

TENDER NUMBER	No: 47 / B / IFTK / 2025
DATE	09/06/2025



**Office of the Principal**  
**INSTITUTE OF FASHION TECHNOLOGY KERALA**  
**[A Government of Kerala Institution]**  
**Affiliated to University of Kerala, & Approved by AICTE, New Delhi**  
**Vellimon West PO, Kollam – 691511**  
**Phone: 0474 2547775. Website: [www.iftk.ac.in](http://www.iftk.ac.in)**

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### **TENDER NOTICE**

Institute of Fashion Technology Kerala (IFTK), Vellimon West P.O. Kollam, Kerala 691511 invites sealed tenders from reputed service providers for the hiring of one 5-Seater AC Sedan (not more than 5 years old), white or silver colour, (Toyota Etios/ Swift Dzire/ Honda Amaze / Honda City) vehicle with driver for two years. Interested parties may submit their bids (in the prescribed form) along with EMD of Rs.10,000/-on or before 04.00 PM on 28/06/2025. Tender will be opened on 30/06/2025 at 11.30 AM in the Institute of Fashion Technology Kerala by the officers authorized for the purpose.

Sd/-  
Principal, IFTK



## **Terms and Conditions**

- (1). The tender with EMD of Rs 10,000/- (Rupees ten thousand only in DD drawn in favour of “THE PRINCIPAL, INSTITUTE OF FASHION TECHNOLOGY KERALA” payable at KUNDARA, from any Nationalized/Scheduled Bank, or through Bank Transfer (NEFT) in the account details – [State Bank of India, Account Name: The Principal Institute of Fashion Technology Kerala, Account No: 67113919214, IFSC: SBIN0070064, Branch: Kundara] shall be submitted in a sealed envelope with the super-scription “**Tender for Hiring of Vehicle on Monthly Basis**”, strictly in the enclosed proforma.
- (2). The contract shall be valid for an initial period of two years from the date of signing the agreement, subject to the terms and conditions and extendable further for another year at a time, up to a maximum period of 4 years.
- (3). There will not be any limitation of minimum running distance in Km on day-to-day basis. The maximum kilometer will be utilized in any manner on monthly basis by Institute of Fashion Technology Kerala. The amount should be quoted for the first 1500 Kms/Month and for the additional Kms the charge per 1 Km should be quoted. The payment will be made by Institute of Fashion Technology Kerala to the transport contractor on or before the tenth day of the next calendar month on the submission of the claim by the transport contractor. If the total distance covered is below 500 KM / Month, then the transport contractor is eligible only for 75% of the quoted amount.
- (4). 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 the total distance to be covered in the quarter.
- (5). Institute of Fashion Technology Kerala shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges in respect of repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, municipal tax, work contract tax, license fee, registration charges, other incidental expenses etc.
- (6). Agreed rate as per agreement will not be revised during the agreement period.
- (7). Agencies blacklisted by Government or Govt. agencies are not eligible to apply.
- (8). The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
- (9). A name board “Institute of Fashion Technology Kerala, Kollam” shall be fixed on the vehicle in accordance with the Rule 92A of KMVR.

- (10). If the vehicle provided is not found satisfactory, the same will be returned for immediate replacement. If no replacement is provided within the specified time, Institute of Fashion Technology Kerala would have a right to hire another vehicle and the additional cost incurred in this regard will have to be borne by the Transport Operator.
- (11). Generally, vehicle will be utilized from 08.30 AM to 06.30 PM however, in case of urgency, the vehicle will be continuously utilized. The vehicle must be available at any time on any day as desired by the officers of Institute of Fashion Technology Kerala. There will not be any extra payment for extra hours of utilization of vehicles. As regard vehicle timing, the transport operator will not pass on instructions directly to the driver concerned. All the instructions should be routed through the officers of Institute of Fashion Technology Kerala, Vellimon West P.O, Kollam.
- (12). The vehicle should be parked at the premises of Institute of Fashion Technology Kerala, when not in use.
- (13). The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Government. The transport operator shall provide a certificate to this effect. The employed driver must follow traffic rules and other regulations.
- (14). The transport operator should have telephone/ contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and should carry a mobile phone for which, no separate payment shall be made.
- (15). The vehicle should be kept with sufficient stock of fuel.
- (16). A daily record of time to time and mileage shall be maintained in a log book and log book shall be submitted to the Officer of Institute of Fashion Technology Kerala regularly for scrutiny.
- (17). The vehicle provided should be affixed with FASTag.
- (18). In case of breakdown during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Institute of Fashion Technology Kerala, would have the right to hire another vehicle and the additional cost incurred by Institute of Fashion Technology Kerala will be borne by the Transport Operator.
- (19). The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

