



**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION  
LIMITED**  
IT BUSINESS GROUP, VELLAYAMABALM

# **TENDER DOCUMENT**

**Tender No.: KSEDC/ITBG/GEN/9919 dtd 19/08/2025**

## **BUS HIRE SERVICE**



**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION  
LIMITED**

(A Government of Kerala Undertaking)

Keltron House, Vellayambalam, Thiruvananthapuram-695033, Kerala

Tel: 0471-4094444 ext- 600, 531, 533

email: [itpurchase@keltron.org](mailto:itpurchase@keltron.org)

**THIRUVANANTHAPURAM**



**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION  
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## SECTION 1

### NOTICE INVITING TENDER

**Tender No. KSEDC/ITBG/GEN/9919 dtd 19/08/2025**

Sealed tenders are invited from reputed Travel Agency/Contractor/Individual for providing Bus (s) for transporting the employees/staffs of Kerala State Electronics Development Corporation Ltd to Office and back in the selected two routes on a monthly rental basis, for a minimum period of one year from the date of commencement of contract, as per the terms and conditions mentioned in the tender document.

1. Important Dates & Time of the Tender shall be as below –

<b>Bid Inviting Authority</b>	<b>Kerala State Electronics Development Corporation Limited</b>
Tender Notification Reference	Tender No: <b>KSEDC/ITBG/GEN/9919 dtd 19/08/2025</b>
Contact Person	<b>The Head (Purchase)</b> , IT Business Group, KELTRON, Vellayambalam, Thiruvananthapuram-695033. Ph:0471-4094444. Extn-600, 531, 533
Mode of Tender Submission	Sealed Tender should be submitted to <b>The Head (Purchase)</b> , IT Business Group, KELTRON, Vellayambalam, Thiruvananthapuram-695033. Ph:0471-4094444
Tender Fee *	Rs. 200/- (Shall be paid in the form of cash/ DD)
EMD*	Rs. 3000/- (Shall be paid in the form of cash/ DD)
Security Deposit	Rs.15,000/- (Rupees Ten Thousand only) for each Bus in favour of “KSEDC Ltd. Thiruvananthapuram”
<b>Last date &amp; Time for submission of Bids</b>	<b>01/09/2025 4:00 PM</b>
Tender Opening Date & Time (Cover 1)	<b>02/09/2025 3:00 PM</b>
Date of opening of Commercial bid	Will be intimated later

- Exception is allowed to MSME/NSIC companies as per Govt. rules.



**GENERAL CONDITIONS/INSTRUCTIONS FOR SUBMISSION OF BIDS/TENDERS**

1. The quoted Buses should be registered /manufactured in the year 2022 and above (Manufacture / Make: TATA STAR BUS ULTRA/ BHARAT BENZ/ EICHER Skyline), shall only be eligible for applying to the Tender. Heavy buses intended for use in tour packages shall not be eligible to participate in the tender.
2. The Contractor means: The Tenderer/Contractor should have a minimum of 18 months' experience in providing buses (32 seats or above) to a Public Sector Undertaking, Government Company/department, or any reputed organization in a satisfactory manner. A certificate of experience must be enclosed.
3. Tender Fee & EMD shall be remitted by cash or Demand Draft in favour of "KSEDC Ltd., Thiruvananthapuram". No other mode of payment will be accepted. The Tender Fee & EMD shall be remitted with the Finance Department, ITBG, KELTRON, Vellayambalam. The EMD of the Contractor will be refunded without interest within a reasonable time after the final decision on the tender, normally within one month from the date of opening of tenders. The EMD will be forfeited if the tenderer withdraws or modifies the offer, fails to sign the agreement, fails to provide the buses as agreed, or violates any tender terms and conditions. Please note that the Tender fee is nonrefundable.
4. The Company will engage buses strictly based on its operational requirements, and reserves the right to increase, decrease, suspend, or cancel the requirement at any time without assigning any reason and without any liability towards the contractor. Mere submission of quotation does not guarantee engagement. The decision of the Company in this regard will be final and binding on all bidders.
5. The contract will be for a period of one year w. e. f. from the date of Contract (initially for one month on trial basis and if found satisfactory the service will be extended for eleven months up to maximum 35months ). The contract can be terminated by the Company without assigning any reasons, by giving two weeks' notice in writing to the contractor and the contractor shall not be entitled to any compensation by reasons of such termination. In case the contractor wish to terminate the contract, the contractor shall give one month notice to the Company. Otherwise the deposit amount will be forfeited.
6. The vehicle should be available from **7:00 AM to 7.00 PM** on every working days and holidays as required/intimated by the company.
7. The selected Contractor shall deposit interest free security deposit of **Rs.15,000/- (Rupees Fifteen Thousand only)** for each Bus in favour of "KSEDC Ltd. Thiruvananthapuram" by way of DD drawn in SBI, Trivandrum. On satisfactory completion of the period of contract, up on request letter and submission of SD challan, the deposit amount without interest will be refunded to the contractor.



8. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicle in good condition shall be the responsibility of the Contractor. The Contractor should submit the copies of the statutory documents regarding the vehicle and the driving license (with badge) of the driver. Statutory exemptions if claimed should be considered only with an undertaking by the concerned.
9. The driver should be well behaved, gentle and obedient in nature. The age of the driver should not exceed 55 years and the deputed driver shall have the standard eye sight and should be medically fit. Any laxity of behavior of driver shall be treated as breach of contract and will result in imposing fine and termination of contract without notice. The driver should submit Police clearance certificate to the controlling officer and have a valid Driving License, with badge and should have sufficient experience in driving the LMV. The vehicle and driver is liable for inspection of the concerned during the period of contract and also must ensure that the driver is not intoxicated during the time he is assigned the work at the company especially during official trips. In case of such findings the aforesaid matters will be viewed seriously and action will be taken accordingly. There will be no employee – employer relationship between the driver and the company in whatsoever manner. The statutory payments as per the labour laws of India are to be complied with by the Contractor. The company will not have any principal employer relationship with the driver. The relationship with the contractor will be only with the vehicle and not with the driver.
10. The Contractor shall be responsible for the safe transportation of employees (**arrival: 8.55am & departure: 05.03pm**) on all working days or the time prescribed by the concerned officer on all working days. The Contractor shall ensure the vehicle in good & perfect running condition at all the time during the contract period & also must ensure the road worthness of the vehicle ensure neat and clean condition of the vehicle with good upholstery, interiors, air fresheners and regularly polished/washed/serviced exterior surface failing which the same needs to be done by the agency with the reporting of the same by the concerned officer.
11. The Contractor is liable to pay all expenses and compensation incurred by the Company in the event of accident. In case of any accident, all repairs shall be done by the Contractor without any liability to Company of its property/employees, with no delay. In case, the vehicle cannot be utilized due to maintenance/ repairs or non-availability of driver, a similar replacement vehicle with driver shall be provided without any loss of time. In case of non-availability of vehicle on demand at any time, the losses suffered by the Company, on account of the same such as arranging another vehicle and payment to such arrangements, will be recovered from the Contractor. In case of non- availability of vehicle for more than 3 days a month or in case of recurring inability of the Contractor to provide the vehicle on time, the Company has the right to cancel the contract without giving any notice.
12. The Company shall pay the hire charges by RTGS duly verified and certified by authorized officer on the company on monthly basis for the services rendered on the submission of bills



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with required documents on or before the **10<sup>th</sup> working day** of every month. No advance payments will be made.

13. In case there is no requirement of the vehicle for any day/days in a week, up on intimation, company reserves the right for temporary suspension of the service for those days.
14. Mere quotation of the lowest rate (L<sub>1</sub>) shall not confer any right on the bidder for award of the contract. The Company, through the Committee, reserves the absolute right to consider and evaluate all relevant factors, including but not limited to, compliance with all tender terms and conditions, technical suitability, quality and condition of vehicles offered, credentials, past performance, statutory compliance, and overall service capability. The Committee may, at its sole discretion, reject any or all quotations without assigning any reason, and its decision shall be final, conclusive, and binding on all parties concerned. No claim, dispute, or legal action shall be entertained in this regard.
15. In the event of the Company incurring any losses due to unsatisfactory performance of the Contractor or his representative, the Company reserves the right for termination of the contract with immediate effect and the loss suffered by the Company will be recovered from the Security Deposit amount remitted by the Contractor and if the loss and damage incurred by the company is beyond the security deposit it will be recovered from the contractor from his/her movable and for immovable as per the laws of India or by Revenue Recovery proceedings whichever the company feels fit.
16. During the entire period of this contract, if the vehicle is not used for any day(s) due to reasons beyond control of Management it is agreed between the Parties that such day(s) will be deemed as days on which the vehicle is not used, and hence no payment will be payable to the Contractor.
17. This contract is terminable by serving one months notice in writing on either side other than in cases where it is specifically mentioned in the clauses above. However the Company has the liberty to terminate the agreement at any time and without notice, if it so deemed fit and proper in the circumstances if any of terms and conditions of the agreement are violated by the Contractor and /or the termination of the Agreement is deemed necessary in the interest of the Company and /or its employees or any reasons.
18. The vehicle shall be engaged for any other purposes during free time only with the prior approval of the competent authority and upon advance intimation.
19. The front and back boards displaying the Company Name and the specified instructions, as decided by the Management, shall be provided in LED display or any other suitable form in the buses.
20. Canvassing in any form, directly or indirectly, in connection with the tender is strictly prohibited and will lead to disqualification of the bidder. Any attempt by the bidder to



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influence the evaluation or awarding process will result in the rejection of the tender submitted by such bidder.

