

TENDER DOCUMENT

Tender No.: KSEDC/ITBG/GEN/9925/25-26 dtd 26/08/2025

Contract Tender for Hiring of Cars on Monthly Rental Basis



**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION
LIMITED**

(A Government of Kerala Undertaking)

IT Business Group

Keltron House, Vellayambalam, Thiruvananthapuram-695033, Kerala

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

Email: itpurchase@keltron.org

SECTION 1**NOTICE INVITING TENDER****Tender No. KSEDC/ITBG/GEN/9925/25-26 dtd 26/08/2025**

Sealed tenders are invited from reputed Travel Agency/Contractor/Individual for providing passenger cars on monthly rental basis to IT Business Group, KELTRON, Thiruvananthapuram 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.

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

Bid Inviting Authority	Kerala State Electronics Development Corporation Limited, IT Business Group, Vellayambalam, Thiruvananthapuram
Tender Notification Reference	Tender No: KSEDC/ITBG/GEN/9925/25-26 dtd 26/08/2025
Contact Details for any clarification	The Head (Purchase), IT Business Group, KELTRON, Vellayambalam, Thiruvananthapuram-695033. Ph: 0471-4094444. Extn-600, 531, 533
Mode of Tender submission	Hard Copy in sealed Envelopes
Address for Tender submission	The Head (Purchase), IT Business Group, KELTRON, Vellayambalam, Thiruvananthapuram-695033. Ph:0471-4094444. Extn-600, 531, 533
Tender Fee *(Shall be paid in the form of cash/ DD)	Rs. 200/-
EMD* (Shall be paid in the form of cash/ DD)	Rs. 3000/-
Security Deposit (Shall be submitted by successful bidder only)	Rs.25,000/- (Rupees Twenty Five Thousand only) per car
Last date & Time for submission of tenders	09/09/2025, 4:00 PM
Tender Opening Date & Time (Technical bid)	10/09/2025, 3:00 PM
Date of opening of Commercial bid	Will be intimated later

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

GENERAL TERMS AND CONDITIONS

1. The quoted vehicles should be registered or manufactured in the year 2022 or later and must fall under the following categories:

Category A: **Maruti Suzuki Ertiga, Honda City, or Maruti Ciaz.**

Category B: **Maruti Swift Dzire, Hyundai Aura, or Honda Amaze.**

Category A: **1000 KMs per month**

Category B: **1500 KMs per month**

Preference will be given to vehicles in **white color**. Currently, **one vehicle from each category** will be considered for engagement, subject to the Company's requirements.

2. The bidder should have minimum of 18 months' experience in providing cars on hire to a Public Sector Undertaking, Government Department/Company, or any reputed organization, in a satisfactory manner.
3. The bidder must be a Registered Owner / Authorized Hire Service Provider with all statutory licenses, permits, and approvals as required under the Motor Vehicles Act.
4. Tender Fee & EMD shall be remitted by cash or Demand Draft. No other mode of payment will be accepted.
5. Tender Fee & EMD remitted in form of Demand Draft shall be taken in favour of "KSEDC Ltd., Thiruvananthapuram".
6. Bidders who are remitting the Tender fee and EMD in mode of cash may remit with the Finance Department, IT Business Group, KELTRON, Vellayambalam.
7. The EMD of the unsuccessful bidders 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 vehicles as agreed, or violates any tender terms and conditions. Please note that the Tender fee is nonrefundable. The EMD of successful bidder will be returned only after submission of security deposit and agreement.
8. The selected Contractor shall deposit interest free security deposit of **Rs.25,000/- (Rupees Twenty five Thousands only)** per car 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.
9. The contract will be for **one year** from the date of award (initially for one month on trial basis; upon satisfactory performance, extendable up to a maximum of 35 months). The Company may terminate the contract at any time by giving **two weeks' written notice**,

without assigning reasons. If the contractor wishes to terminate the contract, **one month's notice** must be given; otherwise, the SD will be forfeited.

