



# CENTRE OF EXCELLENCE IN MICROBIOME

An initiative of the Govt. of Kerala under KSCSTE

KINFRA Film and Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala 695585, India.

CoEM/Vehicle/2026-Notice-01

14.01.2026

## **NOTICE INVITING TENDER – HIRING OF DIRECTOR’S VEHICLE ON CONTRACT BASIS**

The Director, Centre of Excellence in Microbiome, Thiruvananthapuram invites sealed tenders in **“Two Bid System”** from Transport Agencies/firms meeting the prescribed qualifications as per the attached technical bid towards providing the types of vehicle with driver (as per Annexure I) for official use on monthly/per day:

NIT No & date	<b>CoEM/Contract/Misc/Vehicle/2026/01-TEN</b> dated 14.01.2026
Description of NIT	Hiring of Director’s vehicles on contract basis
Date of tender publication	14/01/2026
Tender Fee	Rs. 1416/-
EMD	Rs. 6,000/-
Last date & time of submission of tender	24.01.2026; 1.00 PM
Date & Time of opening bid	24.01.2026; 3.00 PM
Date of pre-bid meeting	NA
Designation and address of officer to whom the quotation is to be addressed	The Director, Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala – 695585

1. Tender along with the terms and conditions can be downloaded from our website <https://CoEM.kerala.gov.in/>
2. Prescribed tender Fee and Earnest Money Deposit has to be paid in the form of Demand Draft separately favouring '**The Director, Centre of Excellence in Microbiome, payable at Thiruvananthapuram**'. The tenders without tender fee and EMD will be summarily rejected.
3. The technical bid and financial bid should be submitted in **individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope superscribing the "**HIRING OF DIRECTOR'S VEHICLE ON CONTRACT BASIS – CENTRE OF EXCELLENCE IN MICROBIOME**" and quoting the tender number and last date of submission. All the covers should bear seal of the agency and to be addressed to "Director, Centre of Excellence in Microbiome"
4. All the pages of the technical bid are to be signed by the authorized representative of the firm with seal.

Digitally signed by  
SABU THOMAS  
Date: 14-01-2026  
15:51:56

**Director, CoEM**



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KINFRA Film and Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala 695585, India.

## TENDER FORM

<b>Tender No. &amp; Date</b>	CoEM/Contract/Misc/Vehicle/2026/01-TEN dated 14.01.2026
<b>Last date &amp; time of submission of tender</b>	24.01.2026; 1.00 PM
<b>Date &amp; Time of opening of technical and financial bid</b>	24.01.2026; 3.00 PM

## BIDDER DETAILS

1	<b>Name &amp; Address of the Vendor/ Bidder</b>	
2	<b>Phone</b>	
4	<b>E-mail</b>	
5	<b>Contact Person Name</b>	
6	<b>Mobile Number</b>	
7	<b>Total no. of pages in the document</b> (to be filled mandatorily)	
8	<b>PAN</b> (Copy to be enclosed mandatorily)	Yes / No
9	<b>GST Number</b> (Copy to be enclosed mandatorily)	Yes / No
10	<b>Tender Fee</b> paid (to be enclosed mandatorily)	Yes / No
11	<b>Earnest Money Deposit (EMD)</b> paid	Yes / No
12	<b>Annexure I (Duly filled and signed)</b> (to be submitted along with the financial bid)	Yes / No
13	<b>Technical bid</b> (Annexure II; in separate, sealed envelope)	Yes / No
14	<b>Financial bid</b> (Annexure III; in separate sealed envelope)	Yes / No

(Authorized Signature with Date and Seal)

To,

**The Director**

**Centre of Excellence in Microbiome**

**TERMS AND CONDITIONS FOR HIRING OF VEHICLE ON CONTRACT BASIS FOR DIRECTOR'S OFFICIAL USE IN CoEM, THIRUVANANTHAPURAM**

1. The Tender should be submitted in sealed covers super scribing "Tender for hiring of Director's vehicle for CoEM" and addressed to The Director, Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakkootam, Thiruvananthapuram, Kerala – 695585
2. The tender shall reach The Director, Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakkootam, Thiruvananthapuram, Kerala – 695585 , on or before the prescribed date and time.
3. Tender received after the prescribed date and time will not be considered for evaluation. The Institute will not be responsible for postal delays, if any.
4. The duration of the contract will be for a period of one year from the date of commencement of contract.
5. The successful bidder shall enter into an agreement with CoEM in the prescribed format.
6. The Director, Centre of Excellence in Microbiome, Thiruvananthapuram, reserves the right to accept or reject all or any of the tender without assigning any reason there off.

