

**Inviting Tender for Hiring Vehicles**

Institute of Fashion Technology Kerala, (IFTK), invites Tender from reputed travel agencies/ parties/persons for hiring, [not more than five years old] white colour models of car [sedan type] with AC in good condition on contract basis. The rate quoted shall be effective for one year from 01/10/2018; as per agreement.

|                                |                          |
|--------------------------------|--------------------------|
| Tender No.                     | IFTK (B) 252 / 2018      |
| Tender form available from     | 18/09/2018 to 27/09/2018 |
| Last date of submission of Bid | 27/09/2018, 05.00 PM     |
| Bid Opening date               | 28/09/2018, 11.00 AM     |

For more details of the vehicle required, agreement etc. visit our website [www.iftk.ac.in](http://www.iftk.ac.in)

Institute of Fashion Technology Kerala  
IFTK Campus,  
Vellimon West PO,  
Kollam - 691511  
Phone Nos: 0474 2547775, 2548798, 2549787

Date: 17/09/2018

Principal

Copy to

- IFTK Notice Board,
- Upload in IFTK Website
- Copy to notice board of Perinad, Chittumala and Elampalloor Block Panchayats.

No: IFTK (B) 252 / 2018

Date: 17 /09/2018

## 1. TENDER NOTICE

- 1.1 Sealed tenders are invited from reputed and experienced Agencies/Firms/Companies/persons etc. for providing Services of taxi vehicle on hired basis for the office of the Principal, Institute of Fashion Technology Kerala, Vellimon West PO, Kollam - 691511 for a period of one year from the date of contract. Requirements are as follows:

| <i>Description of Services</i> | <i>Type of Vehicle</i>   | <i>Quantity</i> | <i>Place</i> |
|--------------------------------|--|-----------------|--------------|
| Hired vehicle on Monthly basis | Sedan type car - AC<br><i>Preferably in White/Silver colours</i> | 01 Nos.         | Kollam       |

- 1.2 Desirous companies/firms/agency/persons may download the tender document from Institution Website - [www.iftk.ac.in](http://www.iftk.ac.in). The tender document will be available in the website for download from 17/09/2018 to 27/09/2018, 05.00 PM.

### 1.3 Schedule

|   |                                 |
|---|---------------------------------|
| <i>Start Date &amp; time of issue/download of Tender Document</i> | 18/09/2018 (Time 10 AM to 5 PM) |
| <i>Last date &amp; Time of issue/download of Bid Document</i>     | 27/09/2018 (Time 02.00 PM)      |
| <i>Last date &amp; time for receipt of tenders</i>                | 27/09/2018 (Time 05.00 PM)      |
| <i>Date &amp; Time for opening of tenders</i>                     | 28/09/2018 (Time 11.00 AM)      |

#### Place of opening the tender:

Institute of Fashion Technology Kerala  
IFTK Campus,  
Vellimon West PO, Kollam - 691511

#### Validity of the tenders

90 days from the date of opening the tender.

- 1.4 The interested Companies/Firms/Agencies/persons may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5000/- (Five Thousand Only) and other requisite documents, in the Tender Box kept in the office of the Institute of Fashion Technology Kerala. Tenders received without the requisite Earnest Money Deposit (EMD) of Rs.5000/- shall be rejected and returned to the bidder without opening bid. The tenders shall not be entertained after the time and date specified above under any circumstances whatsoever. This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Principal, Institute of Fashion Technology Kerala, Vellimon West PO, Kollam in this regard shall be final and binding on all.
- 1.5 The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid

**Disclaimer:**

The near relatives of employees of this office are prohibited from participation in this tender. The near relatives for this purpose are defined as:-

- (a)Members of a Hindu Undivided Family
- (b)Their husband and wife.
- (c)The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-inlaw), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

