



## TENDER NOTICE

Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022

We invite sealed tenders from Contractors to run a 5 seater car or equivalent as per details in special terms & conditions enclosed to provide pick up and drop of Keltron Officials in specified routes. The tender shall be submitted as per prescribed format which is enclosed.

The general terms and conditions, special terms and conditions along with tender form applicable to this contract (Part A) and form for quoting the rate (Part B) are enclosed. You are requested to understand all these and if any clarifications are required, the same to be obtained from us before submitting the tender.

As a token of acceptance, you must sign with name and affix rubber stamp (if available) in all pages and submit the tender in original after keeping photocopy with you. The tender should be submitted into two separate envelopes, Part A & Part B.

The sealed cover (Part A) shall contain the following:

- A) Signed and sealed tender documents, terms and conditions.
- B) Tender Form
- C) Copies of experience certificates.
- D) PAN card copy
- E) Copies of RC book, Latest Insurance certificate and all other documents regarding the vehicle proposed for the contract.
- F) Receipt details of Tender Fee and EMD

The sealed cover (Part B) shall contain the following

- (A) Rate quoted

The sealed quotation should be reached to The Sr. Officer, (Admn/P&S) Keltron Controls, Aroor-688534 on or before 2.00PM on 28.11.2022. The tender opening (Part A) will be done on 28.11.2022 and the result of evaluation of the PART A will be informed to the bidders through email or telephone.

The payment for tender fee and EMD shall be made as per the bank details shown below

Account Details:

Account Holder Name: KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.  
Name of Bank: PUNJAB NATIONAL BANK  
Account Number: 4490 0021 0000 2105  
Branch: Vytilla branch  
IFS code: PUNB0449000

Sd/-  
SR.OFFICER (ADMN)

## **PART A - GENERAL TERMS & CONDITIONS OF THE TENDER**

### TRANSPORT CONTRACT 2022

#### Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022

1. **Scope:** The contract is for operating vehicles of type, route etc as mentioned in special terms for the house pick up and drop of Senior officials and for other official trips of KSEDC Ltd, Keltron Controls, Aroor (The Company) from the places specified in special terms, on all working days of the Company. The vehicle should be provided from 07.00 hrs to 20.00 hrs. The timings of vehicle operation generally required and under the Company's possession are also given in special Terms.
2. **Accessibility:** The Tenderer should have round the clock accessibility with telephone etc for easy access.
3. **Experience:** The Tenderer should have experience in running transport contract for a minimum period of **1 year** and should produce supporting documents with the tender.
4. **Vehicles & Staff:** The Tenderer should have sufficient vehicles and staff to undertake the contract smoothly.
5. **Vehicle Condition:** The vehicle provided for the contract must be roadworthy preferably less than **8 years old** as on date of this tender, hygienic, well maintained with smooth operating doors & windows, comfortable & safe for travel, road worthy and comply with all rules and regulations of Government or other authorized agencies and should have valid permits from the Government / Statutory authorities for operating in the specific routes for the specified period for the specified purpose. The minimum no. of passenger seats as called for in the tender must be ensured for all days operation. If the Tenderer violates any of the conditions stipulated, he will be solely responsible for the consequences and required to pay penalty / damages imposed by the company.
6. **Insurance:** The vehicle should have valid insurance covering the vehicle as well as all the passengers traveling in the vehicle. The policy is to be produced when called for. If the Tenderer fails to fulfill the conditions, he will solely be responsible for the consequences and shall make good the losses, if any, incurred by the company.
7. **Liabilities of Tenderer:** Any liability arising during the operation of the vehicle such as injury / death to persons or damage to property will have to be made good by the Tenderer at their own cost and Tenderer will be solely responsible for the damages / compensation payable, ESI, PF etc.
8. **Drivers & Staff:** The Tenderer will be required to provide qualified & experienced Drivers with capability to analyze & rectify small troubles of vehicle on the way and other employees for operating the vehicle and shall assure their good & disciplined behavior. The Drivers provided for this contract must have valid Driving License & Badge and be in good mental & physical health condition & within the age group of 28 to 55 years. If the Drivers are found to be not acceptable to the company, the contractor will be required to replace him within 3 days of intimation from the company. Use of alcohol, drugs etc by the driver during the operation of the vehicle will attract penalty & he will not be allowed to drive the vehicle during the contract period.