10. The cars shall be available from **07:30 AM to 07:30 PM** on all working days and on holidays as required/intimated by the Company.
11. It shall be responsibility of the contractor/ driver for the safe transportation of Men and Materials (car Max. 50Kg) for which the vehicle is hired.
12. The contractor shall provide the car in excellent running condition on a full-time basis. The vehicle will remain at the disposal of the Company, with a monthly usage limit of 1000 km for Category A and 1500 km for Category B, at no additional cost. The quoted rate shall be inclusive of driver wages, fuel costs, maintenance charges, and all statutory compliances. Only vehicles manufactured or registered in 2022 or later will be accepted. Furthermore, the vehicle must be clean, well-maintained, and equipped with a fully functional air-conditioning system.
13. All vehicles offered under this tender must possess a valid Taxi Permit issued by the competent authority as per the Motor Vehicles Act and Rules. Proof of the permit shall be submitted along with the bid, and it shall be the responsibility of the contractor to ensure that the permit remains valid throughout the contract period. Vehicles without a valid Taxi Permit at the time of deployment will not be accepted, and any lapse in compliance during the contract will be treated as a breach of contract.
14. The contractor shall ensure that the vehicle is maintained in good roadworthy condition with clean and neat interiors at all times. Regular servicing, including oil changes, brake maintenance, and tyre replacement, must be carried out in advance, preferably on weekends, to avoid any disruption in service.
15. Non-availability of the vehicle for more than two days in a month, or repeated delays in service, will be treated as a breach of contract and may result in immediate termination without prior notice.
16. All statutory requirements including insurance, road tax, permits, PUC certificate, fitness certificate, and fuel shall be the responsibility of the contractor.
17. AC Vehicles must be in excellent condition and maintained regularly.
18. Drivers shall be well-behaved, well-dressed, disciplined, medically fit, and below 50 years of age. They must hold a valid LMV driving license with a badge, have standard eyesight, and submit a Police Clearance Certificate prior to engagement. Any instance of intoxication during duty, misconduct, or dereliction of duty will result in immediate termination without notice. There shall be no employer–employee relationship between KSEDC Ltd. and the driver.
19. A permanent driver shall be assigned to the vehicle, with working hours fixed at 12 hours per day at no extra cost. After official engagement hours, the Company's officer may operate the vehicle if required. The driver must have a minimum of one year's experience in operating such vehicles.

20. In case of breakdown, maintenance, or driver unavailability, the contractor must provide an **equivalent replacement car and driver immediately**. Failure to do so will result in recovery of costs from the contractor and may lead to termination.
21. The contractor shall pay wages, allowances, and other benefits to its personnel in accordance with applicable government norms. It shall also bear all costs related to insurance, taxes, fuel, and lubricants. Additionally, the contractor must submit copies of all relevant vehicle documents and the driver's license to the Company. The Company shall not be held liable for any claims arising under labour laws or government orders. Furthermore, the contractor shall indemnify the Company against any loss, damage, or legal claims resulting from its operations.
22. The contractor shall bear all expenses, compensation, and liabilities arising from any accidents or damage caused to KSEDC property or personnel. In the event of an accident, all necessary repairs must be carried out by the contractor at its own cost without delay, and the contractor shall compensate the Company for any losses incurred. Additionally, any fines, penalties, or liabilities resulting from traffic violations or negligence will be the sole responsibility of the contractor.
23. A daily logbook recording vehicle usage and driver working hours shall be maintained and countersigned by a designated Company officer. This logbook must be submitted along with the monthly bills and upon termination of the contract. For outstation tours involving overnight stays outside the district, allowances will be paid as per the agreed rates, and parking or toll charges will be reimbursed against valid bills. The driver must be available for emergencies within 30 minutes, and the contractor shall ensure necessary stay arrangements are made as required.
24. The vehicle shall be parked either at the Company office or at the residence of the designated officer, as instructed. In case of emergencies where the driver is unavailable, the designated officer may either drive the vehicle themselves or arrange for an alternate driver, with all associated expenses to be borne by the contractor.
25. Any delay in the reporting of the vehicle or driver beyond 15 minutes will attract a fine of ₹250 per occurrence. Repeated delays, misconduct, or violation of the contract terms will result in further penalties and may lead to termination of the contract without prior notice.
26. The contractor shall arrange a substitute driver during the permanent driver's "off" days or holidays at no extra cost.
27. Hire charges shall be paid monthly by Account Payee Cheque/RTGS upon submission of bills with verified logbooks and supporting documents, on or before the **10th working day of the following month**. No advance payment will be made.
28. If a car is not required for certain days in a week, the Company may temporarily suspend the service for those days, with prior intimation, without payment for such period.
29. Unsatisfactory performance may lead to immediate termination and recovery of losses from the contractor's SD, and if necessary, through legal proceedings including Revenue Recovery.

