

UNIVERSITY OF KERALA

No.FIW/1/2012

Tender Notice

Sealed and competitive tenders are invited by the under signed from interested parties for the supply of Vehicles on contract basis for the use of the University of Kerala as per the terms and conditions stipulated in the Detailed Tender Notice. The tenders should be sent through Registered Post / Speed Post only so as to reach the under signed latest by 5 pm on 29/10/2012. The envelope of the tender should be super scribed "Tender for supply of Vehicle on contract basis".

The details of tender are noted below:

Tender No	:	FIW/T.1./2012
Cost of tender form	:	Rs.200+12.5. % VAT
Cost of additional copies	:	Rs.100+12.5. % VAT
Dates and Place of sale of Tender forms	:	Office of the Finance Officer, University of Kerala in between 10.30 am and 5pm on all working days upto 27-10-2012.
Last date for receipt	:	29/10/2012 at 5 pm
Date and time of opening tender	:	at 11 am on 31-10-2012

All other details can be had from the office of the Finance Officer, University of Kerala during office hours or in the official website of the University (www.keralauniversity.ac.in).

Thiruvananthapuram

REGISTRAR

Date: 12-10-2012

UNIVERSITY OF KERALA

**TENDER SPECIFICATIONS FOR HIRING OF VEHICLES ON
CONTRACT BASIS**

PART – I

Instructions to the Tenderers

- 1 Tenders should be submitted in triplicate in sealed cover superscribed "Tender for Hiring of vehicles" and should be addressed to the Registrar, University of Kerala, Thiruvananthapuram. Tenders sent by registered Post/Speed Post/Courier Services only shall be accepted.
- 2 The tender in triplicate containing tender specification, covering letter etc. should be enclosed in one cover and sealed. The sealed cover should be enclosed in a second cover and superscribed as stipulated in clause-1 above and sealed.
- 3 Last date for receipt of Tender will be
Late offers will not be accepted. Tender received after the stipulated time will not be accepted/opened. University will not be responsible for any postal delay in this regard.
- 4 Rates should be quoted in the prescribed form (Part III-Schedules) attached to the tender specification. Tender specification can be obtained from the Office of the Registrar, University of Kerala, Thiruvananthapuram on any working day between 10.30 a.m and 5.00 p.m. Quoted rates should include remuneration to the Driver also. Alternation should not be made in the Tender form or schedule or Tender Conditions except to the extent of filling in the tender forms and schedules.
- 5 Tenders will be opened aton.....by the Registrar, University of Kerala, Thiruvananthapuram or by his representative/designated officer in the presence of those bidders or their representatives who are present at that time. The Bidders/their representative who are present at the time of opening of the bid should sign in a register.

PART – II

SECTION ‘A’

GENERAL CONDITIONS OF CONTRACT

- 1 Conditional tenders are liable to be rejected. Final acceptance of the tender rests entirely with the tendering authority acting on behalf of the University who is not bound to accept the lowest or any other tender. Also, the University is not liable to assign any reason whatsoever for not accepting the lowest of any tender and the University's decision will be final and binding to all bidders. The University will not be responsible for any expenses or losses that may be incurred by the tenderer in the preparation of the tender.
- 2 Successful bidder is required to execute an agreement in Kerala stamp paper worth Rs.100/- in the form appended to the Tender Specification for the satisfactory performance of the contract for one year. Security Deposit in the form of crossed Demand Draft drawn in favour of the Finance Officer, University of Kerala, Thiruvananthapuram shall also be furnished, for an amount of Rs.2000/- (Rupees Two thousand only) at the time of execution of the agreement
- 3 Normal Contract period will be one year from the date of execution of agreement. University of Kerala will have the option to extend the contract period for another six months or one year at the same rate and conditions.
- 4 The supplier shall be bound by the rates quoted by him and agreed upon therein and shall not ask for any enhancement of the rates for the supply of vehicles during the period the agreement remains in force.
- 5 Individuals who can let out Vehicles registered during the last 5 years only are eligible to quote. The copies of relevant page of the Certificate of Registration of the related vehicles attested by a Gazetted Officer and willingness of the actual owners of the vehicles to let out their vehicles on hire basis to the University shall also be furnished along with the tender. University is at liberty to reject the offers in the absence of these documents.
- 6 Vehicles let out shall exclusively be of the Make/Model Tata Indica/Chevrolet Tavera Mahindra Bolero registered during the last 5 years as on the last date fixed for the submission of tender.
- 7 Kilometre reading will start and terminate at the University office where the contract vehicle is attached. No mileage will be permitted for lunch/tea break etc. Meter indicating the Kilometre run should be in good working condition and accurate and in accordance with the regulations of Motor Vehicle Department.
- 8 The vehicle should be ready with the driver whenever the authority requests for it. Vehicle should be in proper condition to undertake long trips at short notice, even on informing over telephone.

- 9 The drivers should be very polite and punctual and under no circumstances drive the vehicle under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the drivers. The University shall have the right to discontinue hiring of vehicles if in the opinion of the officers of the University by whatever designation such officer is called (the expression officers of the University hereinafter shall convey the same meaning), the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the supplier.
- 10 It will be the responsibility of the supplier to see that his driver possesses valid licence and the supplier will also be responsible in case of a charge on the driver due to violation of traffic rules, or for any other penalty imposed on the driver, or the vehicle owner.
- 11 A metal Plate bearing ‘ON CONTRACT WITH UNIVERSITY OF KERALA’ should be displayed near the front and rear Number Plates.
- 12 Contractor as well as the driver of the vehicle shall obey all directions issued by the Head of Office to which the contract vehicle is attached or other designated officers of the University.
- 13 Payment will be made monthly on the basis of Log Book entries duly certified by the concerned officers. No advance payment on any account will be made.
- 14 The vehicle should be available on any day at any time including holidays as per the direction of the authorities concerned. The vehicle will be normally stationed at the University office premises to which the vehicle is attached. The trip may require journey and halt at outstation also. The driver should always be ready for such trips.
- 15 The contractor should be willing to abide by the conditions, rules and regulations prevailing in University of Kerala for similar works and disruption of service due to the fault of the contractor shall entail levying of penalty @ Rs.3000/ per day or part thereof.
- 16 The Courts situated at the place where the Headquarters of the tendering authority is situated viz Thiruvananthapuram alone will have jurisdiction to entertain civil suits pertaining to this contract.
- 17 If the tenderer has any doubt regarding portion of the general /special conditions of the contract, he should get it clarified in writing from the tendering authority before submission of the tender