Name of the Tenderer	Signature	Seal

## **PART A - GENERAL TERMS & CONDITIONS OF THE TENDER**

### TRANSPORT CONTRACT 2022

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9. **Display Board:** The Tenderer must provide a board named "KSEDC" of approx 6 CM character size, at his cost in the front and back of their vehicles for easy identification to the passengers, if this is not adhered, penalty will be applied.
10. **Document Copies:** The copies of RC Book (Registration Certificate) of the vehicle, Insurance, Road Tax, pollution certificates and driver's license are to be submitted before start of contract. In case of change of vehicle for operation is required, prior permission shall be taken from the company.
11. **Rates, Taxes & Duties:** Tenderer should provide vehicle on full time basis during working hours at kilometer usage at **1500km** per month. The rate for additional km beyond 1500 km and rate for night halt and driver bata if required can be quoted in the space provided. The Rates must be inclusive of Toll charges on regular route, GST, other taxes & Duties, Surcharges if any, etc and the same shall be paid by the Tenderer. The Company will presume that the rate quoted is inclusive of all the costs & expenses towards the execution of this contract by the tenderer like wages all allowances, bonus, exgratia, ESI, EPF contributions etc of staff, fuel charges, insurance charges for vehicle, staff, passengers, third parties etc, The Company will not pay any charges to the Contractor / Contractors staff / Govt. or any other agencies other than the quoted rate. However the Company will have the right to deduct any amount suitable, to meet the shortfalls if any in the part of the contractor on account of his responsibilities or liabilities according to the rules & regulations for such contracts.
12. **Proof of Payments:** The Contractor has to furnish proof of payments made by him to various agencies / authorities as asked by the Company as per Company's requirements like ESI & EPF contribution, Service Tax etc
13. **Payment:** Payment will be made within two weeks of receipt of monthly bill along with log book copy and other documents as required to prove all obligations of the Tenderer are fulfilled.
14. **Replacement for Breakdown:** If the vehicle become non-operational before commencement or during the journey, due to break downs, acts of Tenderer's employees, acts of statutory authorities, Civil commotion or any other reasons it will be responsibility of the Tenderer to make alternative arrangements for the conveyance of the employees in time at his own cost. In case Tenderer fails to do so, Tenderer will be liable to pay damages to the company.

In case Tenderer fails to make alternate arrangements to transport the employees within the reasonable time the company will be at liberty to make alternate arrangements for the transportation. In such case the charges incurred by the company for arranging alternate vehicle will be deducted from contractor's bill. Also the amount for that trip will not be paid. Penalty as may be solely decided by the company to the extent of maximum 40% of the charge for the trip may also be recovered.

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## PART A - GENERAL TERMS & CONDITIONS OF THE TENDER

### TRANSPORT CONTRACT 2022

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15. **Timely Operation:** Timely providing & running the correct type vehicles as specified in the Tender Conditions is the essence of the contract. The timings specified by the Company should be strictly adhered to by the Tenderer. In Case of any deviation, penalty will be charged to the Tenderer at a rate decided by the Company. The Company will have the right to evaluate the tenders with respect to availability of spare vehicle for immediate replacements in case of break down.
16. **Change of Timings:** The regular timings of the vehicle required are given in the Special terms & conditions. However very occasionally due to some specific reasons, the timing of any or both of the trip on a specific date may be changed by the Company and the contractor shall operate the vehicle at the changed time on that day but within the same rate. Such change of time required will be intimated to the contractor whenever such requirements are known to the company.
17. **Contract Period & Firm Rate;** The contract will be generally for a period of one year. The rates and all other conditions will remain firm and will not subject to any change due to any reason whatsoever during the contract period. The company will have right to extend the contract for further period if required but with the consent of the Contractor.
18. **Security Deposit;** On award of the contract the Tenderer will be required to deposit an amount mentioned in Special Terms, as Security Deposit for the performance of the Contract. The Security Deposit will be forfeited in case of breach of contract. The Tenderer shall also be required to compensate for any losses incurred by the company due to breach of contractual obligations. The security deposit will be returned without interest after the successful completion of the contract.
19. **Start of Operation;** The Tenderer is bound to commence the operation of the services as stipulated immediately on direction or on execution of the contract or whichever is earlier.
20. **Non Conformance;** If the contractor, here in after referred as tenderer fails to comply with any of the terms and conditions stipulated herein, the company will have the right to cancel the contract either fully or partially or go with risk purchase procedure etc. Also penalties for the non-conformities will be applied and the amount can be recovered from any dues / amounts payable lying with the company.