21. The soft copy of the documents is available on the KELTRON website at [www.keltron.org](http://www.keltron.org) for the bidders' reference. This tender document must be returned in its original form, along with printouts wherever offer entries have been filled in, duly attached to the corresponding original pages without altering the original format. Any changes made to the content of the tender document in any other form will be considered a non-responsive offer.

22. Bus routes

Route A

Thirumala – Valiyavila – Vattiyoorkavu-Mukkola –Kachani- Karakulam –Vazhayila-  
Peroorkada-Ambalamukku –Kowdiar- Nandancode – PMG- Vellayambalm – ITBG

Route B

Ulloor – Medical College- Kannanmoola- Nalumukku- Over Bridge/ East Fort –  
Thampanoor – Nandavanam – Vellayambalm – ITBG.

\* The Company has the right to change or modify the route/requirements as per its needs

**Head (Purchase)**  
**IT Business Group,**  
**Keltron House Vellayambalam,**  
**Trivandrum.**



## SECTION – 2

### 1. SUBMISSION OF BID DOCUMENTS - SEALING AND MARKING OF BIDS

1.1 The bidders shall seal and duly mark the 2 envelope separately as

1.1.1"Envelope - I : TECHNICAL BID

1.1.2"Envelope- II: COMMERCIAL BID (As per Annexure III) and superscribed "  
Tender for BUS HIRE SERVICE, Tender No KSEDC/ITBG/GEN/9919 dtd  
19/08/2025 Due Date 01/09/2025 and submit them in a common outer envelope.

1.2 The inner and outer envelopes shall be addressed to **The DGM, Purchase Dept., IT Business Group, KELTRON, Vellayambalam , Trivandrum 695 033. Phone: 0471-4094444 ext- 600,531,533** and bear the Tender Number, and the words 'DO NOT OPEN BEFORE (due date)

1.3 The inner and outer envelopes shall indicate the name and address and mobile number of the bidder.

1.4 If both the outer and the inner envelopes are not sealed and marked as required, KELTRON shall not accept such open bids for evaluation.

### 2. SUBMISSION OF BIDS

2.1 Bids shall be delivered at the address given above. KELTRON shall not be responsible if the bids are delivered elsewhere.

2.2 Tenders shall either be sent by Registered Post or delivered in person. The responsibility for ensuring that tenders are delivered in time would vest with the bidder.

### 3. PREPARATION OF BIDS - DOCUMENTS COMPRISING THE BID

3.1 The Envelope 1- Technical Bid shall contain:

S No.	Clause	Documentary Proof
1.	Tender Fee & EMD in the form of Cash or Demand Draft drawn from a Scheduled Bank in favor of <b>M/s Kerala State Electronics Development Corporation Ltd.</b> payable at Thiruvananthapuram.	



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<b>S No.</b>	<b>Clause</b>	<b>Documentary Proof</b>
2.	Copy of the Tender Document signed by the Authorized <b>Signatory</b> in each page.	
3.	The bidder should be a Company registered under the Indian Companies Act or under proprietorship / partnership firm	Copy of the Registration Certificate
4.	The Bidder should have a valid GST Registration & PAN Number	Copy of GST Registration & PAN details
5.	Proof of Experience – The Tenderer/Contractor must have a minimum of 18 months' experience in satisfactorily providing buses (with a seating capacity of 32 or more) to a Public Sector Undertaking, Government department/company, or any reputed organization.	Relevant Documents
6	Tender form	As per Annexure-1
7	Details of Vehicle	As per Annexure II
8	List of Enclosures	As per Annexure IV

**3.2 The Envelope 2 – Commercial Bid** shall contain

**3.2.1 Commercial Bid** in the format listed as Annexure – III

**3.3** The bidder shall quote the rates in English language and international numerals.  
**The rates shall be written in both figures as well as in words**