**OTHER TERMS AND CONDITIONS OF THE CONTRACT**

1. The vehicle provided by the contractor must be in excellent running condition and must have proper documentations prescribed as per existing rules.
2. The vehicle provided on yearly basis should not be too old and shall be registered on or after 01.01.2023.
3. The bidder should have a minimum two years of experience in providing the similar services and should submit experience certificate to prove the same.
4. The bidder shall have valid GST registrations and shall submit the copy of the registration certificate to prove the same along with the technical bid.
5. The rates quoted shall be inclusive of GST. The applicable GST from time to time shall be paid in addition to the quoted amount
6. The bills for the service provided shall be submitted on monthly basis. All statutory dues related with the contract shall be remitted by the contractor and the proof of the same has to be submitted along with the monthly bill for verification.
7. TDS as applicable will be deducted as per the rules.
8. The vehicles are normally required during the office hours on all working days. The vehicle shall also be made available outside the office hours too and on holidays as per the Institute's requirement. The timings and days may vary depending on the actual requirements.

9. The duty hours and the distance to be covered by the vehicle as part of the contract shall be as mentioned in the Annexure I. In case of extension of duty beyond the prescribed hours the contractor/Driver would be required to co-operate with the user officers
10. In case the deployed vehicle has been withdrawn for maintenance/repairs a similar suitable vehicle shall be provided in lieu without any loss of time at no extra cost to the Institute.
11. Withdrawal from the contract without following due procedures shall lead to forfeiture of the security deposit.
12. Institute reserves the right to terminate the contract with one month notice. The contract can be terminated without notice if the contractor breaches any tender conditions or the contractor or his employees involved in any criminal cases which are determinable to the interests of the Institute. If the contractor wishes to withdraw from the contract they should give two month's advance notice.
13. The vehicles should have the prescribed mode of registration and shall have the board "Director-Centre of Excellence in Microbiome, Government of Kerala" displayed on the front and back side of the vehicle. The boards are to be provided at contractor's expenses.
14. The contractor shall provide the attested copies of valid registration documents, insurance certificates, permits, fitness certificate and other essential documents while signing the agreement. The periodical renewal of the documents are to be carried out at contractor's expenses and the same has to be produced to the Institute for records.
15. The driver deputed for duty shall wear the uniform as per the rules and should possess the prescribed documents of the vehicle and produce the same as and when demanded by the Institute authorities.
16. The driver deployed by the contractor should have a valid driving license to operate the kind of vehicle deployed and copy of the same should be produced to the Institute.
17. The contractor should arrange for obtaining the Police Clearance Certificate of the personnel deployed as driver and the same should be submitted and get approved by the institute before deployment.
18. The bata for outstation halt for overnight travel beyond the district limits of Trivandrum will be paid at the rate agreed upon or the approved rates of government whichever is lower.
19. If any loss is caused to the Institute due to the negligence or lapse on the part of the contractor/driver, the contractor alone shall be held liable for all the damages caused.
20. In case of accidents, Institute shall not be liable to pay any damages or cost of repairs including legal charges to defend the case. The contractor shall indemnify the Institute against such liabilities.
21. The vehicle provided as part of the contract shall have necessary tourist permit to ply all over Kerala or outside the State as and when required.

