

**CENTRE FOR MANAGEMENT DEVELOPMENT**  
 (An Autonomous Institution under Government of Kerala)  
 Thycaud, Thiruvananthapuram-695 014, Ph: 91-0471- 2320101-250

**NOTICE INVITING TENDER**

The Centre for Management Development invites competitive bids from competent Service providers/Firms for providing the service of Sedan Cars (minimum two numbers) along with qualified experienced licensed driver for the official use by the Programme Management Unit of CMD on contract basis.

NIT Number	CMD/PMU-KDISC/02/2024
Notification date	08.05.2024
Name of the work	Selection of Service Providers of Sedan Cars on monthly rental basis for the official use by the Programme Management Unit of CMD
Last date of submission	15.05.2024 (5:00 PM)
Date & Place of Opening of bids	16.05.2024 (4.00 PM) at Centre for Management Development, Thycaud, Thiruvananthapuram-695014
Designation and Address of the Tender Inviting Authority / Quotation to be addressed to	The Director, Centre for Management Development, Thycaud, Thiruvananthapuram-695014
Earnest Money Deposit (EMD)	Quoted amount for one Sedan Car x 2 x 12 x 0.25% (Round to nearest 100)
Preferred Sedan Cars	Honda CITY/Suzuki CIAZ (New Vehicles)
Sealed Covers to be super scribed as	Selection of Service providers of Sedan Cars on monthly rental basis for the official use by the Programme Management Unit of CMD - Technical bid  Selection of Service providers of Sedan Cars on monthly rental basis for the official use by the Programme Management Unit of CMD - Financial bid  Bearing the Name and Full Address of the Bidder on the outside of the cover
Contact Telephone No.	0471-2320101 Ext:250

## Terms and Conditions:

1. The documents may be downloaded from the Tenders section of the website [www.cmd.kerala.gov.in](http://www.cmd.kerala.gov.in)
2. Tender shall be accompanied with Earnest Money (EMD) with sufficient amount deposited through Demand Draft in favour of The Director, Centre for Management Development. A bid will not be considered, if not accompanied with EMD.
3. Application for this Tender supported by prescribed Annexure/ Format submitted manually to Centre for Management Development, C V Raman Pillai road, Near Norka Roots, Thycaud P.O, Thiruvananthapuram 14 will be considered for evaluation.
4. The bidders are advised to keep visiting the website of CMD ([www.cmd.kerala.gov.in](http://www.cmd.kerala.gov.in)) from time to time for any updates in respect of the Tender document notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the Tender document complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
5. The Director, Centre for Management Development reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, he will be held responsible for the losses sustained to CMD if any and shall be debarred from tendering and taking up of any work in the future.
6. The Director, Centre for Management Development reserves the right to reject or all prospective applicants without assigning any reason.
7. The vehicle should be provided in excellent condition on a full time basis.
8. Preference shall be given to new vehicles.
9. Preferred Sedan Cars: Honda CITY/Suzuki CIAZ
10. The car to be provided should not be more than one year old or should not have run more than 15,000 KMS as on the date of hiring by this Authority.
11. The car shall be maintained in good and clean upholstery.
12. The vehicle and driver shall be at the disposal of the Programme Management Unit of CMD during the contract period.
13. The agency shall provide a driver, residing within 2-3 KM radius of the office of CMD will be given preference.
14. The expected usage per month will be 2000 KMS with a three-month consumption lock-in period. If the vehicle usage doesn't exceed the monthly limit, the remaining kilometre will be carry forward to subsequent months for a maximum of three months.
15. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicle in good condition shall be the responsibility of the Agency.
16. In case of any accident, all repairs and associated costs shall be done by the Agency without any liability to CMD, without any delay.

17. In case the vehicle cannot be utilized due to maintenance/repairs, a suitable replacement vehicle shall be provided without any loss of time.
18. For sudden non-availability of the car, the agency is liable to compensate an amount equal to the expenditure incurred by CMD for alternative arrangement or transport.
19. This deduction is also applicable in cases where the vehicle is not available at the required time.

Director  
Centre for Management Development

## TENDER COST & EARNEST MONEY DEPOSIT (EMD)

E.M.D of the unsuccessful tenders will be refunded without any interest on finalization of the contract with the successful bidder or on the expiry of the validity period whichever is earlier. The tenders submitted without EMD will be summarily rejected.

E.M.D deposited with the owners will be forfeited

- a. If a bidder withdraws his bid during the period of validity specified.
- b. If the successful bidder fails within the time limits to furnish the required security deposit and execute the agreement or fails to start the work

## SELECTION CRITERIA

The selection of the bidder will be based on the lowest value quoted.

## TECHNICAL BID (COVER 1)

The following documents should be submitted in the Technical Bid in the Letter head of the Bidding Firm:

- Covering Letter
- Acceptance of terms and conditions
- Technical Bid document duly signed
- Details of Vehicle (Vehicle Make/Model)
- Copy of Registration Certificate, Insurance, Fitness certificate, Pollution certificate, permit etc. shall be kept up-to-date. True copies of these records shall be submitted at the time of agreement.

## FINANCIAL BID (COVER 2)

Financial bid is in Specified format. (Annexure 1)

## PERIOD OF VALIDITY

The tender shall remain valid for acceptance for a period of 30 days from the date of opening of the price bid of the tender. If any tenderer withdraws his tender before the said period or makes any modifications in terms and conditions of the tender, then the "Centre for Management Development" has the liberty to forfeit the said Earnest Money Deposit.

Annexure 1  
**FINANCIAL BID**

Inviting Authority: Centre for Management Development

Work: Selection of Service provides of Sedan Cars on Monthly Rental basis for the official use by the Programme Management Unit of CMD

NIT Reference: CMD/PMU-KDISC/01/2024

Name of the bidder/firm/company:

Sl. No.	Particulars	Basic Rate in Figures to be entered by the bidder in Rs	GST Amount in Rs	Total Amount Excluding taxes	Total Amount including taxes	Total amount in words
1.	Monthly rent including all charges up to 2000 km run					
2.	Per kilometre rate excess of 2000 kms run					
3.	Night Bata per day to Driver (applicable for 22:00 to 5:00)					
4.	Outstation Driver Bata per day (applicable for other than Trivandrum)					

Signature and Seal of the Bidder