

**NOTICE INVITING TENDER – HIRING OF VEHICLES ON CONTRACT BASIS**

The Director, Institute of Advanced Virology, Thiruvananthapuram invites sealed tenders in **“Two Bid System”** from Transport Agencies/firms meeting the prescribed qualifications as per the attached technical bid towards providing the types of vehicles with driver (as per Annexure I) for official use on monthly/per day basis:

Tender Number	IAV/133-5/ADMIN/2022 dated 04.03.2025
Due date and time for receipt of quotations	17.03.2025; 1.00 PM
Date and time for opening of quotations	17.03.2025, 3.30 PM
Date up to which the rates are to remain firm for acceptance	<b>30/06/2025</b>
Tender Fee	Rs. 1180/-
EMD	Rs. 35,000/-
Designation and address of officer to whom the quotation is to be addressed	The Director Institute of Advanced Virology Thonnakkal, Thiruvananthapuram, Kerala – 695 317
Mode of bidding	Two Cover

2. Tender along with the terms and conditions can be downloaded from our website <https://iav.kerala.gov.in>.
3. Prescribed tender Fee and Earnest Money Deposit has to be paid in the form of Demand Draft favouring Institute of Advanced Virology payable at Thiruvananthapuram. The tenders without tender fee and EMD will be summarily rejected.
5. The technical bid and financial bid should be submitted in **individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope super scribing the “**HIRING OF VEHICLES ON CONTRACT BASIS – INSTITUTE OF ADVANCED VIROLOGY**” and quoting the tender number and last date of submission. All the covers should bear seal of the agency and to be addressed to “The Director, Institute of Advanced Virology”
6. All the pages of the technical bid are to be signed by the authorized representative of the firm with seal.

**Director**

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON CONTRACT BASIS FOR OFFICIAL USE IN IAV, THIRUVANANTHAPURAM**

1. The Quotation should be submitted in sealed covers super scribing “Quotation for hiring of vehicle for IAV” and addressed to the **Director, Institute of Advanced Virology, Thonnakkal, Thiruvananthapuram-695317.**
2. The quotation shall reach the Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram on or before the prescribed date and time. Quotations received after the prescribed date and time will not be considered for evaluation. The Institute will not be responsible for postal delays, if any.
3. The duration of the contract will be for a period of one year from the date of commencement of contract.
4. The successful bidder shall enter into an agreement with the Institute in the prescribed format.
5. The successful bidder shall, before signing the agreement, within period specified in the letter of acceptance shall deposit a sum equivalent to 5 per cent of the value of the contract value as security deposit for the satisfactory fulfilment of the contract which will be released without interest on completion of the term of agreement.
6. The Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram reserves the right to accept or reject all or any of the quotations without assigning any reason there off.

### **OTHER TERMS AND CONDITIONS OF THE CONTRACT**

1. The vehicle provided by the contractor must be in excellent running condition and must have proper documentations prescribed as per existing rules.
2. The vehicle provided on monthly basis should not be too old and shall be registered on or after 01.01.2022.
3. The bidder should have a minimum three years of experience in providing the similar services to government organisations and should submit experience certificate to prove the same.

4. The bidder should own/have in possession the required type of vehicles and the proof for the same shall be submitted along with the technical bid.
5. The bidder should have the required registrations to carry out the mentioned business and shall produce the documents to prove the same.
6. The bidder shall have valid GST registrations and shall submit the copy of the registration certificate to prove the same along with the technical bid.
7. The rates quoted shall be exclusive of GST. The applicable GST from time to time shall be paid in addition to the quoted amount.
8. The bills for the services provided shall be submitted on monthly basis. All statutory dues related with the contract shall be remitted by the contractor and the proof of the same has to be submitted along with the monthly bill for verification.
9. TDS as applicable will be deducted as per the rules.
10. The vehicles as per the contract shall be made available at the office premises of the Institute of Advanced Virology, Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram or at any other place as directed by the authorised officials of the Institute.
11. The vehicles are normally required during the office hours on all working days. The vehicle shall also be made available outside the office hours too and on holidays as per the Institute's requirement. The timings and days may vary depending on the actual requirements.
12. Institute reserves the right to increase or decrease the number of vehicles to be hired, and the contractor has to provide the vehicles at the agreed rates despite of increase/decrease in the number of vehicles being hired.
13. The duty hours and the distance to be covered by the vehicles as part of the contract shall be as mentioned in the Annexure I. In case of extension of duty beyond the prescribed hours the contractor/Driver would be required to co-operate with the user officers
14. In case the deployed vehicle has been withdrawn for maintenance/repairs a similar suitable vehicle shall be provided in lieu without any loss of time at no extra cost to the Institute.