- (20). In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
- (21). The vehicle should be available/may be used for running all over Kerala state as and when Institute of Fashion Technology Kerala so desires.
- (22). The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office before 5th of the next month.
- (23). The successful tenderer will have to enter into an agreement with PRINCIPAL, Institute of Fashion Technology Kerala and furnish performance security for an amount of 5% of the contract value within 3 days of receipt of award. The performance security can be in the form of a DD or a bank guarantee in favour of PRINCIPAL, Institute of Fashion Technology Kerala. The bank guarantee should be valid for a period of 15 months from the date of signing the agreement.
- (24). In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
- (25). The Transport Operator should approach the Office of Institute of Fashion Technology Kerala in case of any assistance or difficulty.
- (26). In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute of Fashion Technology Kerala shall be final and binding on Transport Operator.
- (27). If any of the terms & conditions (1) to (25) above is found not fulfilled during the period of agreement, Institute of Fashion Technology Kerala reserve the right to discontinue the contract without assigning any reason thereof.
- (28). TDS and other Taxes shall be deducted as per statutory compliance.
- (29). The Technical Bid and Price Bid are to be submitted in separate sealed envelopes with proper superscription in another outer envelope. "DO NOT OPEN BEFORE TENDER" should be mentioned on outer envelope.

**(FINANCIAL BID)**  
**PROFORMA FOR QUOTING RATES**  
**To be submitted in a separate sealed envelope subscribing “FINANCIAL BID”**

<b>SN</b>	<b>CATEGORY</b>	<b>Rates (in Rs.) per month</b>	<b>Extra Km charges in Rs./Km.</b>
01	Vehicle for a month subject to a maximum running distance of 1500 Km (with driver) inclusive of all expenses.		
02	Service Tax		
	Total		

Name & full address:

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Contact No: \_\_\_\_\_

Aadhaar No: \_\_\_\_\_

**DECLARATION**

I/We hereby declare that I/We have read and agree to all the terms and Conditions mentioned in the tender document.

Name & Signature of Authorized person with date: \_\_\_\_\_

### **TECHNICAL BID**

To be submitted in a separate sealed envelope subscribing “Technical Bid” Prequalification requirements for award of contract for ‘Hiring of Vehicles’

01	Name of the Organization/ Firm /Party with full address with pin code, phone No, Fax No, email etc.	
02	Name of all the Proprietor /Partners /Directors	
03	PAN No. of the Firm as allocated by the Income Tax Department (Enclose Copy of the PAN CARD)	
04	List of Government Organizations where the Service Provider is currently providing services. (please attach the job order/service certificate from Govt. Office/Public Sector)	
05	Registration number. (Registration certificate should also be submitted)	
06	Colour of the vehicle proposed for contract (Please tick any one)	<input type="checkbox"/> White <input type="checkbox"/> Silver
07	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
08	Details regarding Insurance Coverage (Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government )	
09	Whether FASTag is affixed.If yes, give details.	
10	Whether blacklisted by Government or Govt. agencies.	
11	Details of EMD Tick any one <input type="checkbox"/> Demand Draft <input type="checkbox"/> Bank Transfer	Amount : Date :

	Enclose Original DD if EMD is paid as DD Enclose Transaction Receipt if EMD is paid through Bank Transfer	
12	Any other information to be considered:	

### **UNDERTAKING**

- ❖ I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
- ❖ I/We hereby certify that none of my relative (s) is/are employed in Institute of Fashion Technology Kerala
- ❖ I/We further undertake that the information given in this tender are true and correct in all respect.

Name and Signature of Authorized person with date: \_\_\_\_\_

Name and Address of the Authorised Person	
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