Penalties for major non conformances are given below. Suitable penalties as decided by the Company will be applied for other non conformances.

Sl No	Criteria	Penalty Rate / Amount
a)	<b>Delay from starting time</b>	Rs 50/- for every 5 minutes delay, after a grace time of 5 minutes.
b)	<b>No of seats less</b> than specified	Rs.50/- for every day of shortfall in number of seats
c)	<b>Display Board</b> not provided	Rs 50.00 per day

Name of the Tenderer	Signature	Seal

## PART A - GENERAL TERMS & CONDITIONS OF THE TENDER

### TRANSPORT CONTRACT 2022

Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022

21. **Contract Agreement:** The Tenderer is required to execute the Contract Agreement immediately on award of the contract in the specified format furnished by the company on award of the contract.
22. **Right to Reject Tenders:** The Tenders received after the stipulated time frame, tenders not accompanied by EMD, and those deviating from the prescribed format and instructions laid down for the submission in line with the terms and conditions will be denied/ rejected. Also the Company reserves the right to accept or reject any or all the tenders in part / full without assigning any reason what so ever.
23. **Disputes arisen on Tender:** The decision of the Managing Director, K.S.E.D.C Ltd., Trivandrum shall be final and will be binding on the Tenderer in case of any dispute that arises between the company and tenderer with regard to the terms and conditions of the contract specified there in.
24. **Termination of Contract:** The contract is terminable by two months' notice in writing on either side. However the company has the liberty to terminate the contract at any time and without notice if it so deemed fit and proper in the circumstances if any of the terms and conditions of the contract are found violated by the contractor or its employees. In case the contractor terminate the contract, the cost, expenses, loss or damages as may be incurred by the Company in making alternate arrangements for employee transport for the specified period of this contract or such other period as the Company may deem fit will be recovered from the Security deposit, dues to the contractor or through court of law from Contractor's properties movable or immovable, as the case may be.

Name of the Tenderer	Signature	Seal

## SPECIAL TERMS & CONDITIONS OF THE TENDER - PART A

### TRANSPORT CONTRACT 2022

Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022

1. **Tender Fee & EMD:** The interested parties shall deposit Tender fee and EMD amount to below mentioned Keltron bank account. Tenders without Tender fee receipt and EMD will not be considered for further processing of contract. The EMD of unsuccessful tenders will be refunded after finalization of the Contract, amount without interest.

Tender Fee (Rs)	224.00
EMD Amount (Rs)	5,000.00
Total (Rs)	<b>5,224.00</b>

#### **Account Details:**

**Account Holder Name: KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.**

**Name of Bank : PUNJAB NATIONAL BANK**

**Account Number : 4490 0021 0000 2105**

**Branch : Vytilla branch**

**IFS code: PUNB0449000**

2. **Tender Submission Procedure:** The Tender should be submitted in two parts Part A & Part B. Part A consist of duly filled & signed Tender Form for Transport Contract, General Terms & Conditions, Special Terms & Conditions, documentary evidence of experience, copy of the online payment challan, copies of last year's IT Returns and PAN.

Part B consist of Rates quoted for the tender.

The Tender must be submitted in **sealed cover** superscribing "Tender for 5 seater Vehicle Contract" to The Sr. Officer, (Admin) Keltron Controls, Aroor-688534 within the Date & Time as specified in the covering letter. Tenders without Tender fee receipt and EMD receipt will not be considered for further processing of contract. The EMD amount without any interest of unsuccessful tenders will be refunded after finalization of the Contract.