## **2. General Instructions for Bidders**

- 2.1 **Parties:** - The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and the Principal, Institute of Fashion Technology Kerala, Vellimon West PO, Kollam 691511
- 2.2 **Duration:** - The duration of the contract shall be for a period of one year from the date of award of work order.
- 2.3 **Earnest Money:** Earnest Money of Rs.5000/- (Rupees Five Thousand Only) in the form of Demand draft of any nationalized bank must be deposited by bidders along with their duly filled up tenders documents. The validity of the Demand draft must be up to 3 (Three) months. The Demand draft shall be in favour of “The Principal, Institute of Fashion Technology Kerala” payable at Kundara. The EMD in respect of the agencies which do not qualify the in the tender process shall be returned to them without any interest. However the EMD in respect of the successful tenderer shall be adjusted towards the performance security deposit.
- 2.4 Earnest Money shall be forfeited in case of the following –
  - 2.4.1. If the bidder withdraws or amends it’s tender or increase in rates after opening of the tender but before the validity of the quotation expires.
  - 2.4.2. On refusal to enter into contract after award of contract.
  - 2.4.3. If the work is not commenced on the date of starting the work after work is awarded to the contractor.
  - 2.4.4. Unsatisfactory performance and/or Non-performance of the contract.
- 2.5 The tender amount should be quoted for the first 1500 Kms/month and for additional Kms the charge per 1 Km should be quoted. The payment on this will be made by the first party (Principal, IFTK) on or before the tenth day of the next calendar month on submission of the claim by the second party (contractor)
- 2.6 The contract charges mentioned include the cost of fuel and driver’s salary and include all the expenses for the periodical maintenance charges of the vehicle. The vehicle shall be maintained neatly and cleanly by the second party.

- 2.7 The contractor should provide the vehicle in excellent condition. The vehicle should always be in a good condition to undertake long trips both inside and outside Kerala State and when required by the first party.
- 2.8 The contractor shall retain the vehicle at the disposal of the first party during the period of contract.
- 2.9 All documents like permit, vehicle insurance, pollution control certificate etc., should be kept valid till the completion of the contract period by the contractor. The contractor should provide the attested copies of these documents along with this agreement.
- 2.10 No advance payment will be made by the Institute. Payment will be made on monthly basis against the bills, duly verified and certified by the authorised officers of Institute.
- 2.11 Payment will be made only by Account Payee cheque in favour of the contractor.
- 2.12 Periodical maintenance of the vehicle should be done by the contractor without causing any inconvenience to the office of Principal, IFTK and the contractor shall make alternate arrangements to make available other vehicles in replacement without any delay. For failure to provide another vehicle as per the terms and conditions of the agreement a penalty of Rs.500/- per day will be charged and the same will be deducted from the monthly payment due to the contractor
- 2.13 Rectification of damages to any part/s of the vehicle shall be the sole responsibility of the contractor. Institute shall not be responsible for the same under any circumstances.
- 2.14 The contractor shall be liable for any traffic offences or legal violations recorded on the above said vehicle during the period of contract and any liability on any ground of illegal and poor driving will be to the second party. Institute shall not be responsible for the same under any circumstances.
- 2.15 If the vehicle, hired on contract by IFTK and provided by the contractor, is found to have any defect and the IFTK Official(s) have to hire a vehicle from any other agency due to the defect and the failure of the contractor to provide alternative vehicle in time, the expenses of the vehicle engaged from the other agency will have to be borne by the contractor.