30. The car may be used for other purposes during idle time only with prior written approval from the competent authority.
31. Canvassing in any form will result in disqualification and rejection of the bid. Any attempt to influence the evaluation process will lead to immediate cancellation of the bid.
32. All disputes shall be subject to the exclusive jurisdiction of courts in Thiruvananthapuram.
33. Mere lowest quotation (L1) does not guarantee award of contract. The Company's Tender Committee will evaluate quotations based on compliance, vehicle quality, credentials, past performance, and service capability. The Committee's decision will be final and binding.
34. Soft copy of documents is available in KELTRON Website at www.keltron.org for bidder's use. This tender shall be returned in original with printouts wherever the entries of offer have been filled up duly attached with the original page(s) without disturbing the original page format. The changes in the content of the tender Document in any-other form will be considered as non-responsive offer.

SECTION-2

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

1.1 The tender follows a two cover bid system-technical and commercial bids.

1.2 The bidders shall seal and duly mark the two envelopes separately as:-

1.1.1"Envelope - **I: TECHNICAL BID**

1.1.2"Envelope- **II: COMMERCIAL BID**
(As per Annexure III).

1.3 The envelopes shall be super scribed as "**Contract Tender for Hiring of Cars on Monthly Rental Basis, Tender No KSEDC/ITBG/GEN/9925/25-26 dtd 26/08/2025, Due Date 09/09/2025.**

1.4 The envelope I and envelope II shall be put on a common envelope. The inner and outer envelopes shall be addressed to **The Head (Purchase), IT Business Group, KELTRON, Vellayambalam, Thiruvananthapuram, 695033. Phone: 0471-4094444 Extn:- 600,531,533** and shall be labeled 'DO NOT OPEN BEFORE (due date).

1.5 The name, address and contact number of the bidder shall be written on inner and outer envelopes.

1.6 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. RATES & PAYMENT

3.1 The payment structure shall be as follows:

- Monthly rental charges for up to 1000km for category A & 1500 km for category B usage.
- Per km rate for above 1000km for category A & 1500 km for category B

- Per hour charge beyond 12 hours/day.
- Outstation night allowance, parking fee, and toll charges on bill submission.

3.2 All rates shall be exclusive of applicable taxes and duties.

3.3 Statutory taxes will be deducted at source as per prevailing laws.

3.4 Rates once accepted shall remain fixed for the entire contract period

4. PREPARATION OF BIDS - DOCUMENTS COMPRISING THE BID

4.1 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 M/s Kerala State Electronics Development Corporation Ltd. payable at Thiruvananthapuram.	
2.	Copy of the Tender Document signed by the Authorized Signatory in each page.	
3.	The bidder should be a Company registered under the Indian Companies Act or under proprietorship / partnership firm/individual.	Copy of the Registration Certificate
4.	The Bidder should have a valid GST Registration & PAN Number	Copy of GST Registration & PAN details
5.	The bidder must have a minimum of 18 months' experience in providing cars on hire to a Public Sector Undertaking, Government Department/Company, or any reputed organization, in a satisfactory manner.	Relevant Documents
6	Tender form	As per Annexure-I
7	Details of Vehicle	As per Annexure II
8	List of Enclosures	As per Annexure III

4.2 The Envelope 2 – Commercial Bid shall contain

Commercial Bid in the format listed as **Annexure – IV**

5. 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

TENDER FORM

1. Name of the Tenderer :
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* :
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 sign and seal on all the pages of form.

Place:

Date:

Signature of the Tenderer

with official seal

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

Vehicle & Driver details**Category A : CAR-Maruti Suzuki Ertiga**

1	Details of Vehicle Model & Make	
2	Registration Number	
3	Year of Manufacturing	
4	Taxi Permit No. & Valid up to	
5	CF Valid up to	
6	Insurance Details & Valid up to	
7	Name of the Registered Owner of the Vehicle	
8	GPS Details	
9	Tax Valid up to	
10	Pollution Valid up to	
11	Remarks if any	

Driver Details

Sl No	Particulars	Proposed Driver	Replacement Driver
1	Name		
2	License No. with Date		
3	License Valid up to		
4	Badge Valid up to		
5	Contact No.		