If the **space** provided in the Tender form is insufficient, the tenderer can attach **additional papers**, but all such pages shall be signed with name.

If the Tenderer wishes to highlight any **deviation** to the Tender conditions, he can do so by writing it giving the clause number details in a separate paper, duly signed. However it will be the sole discretion of the company to accept or reject such deviations without assigning any reasons. Due to any deviations on tender terms, the tender itself can get rejected without any further explanations.

3. **Tender Opening:** The tenders received will be opened at the time & date specified in the covering letter. The tender opening (Part A) will be done on 28.11.2022 and the result of evaluation of the PART A will be informed to the bidders through email or telephone

Name of the Tenderer	Signature	Seal

## SPECIAL TERMS & CONDITIONS OF THE TENDER - PART A

### TRANSPORT CONTRACT 2022

Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022

4. **Validity of Tender:** The tender shall be kept valid for a minimum period of **60 days** from the tender closing date for placing the contract and **one year** from contract date for execution.
5. **Seating Capacity of the Vehicle:** Number of seats mentioned are seats to be available for the passengers (excluding crews).
6. **Type, Quantity & Conditions of Vehicle required:** Tenders/ parties who are in possession / ownership of AC cars / Innova or equivalent with 5 seat capacity, preferably not more than 4 years old are eligible to participate in the tender by remitting Tender fee & EMD.
7. **Contract Period:** The period of operation of this Tender is **one year** from the date of execution of the contract.
8. **Security Deposit:** The successful Tenderer upon award of contract shall deposit the Security Deposit amount Rs. 50,000/- (Rupees fifty Thousand only) by Demand Draft in favour of 'KSEDC LTD. payable at Aroor or shall deposit the amount to Keltron bank account mentioned in the covering letter. The EMD amount can be accounted towards Security Deposit & hence balance amount shall be remitted by DD within the instructed time in the contract.
9. **Days & Purpose of Vehicle required:** On all working days of Keltron Controls Aroor, the vehicle is required for the official trips.

Name of the Tenderer	Signature	Seal

## TENDER FORM FOR TRANSPORT CONTRACT – PART A

### KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD. KELTRON CONTROLS, AROOR – 688534

Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022

1	Name of the Tenderer (Person or Firm )	
2	Full Address with Phone & Fax Nos, e-mail id etc	
3	Name, contact details of the person authorized to deal with this tender	
4	Name and branch of the Bank financing the Tenderer / Source of Income	
5	Income Tax PAN No.( Copies of IT Return for the last year & PAN to be enclosed with the Tender)	
6	Annual Income of Tenderer	
7	Maximum age of the vehicle ( as on contract date) proposed for this contract	
8	Number of Vehicles of the type as called in this tender available with the tenderer (provide Reg Nos)	
9	Time required by the Tenderer to start operation after award of the Contract	
10	Place where spare vehicle is available for break down replacements with maximum time for replacement	
11	Tender fee & EMD amount remitted	
12	UTR No./ Cheque No.	
13	Validity of this quotation	<b>60 days</b> from tender closing date for placing the contract and <b>one year</b> from contract date for execution of the same

Name of the Tenderer	Signature	Seal



# TENDER FORM FOR TRANSPORT CONTRACT – PART A

**Tender No. KCA/ADMN/066/2022/C2-03 Dtd 21.11.2022**

14. Details of experience, where the Tenderer is carrying similar work during the last two years ( Documentary evidence like copy of contract to be produced along with tender)

Sl.No	Customer Name & Address	Type of vehicle	Period of contract
1			
2			
3			
4			
5			

15. Details of the vehicles which are to be operated against this tender

Sl. No.	Registration No.	No. of Seats ( Excluding crews)	Make & Model	Year of manufacture
1				
2				
3				
4				
5				

I / We hereby declare that I / We have gone through the General and special Terms & conditions of this tender and understand the same fully. The details furnished in this tender by me/us are true to my /our knowledge and inclusive of all the scope of contract covered as per the Tender Terms & Conditions with me/us.

Name of the Tenderer	Signature	Seal

TENDER FORM FOR TRANSPORT CONTRACT – PART A