vehicle, driver etc failing which C-DIT will withhold payments or terminate the contract.
5. **For Vehicle on monthly rental basis (A)**
 - i) **The vehicles will be hired on calendar month basis. The rate should be quoted for up to 2000 KM in a month on a monthly basis and rate per kilometer for the excess**

kilometers above 2000KM in a month including GST. The tenders which do not indicate this essential information will not be considered.

- ii) The basic fixed monthly hire charges shall cover all the expenses including fuel charges for vehicles, repairs and maintenance, insurance, permit, driver's salary and allowances including night batta, toll charges etc.
- iii) The bidder shall submit certified copy of RC book, Insurance Certificate, Non-Pollution Certificate, Vehicle Fitness Certificate and driver's Driving License 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 has to be furnished.
- v) The vehicle should be made available on C-DIT duty on all days including holidays, round the clock if so instructed, and the Contractor should ensure that.
- vi) The hired vehicles should not be used by the contractor or driver for any other activity while on C-DIT Duty 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 of 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 whatsoever.
- 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 of the contractor

6. For Vehicle on daily rental basis (A)

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.

7. 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.
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 as per the law and C-DIT will not have any liability on that.
10. **The bidders shall submit the Monthly rental hiring charges in "FORM A" and Daily rental charges in "FORM B" in a sealed envelope.**
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 or the place identified by C-DIT.
14. **EMD: The bidder who quoted for providing vehicles on monthly rental 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 The 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** at any stage it is found that there is some discrepancy in the tender offer or the bidder has furnished wrong and/or misleading information/ statement(s), their tender offer will be liable to be ignored or 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 relevant Act and Rules. Unsettled disputes will be referred to courts and the courts in Thiruvananthapuram will have exclusive first jurisdiction over the subject matter.
- 20. Payment terms:** The following terms of payment shall be applicable for the contract (For hired vehicles on monthly rental basis).
- a) Bills 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.
 - b) 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.
- 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.cditi.org. Prospective bidders are advised to regularly visit the website: www.cditi.org to keep track of corrigendum, if any.

23. Incase of doubt: If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Sri Pradeep N S, HoD(Purchase) in Mobile Number: 9995017924.

The last date for submission of tender 15.11.2024 at 3.00 PM.

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

Sd/
REGISTRAR, C-DIT
Dated 05.11.2024

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FORM - A (COMMERCIAL BID)

A) Vehicles on monthly rental basis

Sl. No.	Description	Requirement	Unit Rate (Monthly rent for one vehicle)		
			Monthly rent for up to 2000 Kilometers Incl.GST	Rate for additional Kilometers (beyond 2000 Kilometers) Incl.GST	Rate per hour for additional driver batta beyond 250 Hrs per month Incl.GST
1	Car- with Engine Capacity: above 1500 CC (Innova)	3Nos			
2	Car- with Engine Capacity: below 1500 CC(Sedan)	2 Nos			

**All the rates quoted should be inclusive of GST*

Vehicle Model.....

Vehicle Reg.No.....

Make:

Year:

Insurance:

Fuel

Fitness till

NPC till.....

Experience of Driver in driving Similar Vehicle.....Years

DECLARATION

I /We have gone through the tender notification and the terms and conditions are acceptable to me /us. I also understand that if any discrepancy/wrong word or misleading information is found at any stage, the tender offer will be ignored/rejected.

Address:

Phone No:

e-mail id:

Signature

Office Seal

Date

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FORM - B (COMMERCIAL BID)

TENDER FOR PROVIDING CAR ON RENTAL

B) Vehicles on daily rental basis

Sl. No	Description	Requirement	Time	Maximum Kilometer per day Incl.GST	Daily rent (Including Driver batta)	Rate for additional kilometers beyond 80 KM (per km basis)	Rate for additional driver batta beyond 8 Hours (Per Hour basis)
1	Tempo Traveler without seat	1 No	8 Hrs	80			
2	Tempo Traveler with 12 seats	1 No	8 Hrs	80			
3	Tempo Traveler with 17 seats	1 No	8 Hrs	80			
4	Tempo Traveler with 26 seats	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			

** All the rates quoted should be inclusive of GST*

Name of the Bidder/Firm/Agency:

Address:

Phone No:

e-mail id:

Signature

Date:

Office Seal