



KERALA AGRICULTURAL UNIVERSITY
College of Agriculture, Padannakkad
Padannakkad P.O., Kasargod Dist.Pin: 671314, Kerala, India.
Phone:Direct: 91 467 2282699, Office:91 467 2280616
E-mail: coapad@kau.in

No. COAPAD/3193/2025 -C1

Dated: 27-10-2025

TENDER NOTICE

Sealed tenders are invited from reputed Bus Operators/ Agencies within Kannur/ Kasaragod districts for providing a bus (with 42-54 seats) with drivers on daily hire-basis for official use of College of Agriculture Padannakkad. Interested Bus operators / Agencies who are willing to comply with the terms and conditions furnished below, may submit their tenders.

Requirement :	Providing a bus (with 42-54 seats) with drivers on daily hire-basis for official use of College of Agriculture Padannakkad.
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Cost of Tender Forms:	0.2% of the quoted amount rounded off to the nearest multiple of 100, subject to a minimum of ₹.400.00 and maximum of ₹.1500.00 + 18% GST
Earnest Money Deposit:	₹.2750.00
Last Date & Time of receipt of tender :	11.11.2025, 11.00 AM
Date and time of opening tender:	11.11.2025, 11.30 AM

Terms and Conditions to be followed in respect of hired vehicles

1. The bidder has to quote the minimum rates for running the bus for 40 km in a day and also the rate for each km exceeding 40 km in a day. Minimum rates will be paid for trips even if the distance travelled is less than 40 km in a day. Charges will be paid only for the days on which the vehicle is hired.
2. The service provider should be a proprietor/partner/registered firm/company and the vehicle should be registered in Kerala.
3. The tenderer should ensure that after availing the contract, the vehicle deployed by him is in good running condition (not older than 10 years) and shall have clean seat covers/ towels. **Vehicle should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other competent authority. The vehicle should also carry necessary pollution control certificates issued by the competent authority.**

Undertaking in this regard could be submitted by the tenderer along with bid.

4. The vehicle should not be used by the service provider for any other purpose during our trips.
5. The vehicle shall be made available on all days including Saturday, Sunday and Holidays, if required.
6. The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly seated. In case of any doubt the authorized officer of this office may get the odometer of the vehicle checked from any authorized workshop at the cost of the service provider.
7. LPG cylinders should not be used for running the vehicle in any case.
8. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle, In such case, mileage from garage to point of breakdown will not be paid.
9. The service provider shall provide name and address(es) of the drivers employed by him.
10. **The tenderer should ensure that after entering into the contract, the drivers deputed for service to this office do not have any police records/criminal cases (previous or pending) against him. Undertaking in this regard would be required to be submitted by the tenderer along with the tender.**
11. The driver(s) deputed on duty should carry valid driving license and should have minimum three years of experience. They must carry a mobile phone in working conditions for which no separate payment shall be made by this office.
12. **This office shall not be responsible for any loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider. Undertaking in this regard would be submitted by the tenderer along with bid.**
13. If the vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount of ₹. 1000/- shall be deducted from the monthly bill of the vehicle for every such incident and the contract will be terminated.
14. The service provider should provide a single contact person/ supervisor for the vehicle deployed to this office for communication.
15. A daily record indicating time and mileage for each vehicle shall be maintained in a logbook which should be submitted to the concerned officer of this office for scrutiny & payment of the bills.
16. This office will reimburse toll tax and parking charges against production of documentary evidence.
17. All expenses relating to salary and allowances of the driver shall be borne by the

service provider. Likewise all expenditure related to the vehicle including insurance, maintenance and fuel charges etc. will also be borne by the service provider.

18. The service provider shall provide the vehicle of the make/model as per the terms of the contract/ tender during the entire period of contract and should not change the vehicle without information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this office temporarily.
19. The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibilities.
20. If required the service provider has to arrange one more bus at the same rate and with the same facilities, by agreeing the conditions in the tender notice.
21. The contract will be initially for a period of one year, which may be further extended on satisfactory services on the same terms and conditions.
22. In case quality of service by the service provider is found unsatisfactory, this office may terminate the contract after giving 15 days' notice. Contract can be terminated by the party prematurely by giving advance notice of one month. This office reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with the use of vehicles on hire by this office.
23. Income Tax @ 2% and TDS on GST @ 2%, applicable as per the prevailing rules will be deducted from payments and the service provider have to submit copy of PAN card and GST registration number for this purpose.

Terms and Conditions to be followed at the submission of tender

1. Tender should be submitted in the prescribed forms which can be downloaded from the website **coapad.kau.in/tenders** or **www.kau.in/ tenders**. The cost of the tender forms will not be refunded under any circumstances.
2. The sealed cover containing the tender should be superscribed as "**Tender For Hiring Bus**" and should be addressed to the Dean, College of Agriculture, Padannakkad (P.O.), Kasaragod – 671 314.
3. Each tender should be accompanied by **Tender fee, GST and Earnest Money Deposit (EMD) paid by way of three separate crossed Demand Drafts drawn in favour of Dean, College of Agriculture, Padannakkad payable at Nileshwar or by cash receipts**. Late and incomplete tenders and tenders without EMD, tender fee and agreement will not be accepted.
4. ***All the MSMEs with Udyog Aadhar registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the State of Kerala will be exempted from payment of Tender Fee and Earnest Money Deposit.*** Such firms should furnish a copy of the existing valid certificate received from the authorized Ministry/ Agency at the time of submission of tender.

5. The tender should be accompanied by an agreement in Kerala Stamp Paper worth Rs. 200/- (Rupees Two Hundred only) and tender form format can be downloaded from the above website.
6. Satisfying all other conditions, the lowest rate quoted will be accepted. The successful tenderer should execute an agreement in Kerala Stamp Paper worth Rs. 200/- (Rupees Two Hundred only) and should furnish a **security deposit of 5% of the total contract charges** in the form of Cash / Bank Guarantee of any Scheduled Bank in India / Demand Draft drawn in favour of the Dean, College of Agriculture, Padannakkad, payable at Nileshtar when directed from this office. The format of the agreement can be downloaded from the above website.
7. If any Bandh/strike/ any unexpected holidays occur on the date of opening of tender, the tender will be opened at the same time on the next working day. The decision of the undersigned in accepting the tenders shall be final and binding.
8. The Dean, College of Agriculture, Padannakkad has the right to accept or reject any or all of the offers without assigning any reason. The decision of the undersigned in accepting the tender will be final and binding.
9. All the rules and regulations applicable to Government tenders will be applicable to this tender also. Further details, if required, can be had from this office on all working days up to the close of office hours (Contact Phone No. 0467- 2280616, 77362 69462).

Dr. Sajitha Rani T
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To

1. KAU website / Notice Board (College / IF-Unit I/ IF-Unit II)
2. Village Office (Kanhagad South / Nileshtar)
3. Municipality (Kanhagad/Nileshtar)
4. RARS, Pilicode
5. Purchase Committee Members / COAPAD D2 Section

// Forwarded By Order//

Section Officer