- 2.16 No increase on rates will be allowed during the contract period under this agreement under any circumstances.
- 2.17 The vehicles should qualify the prescribed yardsticks maintained by Government of Kerala for such classes of vehicle.
- 2.18 It is mutually agreed that the term of agreement of one year w.e.f ...../...../..... can be extended further or reduced to short period based on the requirement of the first party.
- 2.19 In case of any violation of the terms and conditions of this agreement by the contractor, the principal, IFTK shall have the right to terminate the contract forthwith, without assigning any reason.
- 2.20 If any loss is caused to Principal, IFTK or any other person due to the negligence of lapse on the part of the Contractor or his driver, the contractor alone shall be responsible for all such damages. The Principal, IFTK shall not be held responsible under any circumstances.
- 2.21 The contractor shall make available the vehicle always, at the disposal of the Principal, IFTK
- 2.22 It is the responsibility of the second party to see that the driver reports in IFTK Office at 8 AM everyday unless otherwise informed in advance. For the purpose of reckoning the hiring charges per day means 12 hours from 8 AM to 8 PM and night means 12 hrs from 9.00 PM to 9.30 PM. Drivers bata will be paid Rs.150/- per night, if the halt exceeds 3 hrs beyond 9 PM (This clause is not applicable whether the vehicle is halted a night in the premises. This is only for out station halts).
- 2.23 The assured KM run/month shall be 1500 KM and the excess Km run in a particular month will be carried over to the next month for adjusting against total distance to be covered in the quarter.
- 2.24 The vehicle should be provided on all days in a month and at any time including holidays to take any trips whether long or short at the direction of authority and shall be used exclusively for the purpose of the Principal, IFTK. The vehicle will be stationed at the IFTK office premises unless otherwise directed from the office.
- 2.25 The vehicle will meet all the necessary compliance of requirements like pollution, emission, noise and other statutory provisions etc.

- 2.26 The provided vehicle must be fully and comprehensively insured covering the risk to the driver.
- 2.27 Contractor shall in no case lease/transfer/sublet/appoint caretaker for services.
- 2.28 The contractor shall be responsible for all communication with the officers. For this purpose he should have a proper office with telephones and personnel to take the calls.
- 2.29 Unsatisfactory or unprofessional behaviour shall result in termination of the contract. Non adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with encashment of the security deposit
- 2.30 Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof
- 2.31 Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt.
- 2.32 This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.
- 2.33 The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers
- 2.34 The contractor will provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge.
- 2.35 The driver would also be equipped with Mobile phone.
- 2.36 The drivers should be residents of Kerala.
- 2.37 No charges will be given for lunch/tea of the driver.

- 2.38 Driver of the vehicle requisitioned by this office will report to the officer to which the vehicle is allotted.
- 2.39 Within office premises, the driver shall not leave the office without permission and shall not do any private work other than the normal duties. If the driver is found to be absent from the office, it will be taken as non-availability of the vehicle and suitable penalties shall be imposed.
- 2.40 The driver will do the maintenance work, re-fueling etc., on weekends in advance. Doing such jobs during duty shall attract a penalty amounting to the deduction of the whole day's payment on case by case basis.
- 2.41 The driver must be punctual and arrive on specified time on specified location. Delay in reporting for duty shall attract a penalty on case by case basis
- 2.42 Drivers must not use their mobile phones or stop for personal works while driving.
- 2.43 Drivers must not go on leave without informing the officer and contractor well in advance and it will be the responsibility of the contractor to provide a substitute immediately. Violations shall attract a penalty amounting to the deduction of the whole day's payment on case by case basis
- 2.44 The personnel engaged by the Contractor are subject to security check by the Security Staff of IFTK at any time.
- 2.45 The drivers may be asked to do overtime and may be called on holidays/weekends and on odd times depending on the necessity and he should be prepared for such events.



**ANNEXURE - 1 (PRICE BID)**

|   |  |
|---|--|
| <b>Name and Address of the Bidder</b><br>(Enclose a valid Photo ID proof like Pan card, Driving License, Voter ID, Aadhaar Card etc.) |  |
| Type of Vehicle and Reg.No  |  |
| Mobile Number of the Bidder   |  |
| Details of the Earnest Money Deposit  | DD No. & Date _____<br>Drawn on Bank _____ |

**Rates Quoted**

|                                   |   |
|-----------------------------------|---|
| Rate for first 1500 Kms per month | <b>(PER MONTH)</b><br>In Figures<br>Rs. _____<br><br>In Words<br>Rupees _____<br>_____<br>_____ |
| Rate beyond 1500 Km per Km        | <b>(PER KM)</b><br>In Figures<br>Rs. _____<br><br>In Words<br>Rupees _____<br>_____             |

**DECLARATION**

I/we, hereby declare that the I/we read and agree to all the terms and conditions mentioned the tender document.

Name:  
Place & Date:

Signature of authorized person