15. In case the vehicle is not made available against the demand a penalty of Rs.300/-will be deducted in each occasion subject to a daily limit of Rs.1000/-. The penalty thus levied will be recovered from the amount payable to the contractor at the end of the month.
16. Withdrawal from the contract without following due procedures shall lead to forfeiture of the security deposit.
17. Institute reserves the right to enter into other contracts with other parties for similar services simultaneously.
18. Institute reserves the right to terminate the contract with one month notice. The contract can be terminated without notice if the contractor breaches any tender conditions or the contractor or his employees involved in any criminal cases which are determinable to the interests of the Institute. If the contractor wishes to withdraw from the contract they should give two month's advance notice.
19. The vehicles should have the prescribed mode of registration and shall have the board "On contract with Institute of Advanced Virology, Government of Kerala" displayed on the front and back side of the vehicle. The boards are to be provided at contractor's expenses.
20. The vehicle provided should be well maintained and appear clean both outside and inside. The vehicle should be washed on regular basis and the interiors are to be properly cleaned. The seats are to be cleaned and the towels are to be changed on regular basis and should bear a clean and fresh appearance.
21. The contractor shall provide the attested copies of valid registration documents, insurance certificates, taxi permits, fitness certificate and other essential documents while signing the agreement. The periodical renewal of the documents are to be carried out at contractor's expenses and the same has to be produced to the Institute for records.
22. The driver deputed for duty shall wear the uniform as per the rules and should possess the prescribed documents of the vehicle and produce the same as and when demanded by the Institute authorities.
23. The driver deployed by the contractor the vehicle should have a valid driving license to operate the kind of vehicle deployed and copy of the same should be produced to the Institute.

24. The contractor should arrange for obtaining the Police Clearance Certificate of the personnel deployed as driver and the same should be submitted and get approved by the institute before deployment.
25. The bata for outstation halt for overnight travel beyond the district limits of Trivandrum will be paid at the rate agreed upon or the approved rates of government whichever is lower.
26. If any loss is caused to the Institute due to the negligence or lapse on the part of the contractor/driver, the contractor alone shall be held liable for all the damages caused.
27. In case of accidents, Institute shall not be liable to pay any damages or cost of repairs including legal charges to defend the case. The contractor shall indemnify the Institute against such liabilities.
28. The vehicle provided as part of the contract shall have necessary tourist permit to ply all over Kerala or outside the State as and when required. The toll/parking fees which are required to be paid by the contractor, if any during the course of journey, shall be reimbursed on actual basis on production of proof.
29. Trip sheets in the prescribed format shall be maintained on daily basis wherein the details of journey such as time, place visited, purpose of journey, odometer readings and distance covered should be properly entered and the signature of the user should be obtained. The duly filled trip sheet shall be furnished along with the bills. The trip sheets shall be submitted for verification of the authorised official of the Institute on weekly basis.
30. The odometer of the vehicle shall always be in working conditions and the trip details shall be recorded in the trip sheet as per the odometer readings.
31. The journey will commence and terminate at Institute campus located at Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram unless otherwise specified in the demand.
32. Payment will be made on monthly basis against the bills, duly verified and certified by the authorized officer of IAV. The bills are to be submitted on the first week of the subsequent month and the payment will be made within 15 days from the date of submission of the same provided the documents submitted are up-to-date and correct. No advance payment will be made.

33. Payment will be made only through account transfer in favour of the contractor.
34. The vehicle and the driver shall be ready to undertake long trips both inside and outside Kerala State as and when required. It is the sole responsibility of the Contractor to provide accommodation, food & refreshments, fuel expenses to the drivers for travel both inside Kerala and outside the state. The Institute shall not be liable to provide accommodation, food & refreshments, fuel expenses or any other payments to the drivers, and the contractor should clearly mention this to the drivers. The drivers should not make any such requests to the travelling officers, and such requests shall not be admitted by the travelling officer. The driver shall not use alcohol or intoxicating substances while driving.
35. The contractor has to make own arrangements for parking vehicles at night time. The Drivers shall not be allowed to stay in the Institute campus beyond the prescribed working hours. However, the vehicles may be permitted to park in the Institute campus at the risk of the contractor.
36. Regarding any other relevant terms and conditions which are not specifically stipulated in this tender, the orders and rules issued by the Transport Department (Government of Kerala) shall be followed in such cases and it shall be binding.
37. The contract shall be valid for a period of one year from the date of execution of the agreement, which may be extended on mutual consent for further terms.
38. No increase in rates will be allowed during the agreed contract period under any circumstances.
39. Any dispute arising between parties, the decision of the Director, Institute of Advanced Virology shall be final and binding to the contractor. The court in Trivandrum shall have exclusive jurisdiction in all matters concerning this tender/contract.
40. The vehicles which are hired on monthly basis by the Institute shall not be used for any other purposes except during maintenance/service/legal purposes.
41. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of vehicle from the market in the event of Contractor failing to provide requisitioned vehicle or not providing the demanded type of vehicle, the competent authority of the Institute shall have the right to make deductions at double the rate of the agreed rates on pro-rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit.

