



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No. C-DIT/01/VCD/KSITM-VEH/2025-26/T750

Date: 14.01.2026

TENDER NOTICE PROVIDING VEHICLES SERVICE

Sealed tenders are invited for **Providing Vehicles Service** for the conduct of **AI Impact Summit 2026 to be held at Leela Ravis, Kovalam on 23rd January 2026**. The envelopes containing the tender should bear the superscription ***“Tender for providing Vehicles Service”*** 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. Last date for receipt of tenders is **20.01.2026, 11.00 AM**. Late tenders will not be accepted. The tenders will be opened at **11.30 AM on 20.01.2026** in C-DIT office in the presence of the tenderers or their authorized representatives who may 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

14.01.2026

SD/-

REGISTRAR



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TENDER TERMS

PROVIDING VEHICLES FOR FLEET MANAGEMENT

GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for **Providing Vehicles Services** for the conduct of a **AI Impact Summit 2026 to be held at Leela Ravis, Kovalam on 23rd January 2026**, one of the projects undertaken by C-DIT.
- b) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever

ELIGIBILITY CRITERIA OF BIDDER

- a) Bidders should be an Indian company/firm engaged in providing similar services for events/ exhibitions having its own capacity to cater the requirements at Thiruvananthapuram, Kerala on 22nd , 23rd and 24th of January 2026.
- b) Bidders should be an Indian company/firm based and established in India.
- c) Bidders should have valid GST registration.
- d) Bidders should have PAN allotted to him by IT Department.
- e) Bidder shall not be blacklisted by any of the department/organizations of the Govt. of India/State Govt/PSUs.
- f) The bidder must have a software or app to manage vehicle scheduling for the seamless coordination and vehicle tracking (Self declaration to be attached and the software /app must be demonstrated as a pre requisite for eligibility qualification immediately on opening of tender)
- g) Vehicles should have valid mandatory documents provided by RTO and other agencies (ie registration, Insurance, permit, Fitness). Required documents for adhering various norms must be made readily available for each vehicle for ready reference and checking .

REQUIREMENT SPECIFICATIONS

1. Vehicle

Fleet Management		
Sl.No	Vehicles Required	No: of Vehicles Required
1	Sedan vehicles (8hrs 80km) (Additional hour and addl. Kilometer rate are to be provided)	10 nos
2	Innova Crysta (8hrs 80km) (Additional hour and addl. Kilometer rate are to be provided).	20 nos
3	Innova (8hrs 80km) (Additional hour and addl. Kilometer rate are to be provided).	5 nos

Note: Bidders shall quote either 8hours or Minimum 80KM per day

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. C-DIT reserves the right to split the quantity of items/services to be supplied/provided among one or more bidders, at the sole discretion
3. 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 bidder shall be bound to supply the accepted item at the rates quoted.
4. **The rate quoted by the bidder shall be inclusive of all charges.** Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender
5. **The bidder shall submit an amount of ₹ 1000/- as Tender fee in the form of a Demand draft (from any Nationalised/scheduled bank) drawn in favour of The Registrar, C-DIT payable at Thiruvananthapuram.** Intending bidders can also remit the payment in CDIT accounts. Tender fee is compulsory. No exemption for MSME registered firms.

6. **The Bidder shall assign a person who shall be responsible for the Vehicle fleet Management in consultation with CDIT officials from time to time.**
7. **The bidder shall be responsible for providing the vehicle service for 3 days.**
8. **The supplied vehicles must be fully Air conditioned.**
9. **The bidder is responsible to present vehicle tracking software/app before C-DIT on demand, during bid evaluation.**
10. **The payment of Toll fee /Parking fee etc if any will be paid by C-DIT as per actuals on submission of the original bill/receipts along with the final bill . This need not be included in tender rates.**
11. The rate should be quoted for the unit shown in the list including GST and tenders which do not indicate this essential information will not be considered.
12. The bidder shall quote the rates for providing the logistic services in **“FORM A”**. The tenders which do not indicate price information for the listed items in the tender will not be considered.
13. **The bidders shall submit the rate in “FORM A ” in a sealed envelope.**
14. The rate quoted for the materials/services shall be firm and no enhancement will be allowed under any circumstances.
15. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
16. **Payment Terms:**
 - 30% of the order value will be paid as advance.
 - 70% will be released up on verification of submitted trip sheets and bills.
17. **Authority:** The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
18. 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.
19. **In case of doubt:**

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact **Sri Manoj Krishnan DD(VC), in Mobile No: 9447886486**

20. The last date for submission of tender 20.01.2026, 11.00 AM.

The tender will be opened on the same day at 11.30 AM

Sd/

REGISTRAR, C-DIT

Dated **14.01.2026**



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FORM – A

TENDER FOR PROVIDING VEHICLES SERVICES

Commercial Bid

1. Vehicle Requirement

Quote No.

Date:

Sl. No.	Vehicle Type	No.of Vehicles Required	Unit Rate (incl. GST)	Total(Incl.GST)
1	Sedan Vehicle (Minimum 8hrs 80km)	10 Nos		
2	Rate for additional Hours (beyond 8 hours).	Per hour		
3	Rate for additional KM (beyond 80 km)	Per KM		
4	Innova Crysta (Minimum 8hrs 80km)	20 Nos		
5	Rate for additional Hours (beyond 8 hours).	Per hour		
6	Rate for additional KM (beyond 80 km)	Per KM		
7	Innova (Minimum 8hrs 80km)	5 Nos		
8	Rate for additional Hours (beyond 8 hours).	Per hour		
9	Rate for additional KM (beyond 80 km)	Per KM		
10	Other charges if any			

- *The payment to the bidder will be made either for additional Hours or additional KM whichever is higher.*

Bidder Name:

Address:

e-mail id:

Signature

Date

Office Seal