Category A : CAR - Honda City

1	Details of Vehicle Model & Make	
2	Registration Number	
3	Year of Manufacturing	
4	Taxi Permit No. & Valid up to	
5	CF Valid up to	
6	Insurance Details & Valid up to	
7	Name of the Registered Owner of the Vehicle	
8	GPS Details	
9	Tax Valid up to	
10	Pollution Valid up to	
11	Remarks if any	

Driver Details

Sl No	Particulars	Proposed Driver	Replacement Driver
1	Name		
2	License No. with Date		
3	License Valid up to		
4	Badge Valid up to		
5	Contact No.		

Category A : CAR - Maruti Ciaz

1	Details of Vehicle Model & Make	
2	Registration Number	
3	Year of Manufacturing	
4	Taxi Permit No. & Valid up to	
5	CF Valid up to	
6	Insurance Details & Valid up to	
7	Name of the Registered Owner of the Vehicle	
8	GPS Details	
9	Tax Valid up to	
10	Pollution Valid up to	
11	Remarks if any	

Driver Details

Sl No	Particulars	Proposed Driver	Replacement Driver
1	Name		
2	License No. with Date		
3	License Valid up to		
4	Badge Valid up to		
5	Contact No.		

Category B : CAR- Maruti Swift Dzire

1	Details of Vehicle Model & Make	
2	Registration Number	
3	Year of Manufacturing	
4	Taxi Permit No. & Valid up to	
5	CF Valid up to	
6	Insurance Details & Valid up to	
7	Name of the Registered Owner of the Vehicle	
8	GPS Details	
9	Tax Valid up to	
10	Pollution Valid up to	
11	Remarks if any	

Driver Details

Sl No	Particulars	Proposed Driver	Replacement Driver
1	Name		
2	License No. with Date		
3	License Valid up to		
4	Badge Valid up to		
5	Contact No.		

Category B : CAR - Hyundai Aura

1	Details of Vehicle Model & Make	
2	Registration Number	
3	Year of Manufacturing	
4	Taxi Permit No. & Valid up to	
5	CF Valid up to	
6	Insurance Details & Valid up to	
7	Name of the Registered Owner of the Vehicle	
8	GPS Details	
9	Tax Valid up to	
10	Pollution Valid up to	
11	Remarks if any	

Driver Details

Sl No	Particulars	Proposed Driver	Replacement Driver
1	Name		
2	License No. with Date		
3	License Valid up to		
4	Badge Valid up to		
5	Contact No.		

Category B : CAR - Honda Amaze

1	Details of Vehicle Model & Make	
2	Registration Number	
3	Year of Manufacturing	
4	Taxi Permit No. & Valid up to	
5	CF Valid up to	
6	Insurance Details & Valid up to	
7	Name of the Registered Owner of the Vehicle	
8	GPS Details	
9	Tax Valid up to	
10	Pollution Valid up to	
11	Remarks if any	

Driver Details

Sl No	Particulars	Proposed Driver	Replacement Driver
1	Name		
2	License No. with Date		
3	License Valid up to		
4	Badge Valid up to		
5	Contact No.		

Annexure III

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

Commercial Bid**Category A**

Sl. No.	Particulars	Rate Details (Excl. of taxes)		
		Maruti Ertiga	Honda City	Maruti Ciaz
a.	Rate quoted for 1000 KMs per month with A/C (Rs.)			
b.	Rate for additional KM (Rs.)			
c.	Bata for Additional Hours More Than 12 Hours (per hrs.) (Rs.)			
d.	Bata per Day for Outside District (Rs.)			
Note:- Considering 26 days working. If the number of working days is less than 20 days proportionate deduction will be affected for KM& Rates.				

Any remarks/ Details you would like to specify:

Signature of the Tenderer

Official seal

Category B

Sl. No.	Particulars	Rate Details (Excl. of taxes)		
		Maruti Swift Dzire	Hyundai Aura	Honda Amaze
a.	Rate quoted for 1500KM per month with A/C (Rs.)			
b.	Rate for additional KM (Rs.)			
c.	Bata for Additional Hours More Than 12 Hours (per hrs) (Rs.)			
d.	Bata per Day for Outside District (Rs.)			
Note:- Considering 26 days working. If the number of working days is less than 20 days proportionate deduction will be affected for KM& Rates.				

Any remarks/ Details you would like to specify:

Signature of the Tenderer

Official seal