22. Log book in the prescribed format shall be maintained on daily basis wherein the details of journey such as time, place visited, purpose of journey, odometer readings and distance covered should be properly entered and the signature of the user should be obtained. The duly filled log book shall be furnished along with the bills. The log book shall be submitted for verification of the authorized official of the Institute on monthly basis.
23. The odometer of the vehicle shall always be in working conditions and the trip details shall be recorded in the trip sheet as per the odometer readings.
24. Payment will be made on monthly basis against the bills, duly verified and certified by the authorized officer of CoEM. The bills are to be submitted on the first week of the subsequent month and the payment will be made within 15 days from the date of submission of the same provided the documents submitted are up-to-date and correct. No advance payment will be made.
25. Payment will be made only through account transfer in favour of the contractor.
26. The contractor has to make own arrangements for parking vehicles at night time. The Drivers shall not be allowed to stay in the Institute campus beyond the prescribed working hours. However, the vehicles may be permitted to park in the Institute campus at the risk of the contractor.
27. Regarding any other relevant terms and conditions which are not specifically stipulated in this tender, the orders and rules issued by the Transport Department (Government of Kerala) shall be followed in such cases and it shall be binding.
28. The contract shall be valid for a period of one year from the date of execution of the agreement, which may be extended on mutual consent for further terms.
29. No increase in rates will be allowed during the agreed contract period under any circumstances.
30. Any dispute arising between parties, the decision of the Director, Centre of Excellence in Microbiome, shall be final and binding to the contractor. The court in Trivandrum shall have exclusive jurisdiction in all matters concerning this tender/contract.
31. The vehicles which are hired on monthly basis by the Institute shall not be used for any other purposes except during maintenance/service/legal purposes.
32. In case of breach of contract conditions or failure to provide the requisitioned vehicle or the required type of vehicle, resulting in any loss or excess cost, the competent authority shall be entitled to recover such losses, including excess cost, **at double the agreed rates on a pro-rata basis**, from the contractor's bills.
33. All the pages of this tender document duly signed by the authorized representative of the bidder should be attached along with the bid.

**UNDERTAKING**

I/We \_\_\_\_\_ have carefully gone through and understood the contents of the tender and its terms & conditions and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :

**Annexure I**

**RATES OFFERED FOR PROVIDING OF VEHICLES ON HIRE**  
**MONTHLY BASIS (AMOUNT IN RUPEES)**  
 (RATES WITHOUT GST)

Sl No	Particular	4+1 Seater A/C Maruthi Ciaz, Honda City, Hyundai Verna (or Similar type of mid-size sedan with approximately 1500 cc engine capacity)
1.	Rate for running up to 2000 kms in a month	
2.	Additional rate per KM for travel beyond the prescribed 2000 kms in a month	
3.	Driver's Bata, if any, to be paid for out station duty per day in case the vehicle is used for overnight trips outside district limits	

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name &amp; Signatory of Agency/firm with stamp)

Place:

Date :

**Annexure II****(In firm's letter head)****TECHNICAL BID****DETAILS OF THE FIRM/PERSON PARTICIPATING IN THE TENDER**

1	Name and Address of the bidder/Agency with address Telephone Number/Mobile No.	
2	Nature of the agency (Registered Co./ Proprietary firm/ Society /Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
3	GST Registration details (attach copy of GST registration certificate)	
4	Number of employees employed by the bidder/agency	
5	Details of vehicle owned/controlled by the bidder/agency to be provided to the Director (Make, Model and Registration No.) (attach details and copy of registration certificates)	
6	Experience in the field of Transports/Travels (in years) (Attach the client list from government sector for the last three years along with proof such as work order / contract agreement)	
7	Address/Location of the office from where the vehicles are assigned and monitored	
8	Details of Tender Fee (DD No., date & amount) (attach the demand draft)	
9	Details of EMD (DD No., date & amount) (attach the demand draft)	

\* All fields are mandatory

Date:-\_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:-\_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name &amp; Signatory of Agency/firm with stamp)

**Annexure III**

**In firm's letter head (submit in a separate sealed envelope)**

**FINANCIAL BID FORM**

Date :

To:

The Director,  
Centre of Excellence in Microbiome

Sir,

Having read and understood the conditions in the notice inviting tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby undertake to provide commercial vehicles **conforming to the conditions laid down in the tender** as per the schedule fixed by the Institute at the rates attached herewith as part of the bid.

We further undertake to enter into contract within one week of being called upon to do so.

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)

Place:

Date :