

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27
Phone: 0471-2380910, 912

No. C-DIT/12/ADMN-BUS/2025-26/T736

Date: 16.12.2025

TENDER NOTICE
PROVIDING A MINI BUS FOR RENTAL

Sealed tenders are invited for Providing a Mini Bus on a monthly rental basis for students/staff travel. The envelopes containing the tender should bear the superscription "*Tender for providing a Mini bus on Monthly 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 for confirmation of the terms and conditions. Last date for receipt of tender offers is **23.12.2025, 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 bidders 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
16.12.2025

Sd/-
REGISTRAR

No. C-DIT/12/ADMN-BUS/2025-26/T736

Date: 16.12.2025

PROVIDING A NINI BUS FOR RENTAL
TENDER TERMS

A) GENERAL TERMS AND CONDITIONS

This Tender, "For providing a mini bus on monthly rental basis" is invited for providing transportation facilities to C-DIT students and staff of various offices in Thiruvananthapuram.

1. C-DIT reserves the right to cancel any or all tenders at any time if so required, without assigning any reason whatsoever.

B) 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 number 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.

C) SCOPE

For picking up and dropping off of C-DIT students and staff of various offices to C-DIT Main Office at Thiruvallam and back to various destinations within Thiruvananthapuram City limits.

D) REQUIREMENT SPECIFICATIONS

Sl No	Description	No. of Vehicles required
1	A Mini Bus with 25-30 seats(non-AC)	1 No On Monthly rental

E) 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 vehicle provided by the contractor should not be older than 10 years.**
- 4 **The vehicles will be hired on calendar month basis. The rate should be quoted for up to 2000 KM on a monthly basis and rate per kilometer for the excess kilometers above 2000 KM in a month. GST shall be shown separately. The tenders which do not indicate this essential information will not be considered.**
- 5 The basic fixed monthly hire charges shall cover all expenses including fuel charges for vehicles, repairs and maintenance, insurance, permit, driver's salary and allowances including night batta, toll charges etc.
- 6 The rate quoted by the bidder shall be valid for a period of six months to one year.
- 7 During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reason whatsoever.
- 8 The bidder shall submit certified copy of RC book, Insurance Certificate, Non-Pollution Certificate, and Vehicle Fitness Certificate along with the tender document.
- 9 Driver of the vehicle shall have a valid driving license to drive such vehicles. Whenever a driver is engaged or changed a copy of the Driving License of the new driver has to be furnished.

- 10 **The vehicle should be made available in C-DIT office on all days including holidays, if so instructed, and the Contractor should ensure that.**
- 11 The hired vehicles should not be used by the contractor or driver for any other activity which is not covered under contract, while on C-DT Duty.
- 12 The vehicle supplied by the contractor shall have 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 in 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 in producing the relevant documentary evidence pertaining to vehicle, driver etc failing which C-DIT will withhold the payments or terminate the contract.
- 13 In the case of any accident all claims arising out of it shall be met by the contractor as per the Law and C-DIT will not have any liability on that.
- 14 **Initially the period of contract will be for one month on trial basis and may be extended up to six months to one year.**
- 15 The bus should operate two trips daily on working days. The morning trip will start at 09.10 AM from Kowdiyar and ends at C-DIT Main Office, Thiruvallam and the evening trip will start at 05.00 PM from C-DIT Office, Thiruvallam and ends at Kowdiyar through the routes shown in (16).
- 16 **Route:** Kowdiyar, Bakery, C-DIT City Office, Thampanoor, East Fort, Eanchakkal, Thiruvallam, CDIT Main Office. (Route may be changed as per need)
- 17 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.

- 18 **EMD:** The bidder who quoted for providing vehicles on monthly basis shall submit EMD of Rs. 1,000/- (Rupees One Thousand only) along with the tender in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.
- 19 Agreement: The Successful bidder within 7 days of getting confirmed work order has to enter an agreement with C-DIT in non-judicial stamp paper.
- 20 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, if so required.
- 21 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.
- 22 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/ Kerala will have exclusive first jurisdiction over the subject matter.
- 23 **PAYMENT TERMS:** Monthly payments will be released against the submission of tax invoice. The invoice should be attached with trip sheet following full particulars of travel duly countersigned by the authorized C-DIT official. Payment will be made after effecting statutory and other deductions.
- 24 **Authority:** The authority for the acceptance of the tender rests exclusively with the C-DIT.

- 25 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.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.
- 26 If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, they may contact Sri Pradeep N S, HOD (Purchase) Mobile Number: 9995017924.
- 27 **The last date for submission of tender 23.12.2025 at 3.00 PM.**
The tender will be opened on the same day at 3.30 PM

Sd/
REGISTRAR, C-DIT
Dated 16.12.2025

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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FORM - B

TENDER FOR PROVIDING MINI BUS ON RENTAL BASIS

Sl. No	Description	Req	Monthly rent for up to 2000 Kilometer	Rate for additional kilometers (beyond 2000 Kilometers)	Additional Charges (if any)	GST included. Y/N
1	MINI BUS with 25-30 seats (non-AC)	1No				

Vehicle Model:.....

Vehicle Reg.No.....

Make:.....

Year:.....

Insurance:.....

Fitness till

NPC till.....

Fuel

No.of Seats.....Seat type.....

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/we also understand that, if any discrepancy/wrong and/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

Enclosure: copy of (1) RC (2) Insurance (3) NPC (4) CF