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**Annexure-1**

**TENDER FORM**

1. Name of the Tenderer (Mr./Ms.) :
2. Address for communication :  
with pin code (Permanent)
3. Contact Number (Mobile/Landline) :
4. Aadhaar No\* :
5. Permanent Account Number(PAN)\* :
6. EMD Amount / Voucher/DD No. \* :
7. GST Registration No\* :
8. Are you registered as Public Ltd.Co./  
Pvt. Ltd. Co./ Partnership concern/  
Private Individuals \*(Specify). :
9. Please indicate your Banker's Name  
and Address with IFSC code :
10. MSME Registration Number if any\* :

**DECLARATION**

I/We hereby declare that the particulars furnished in the attached forms are true to the best of my/our knowledge's and belief.

\*Please note that you are liable to produce original of all documents mentioned here before issuing Orders.

Place:

Date:

Signature of the Tenderer  
with official seal



**Annexure-1I**

**Vehicle & Driver details**

**1. Type of Vehicle: BUS ( 32/35 Seater)**

I.	Details of Vehicle Make & Model	
II.	Registration Number	
III.	Year of Manufacturing	
IV.	Taxi Permit No. & Valid up to*	
V	CF Valid up to*	
VI.	Insurance Details & Valid up to*	
VII.	Name of the Registered Owner of the Vehicle	
VIII.	GPS Details*	
IX	Tax Valid up to	
X	Pollution Valid up to*	

**1.1 Driver Details**

Sl No	Particulars	Proposed Driver	Replacement Driver
i	Name		
ii.	Heavy License No. with Date*		
iii.	License Valid up to		
iv.	Badge Valid up to		
V	Contact No.		



**2. Type of Vehicle: Bus (41 / 42 Seater)**

I.	Details of Vehicle Make & Model	
II.	Registration Number	
III.	Year of Manufacturing	
IV.	Taxi Permit No. & Valid up to*	
V	CF Valid up to*	
VI.	Insurance Details & Valid up to*	
VII.	Name of the Registered Owner of the Vehicle	
VIII.	GPS Details*	
IX	Tax Valid up to	
X	Pollution Valid up to*	

**2.1 Driver Details**

Sl No	Particulars	Proposed Driver	Standby Driver
i	Name		
ii.	Heavy License No. with Date*		
iii.	License Valid up to		
iv.	Badge Valid up to		
V	Contact No.		



Annexure-III

**Commercial Bid**

**1. Rate quoted (Per day rate for each route)- BUS ( 32/35 Seater)**

Sl.No	Route * ( please see the Annexure IV)	Rate per day (Excl GST) ( Morning & evening)
a.	ROUTE A	
b.	REMARKS ( please mention tax if any)	

**2. Rate quoted (Per day rate for the route)- Bus (41 / 42 Seater)**

Sl.No.	Route * ( Please see the Annexure IV)	Rate per day (Excl GST) ( Morning & evening)
a.	ROUTE B	
b.	REMARKS ( please mention tax if any)	



**Annexure IV**

**List of Enclosures (Self Attested Copies should be attached)**

(Please put tick marks in the relevant columns)	Yes	No
1. Taxi Permit Details*	<input type="checkbox"/>	<input type="checkbox"/>
2. CF Details*	<input type="checkbox"/>	<input type="checkbox"/>
3. Insurance Details*	<input type="checkbox"/>	<input type="checkbox"/>
4. Driver's License*	<input type="checkbox"/>	<input type="checkbox"/>
5. Stand by Driver's License	<input type="checkbox"/>	<input type="checkbox"/>
6. Tax Details*	<input type="checkbox"/>	<input type="checkbox"/>
7. Pollution Details	<input type="checkbox"/>	<input type="checkbox"/>
8. Completed Tender Form*	<input type="checkbox"/>	<input type="checkbox"/>
9. GPS Details	<input type="checkbox"/>	<input type="checkbox"/>
10. Proof of EMD & Tender fee *	<input type="checkbox"/>	<input type="checkbox"/>
11. MSME Certificate	<input type="checkbox"/>	<input type="checkbox"/>
12. Any Other (Specify).....	<input type="checkbox"/>	<input type="checkbox"/>

\*requirements are mandatory, strike off whichever is not applicable.

Reference with Contact No : \_\_\_\_\_

Witness with Address : \_\_\_\_\_

**DECLARATION**

I/We hereby declare that the particulars furnished above are true to the best of my/our knowledge's and belief. I have read the terms and conditions of the Tender Notice and agree to abide them.

Place:  
Date:

Signature of the Tenderer  
with official seal