42. Additional vehicles, which are not necessary on a regular/daily basis but will be required by the Institute occasionally and intermittently, must be made available on short notice requisition. No commitment on minimum usage is guaranteed, as the requirements are only occasional and intermittent. These vehicles will be needed for deployment to various places for local use, use for seminars and conferences, air-port pick-up and drops, visitors use, use by guests, use by officials. The contractor will have to make available the vehicles at the specific time and location required by IAV. The Contractor has to ensure that the vehicles are made available at short notice, on any day including on holidays and also before and after normal office hours. The vehicles which are required to be provided on call basis shall not be older than five years.
43. In such case also blue name board "On contract to IAV Government of Kerala" shall be fixed and failure to do so will attract penalty as decided by the competent authority of the Institute.
44. In the case of additional vehicles hired, these vehicles shall also have the prescribed documents and the driver shall have a valid driving license to operate the said class of vehicle and the copies of the same should be produced to the Institute.
45. All the pages of this tender document duly signed by the authorized representative of the bidder should be attached along with the bid.

### **UNDERTAKING**

I/We \_\_\_\_\_ have carefully gone through and understood the contents of the tender and its terms & conditions and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :

**In firm's letter head**

**TECHNICAL BID**

**DETAILS OF THE FIRM/PERSON PARTICIPATING IN THE TENDER**

1	Name and Address of the bidder/Agency with address Telephone Number/Mobile No.	
2	Nature of the agency (Registered Co./ Proprietary firm/ Society /Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
3	GST Registration details (attach copy of GST registration certificate)	
4	Number of employees employed by the bidder/agency	
5	Details of vehicles owned/controlled by the bidder/agency (Make, Model and Registration No.) (attach details and copy of registration certificates)	
6	Experience in the field of Transports/Travels (in years) (Attach the client list from government sector for the last three years along with proof such as work order / contract agreement)	
7	Nature of any other business run by the agency	
8	Address/Location of the office from where the vehicles are assigned and monitored	
9	Details of Tender Fee (DD No., date & amount) (attach the demand draft)	
10	Details of EMD (DD No., date & amount) (attach the demand draft)	

\* All fields are mandatory

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

**In firm's letter head (submit in a separate sealed envelope)**

**FINANCIAL BID FORM**

Date :

To:

The Director  
Institute of Advanced Virology

Sir,

Having read and understood the conditions in the notice inviting tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby undertake to provide commercial vehicles **conforming to the conditions laid down in the tender** as per the schedule fixed by the Institute at the rates attached herewith as part of the bid.

We further undertake to enter into contract within one week of being called upon to do so.

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :

**RATES OFFERED FOR PROVIDING OF VEHICLES ON HIRE**  
**MONTHLY BASIS (26 DAYS IN A MONTH & 10 HOURS PER DAY) (AMOUNT IN RUPEES)**  
(RATES WITHOUT GST)

SI No	Particular	4+1 Seater A/C Honda City / Similar type	4+1 Seater A/C Swift Dezire/ Similar type
1.	Rate for running up to 1500 kms in a month		
2.	Additional rate per KM for travel beyond the prescribed 1500 kms in a month		
3.	Additional rate per hour for travel beyond the prescribed 10 hours in a day		
4.	Driver's Bata, if any, to be paid for out station duty per day in case the vehicle is used for overnight trips outside district limits		

Date:-\_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:-\_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :

**RATES OFFERED FOR PROVIDING OF VEHICLES ON HIRE**  
**MONTHLY BASIS (26 DAYS IN A MONTH & 10 HOURS PER DAY) (AMOUNT IN RUPEES)**  
(RATES WITHOUT GST)

SI No	Particular	4+1 Seater A/C Honda City / Similar type	4+1 Seater A/C Swift Dezire/ Similar type
1.	Rate for running up to 2000 kms in a month		
2.	Additional rate per KM for travel beyond the prescribed 2000 kms in a month		
3.	Additional rate per hour for travel beyond the prescribed 10 hours in a day		
4.	Driver's Bata, if any, to be paid for out station duty per day in case the vehicle is used for overnight trips outside district limits		

Date:-\_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:-\_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :

**RATES OFFERED FOR PROVIDING OF VEHICLES ON HIRE**  
**ON AS REQUIRED BASIS (PER DAY - 80 KM/ 8 HOURS) (AMOUNT IN RUPEES)**  
(RATES WITHOUT GST)

Vehicle Type	Air-Conditioned			NonA/C		
	Flat Rate per 80 kms/ 8 Hours	Additional rate per KM for travel beyond the prescribed 80 KM in a day	Additional rate per hour for travel beyond the prescribed 8 hours in a day	Flat Rate per 8 Hours (80Kilometres)	Additional rate per KM for travel beyond the prescribed 80 KM in a day	Additional rate per hour for travel beyond the prescribed 8 hours in a day
5 seater (Maruti Swift / similar type)						
5 seater (Swift Dzire/Similar type)						
7 seater (Ertiga/Similar type)						

7 seater (Innova/Similar type)						
Bus (12-15 seater)						
Bus (20-25 seater)						
Bus (35-40 seater)						
Bus (45-50 seater)						

Date:-\_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:-\_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :