



## KERALA STATE ROAD TRANSPORT CORPORATION

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM-695 023

Telephone No: 0471-2471011, (Extn : 232)

E-mail: [estate@kerala.gov.in](mailto:estate@kerala.gov.in) Web: [www.keralartc.com](http://www.keralartc.com)

**TENDER No. S001-WO-01/1/2025-ADM-KSRTC-HQ**

**Dtd: 23.04.2025**

### **NOTICE INVITING TENDER (NIT) e-Tender**

**E-TENDERS ARE INVITED FOR ALLOTING CONTRACT WORK FOR SWEEPING AND CLEANING OF BUS DEPOT OF KSRTC THIRUVALLA FOR 1 YEAR EXTENDABLE FOR ONE MORE YEAR BASED ON THE PERFORMANCE.**

### **COMMERCIAL BID**

a	Tender No. & Date	TENDER No :S001-WO-01/1/2025-ADM-KSRTC-HQ DT : 23.04.2025
b	Tender Details	E-Tenders are invited for allotting contract work for sweeping & cleaning of bus depot of KSRTC Thiruvalla For 1 Year extendable for one more year based on the performance.
c	Place of Opening	Kerala State Road Transport Corporation, Transport Bhavan, Fort, Thiruvananthapuram.
d	Tender Form Fees (Non Refundable)	Rs.560/- (Rs. 500/-+ GST@ 12%) (Rupees Five Hundred and sixty only)
e	Earnest Money Deposit. (EMD) EMD Exemption NOT allowed.	Rs. 50,000/- (Rupees Fifty Thousand Only)
f	Mode of Payment of EMD & Cost of Tender	Online through SBI Internet Banking/NEFT through e-procurement portal. EMD & Tender Fee should be remitted as a single transaction. Split payment is not allowed.
g	Mode of Submission of Tender	Tender should be submitted online through e-GP website <a href="http://www.etenders.kerala.gov.in">www.etenders.kerala.gov.in</a>
h	Contact address/ Telephone nos. for help in case of any doubts regarding the tender	Welfare Officer, Kerala State Road Transport Corporation, Transport Bhavan, East Fort, Thiruvananthapuram – 695023 . Ph:0471-2471011, ext:319 Mobile: +91 9188619379

i	Contact address/ Telephone nos. For technical help in case of any doubt in e-tendering process (Help desk)	Kerala State IT Mission, e-Government procurement PMU & Help desk, Saankethika, Near EPF Office, Vrindavan Gardens, Pattom, Thiruvananthapuram. - 695004 Ph: 0471 - 2577088, 2577188; Toll free No.18002337315; e-mail: <a href="mailto:etendershelp@kerala.gov.in">etendershelp@kerala.gov.in</a> Website: <a href="http://www.etenders.kerala.gov.in">www.etenders.kerala.gov.in</a>
j	Tender inviting Authority	Chairman and Managing Director, Kerala State Road Transport Corporation, Transport Bhavan, East Fort, Thiruvananthapuram - 695023

### **Important Dates**

SI NO	Particulars	Date and time
1	Date of release of tender	23.04.2025 (05:00 PM)
2	Pre-Bid Date	29.04.2025 (03:00 PM)
3	Online tender submission End Date	14.05.2025 (05:00 PM)
4	Date of online Technical bid opening	16.05.2025 (11:00 AM)
5	Date of opening of the price bid	Will be informed to the qualified bidders after technical-bid evaluation and publishing the results.

### **1. Introduction**

Kerala State Road Transport Corporation (KSRTC) is the public transport undertaking in Kerala constituted under the provisions of the Road Transport Corporation Act, 1950 is inviting any interested parties to undertake the job of Sweeping & Cleaning of Bus Station yard, Platforms and Bus Station Premises in the contract area specified in the Tender Notice on a monthly contract fee payable by the Corporation. The aim is to give a professional approach to the cleaning and upkeep of the depot premises which will in turn give a tidy atmosphere for both the passengers as well as the staff in the depot.

## **2. TERMS AND CONDITIONS FOR SWEEPING, CLEANING OF BUS STATION PREMISES, YARD AND PLATFORMS OF KSRTC THIRUVANANTHAPURAM CENTRAL BUS STATION**

### **A. NATURE OF WORK:**

Any one (Individual/Firm/Company/the Social Service Organization/ Non – Governmental Organization (NGO)/ Non- profit making Organization / Voluntary Organization/ Local agencies (here in after called “CONTRACTOR”) has to undertake the job of Sweeping & Cleaning of Bus Station yard, Platforms and Bus Station Premises in the contract area specified in the Tender Notice on a contract fee payable by the Corporation.

Anyone (Individual/Firm/Company/NGOs/Local or other Service agencies) having good track record in maintenance of Bus Stations/similar projects shall participate in the tenders.

### **B. WORKS TO BE CARRIED OUT BY THE CONTRACTOR**

- a) The Contractor has to undertake the job of sweeping and cleaning of Bus Station yard, Platforms, Bus Station premises and watering of plants in the contract area specified in the tender notice.

Bus station cleaning areas:-

- 1.The bus terminal requires regular cleaning to maintain hygiene and safety. These cleaning areas can include various high-traffic zones, and the cleaning tasks typically focus on maintaining a comfortable environment for passengers and staff.
- 2.The contractor is required to clean the ground area except the area of Passenger waiting areas & bus bays. It's important to regularly sweep and waste clearance to maintain safety and prevent mounted waste and dirt.
- 3.Restrooms: - Passengers as well as Staff (Drivers & Conductors) in bus stations typically have public restrooms that require frequent cleaning, waste removal to ensure cleanliness and sanitation.
- 4.Ticketing and Customer Service Areas: Station master office, Information and ticketing countertops, medical kiosks, Passengers a/c waiting halls glass walls, floors need daily sweeping, moping and dusting to ensure cleanliness.
- 5.Cement Pillars & Ceiling: Ceiling Cobwebs to be cleared, and also unwanted stickers and posters from the pillars to be cleaned on daily basis.
- 6.Office Cleaning: Cleaning of office staircase area, office floor, ceiling, window glasses, staff dining area, wash basin and also office toilets to be cleaned properly and sanitized.
- 7.Garage: The area outside the bus station, where buses are parked when not in use or for repairing should be kept clean and free from

- trash or debris. Garage Offices and Toilets to be cleaned and sanitized. These areas are important for maintaining cleanliness, hygiene, and safety for staffs, so need sweeping, if there's any repair or maintenance work done on buses, these spaces also should be regularly cleaned to remove debris, oil spills, and other waste materials and sometimes power washing to remove oil, dirt, and grease.
8. Restrooms: Garage employee restrooms and toilets require consistent cleaning to maintain hygiene.
  9. Trash Disposal Areas: The trash bins around the bus station, office area, garage areas must be emptied regularly and kept free of spillage.
  10. Proper cleaning protocols(with cleaning sign boards) in all these areas ensure a safe and pleasant environment to our passengers.
  11. Entrance/Exit Areas: Regular Cleaning needs the entry ways and surrounding sideways where dirt and debris can dump.
  12. KSRTC will provide water and electricity
  13. KSRTC will provide one locked room as a store for chemicals and equipment.
- b) The Contractor should be present at the work spot regularly.
  - c) The Contractor has to keep the Contract area clean and tidy at all times. He has to arrange for the sweeping and cleaning of all office rooms, waiting halls, places, plat forms, staircases, ramps, pits, open and covered yard surrounding the contract area for every one hour and remove the dust and debris.
  - d) The Contractor has to arrange to mop passengers waiting hall, places, managers, supervisor office rooms, with phenol and wet cloth twice a day.
  - e) The Contractor has to keep the walls, pillars and ceiling of the contract area clean and tidy.
  - f) The Contractor has to implement the instructions issued by the Corporation Officials and any other inspecting officials on cleanliness and attraction of the contract area.
  - g) The Contractor has to arrange to clean inside the Bus Station and also wherever there is urgent need as directed by the Supervisors of Corporation.
  - h) The Contractor shall also be responsible for the safety of the tools and plants and other items like electrical fittings, furniture and other property of the Corporation within the contract area.
  - i) The Contractor shall deploy the sufficient number of persons in each shift and shall furnish the names of the persons engaged on his behalf for the contract work.
  - j) He/ She has to arrange for removal of cobwebs, fungus, bird nests, bushes, small stones, pebbles and such other dirty material within the contract area every fortnight.
  - k) The tenderer shall provide the material required for maintenance of the Bus Station, i.e., BROOMS, PHENOL, ACID, WASHING EQUIPMENTS etc., at his/her own cost.
  - l) It is the responsibility of the Contractor to arrange to clear the garbage accumulation on cleaning and sweeping of the bus station, yard and premises and also from the stalls/shops at the bus station. He shall arrange to shift the garbage within the bus station premises to the

- location where the Municipal Authorities / Local Body suggest.
- m) It is also the responsibility of the Contractor to nominate a responsible Supervisor/ In charge among the persons to be deployed to oversee the work of persons engaged by him for smooth and effective maintenance of Bus Station.
  - n) The Contractor 'or' the labour engaged by him shall bring to the notice of the Station Master / Unit Officer / Police, immediately about any suspicious person loitering in the bus station 'or' any unclaimed objects, things, boxes etc., lying in the Bus Station.
  - o) It is the responsibility of the Bus Station Maintenance (Sweeping & Cleaning) contractor to dispose the Garbage, Garbage hazardous waste, Plastic waste and Sewage of the Bus Station. The contractor shall ensure collection and segregation of dry and wet garbage in the earmarked area. The contractor shall ensure arrangements of garbage bins at all required places and collection and disposal of garbage on daily basis at regular intervals.
  - p) The contractor shall prepare a standard operating procedure(SOP) in discussion with KSRTC for cleaning activities. Schedule and checklist shall be displayed prominently in respective areas of the bus station.
  - q) The contractor shall maintain a daily logbook of cleaning activities, recording the timestamps and areas cleaned and should be presented before the authorities for monitoring and verification.

#### **C. PRE-QUALIFICATION CRITERIA**

- r) Tenderer /Bidder can be an individual /firm /company/NGOs/Local or other Service agencies.
- s) The Sole Proprietorship firm shall possess GST registration for Sole Proprietorship, bank account for sole proprietorship, PAN card, Shops & Establishment Registration.
- t) The Partnership firm should have been registered in India with Registrar of Firms in Registrations & Stamps Department of State Government under Section 58 of the Indian Partnership Act, 1932.
- u) If Company, the company should have been incorporated in India and registered with Registrar of Companies under Companies Act, 1956 or Companies Act, 2013.
- v) The Tenderer shall have all statutory approvals and licenses required for being man power supply agency viz., Registration with Labour Department for manpower supply, GST registration, PF & ESI registration etc.
- w) The Tenderer should have prior experience in successful execution and satisfactory completion of manpower supply & operational contracts of House Keeping services for a period of 3 (three) years.
- x) The Tenderer should have an average business turnover of not less than Rs.3.0 Lakh (Three Lakh) per annum on an average during the last 3 (three) financial years i.e.,2021-22,2022-23 & 2023-24.
- y) The Contractor shall comply with all the provisions of various Acts of Government relating to Labour Laws and the Rules & Regulations made there under from time to time, like payment of Minimum Wages, Provident Fund, ESI etc., as prescribed by the Govt., from time to time.
- z) The tenderer should have Goods & Services Tax (GST) registration with GSTIN and Permanent Account Number (PAN) issued by Income Tax Department.
- aa) The Tenderer should not have been blacklisted earlier by KSRTC /

Government or Private Organization and should not have failed to execute contracts with KSRTC and should not have legal litigation with KSRTC.

- bb) Even though the tenderers meet the requirements, they are subject to be disqualified at any stage if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the requirements.

**D. Documents to be uploaded along with Pre-Qualification Bid**

- a) General information about the Tenderer (Annexure I).
- b) An affidavit as per format in Annexure– III (Anti-Blacklisting & no litigation/default Affidavit) attested by NOTARY
- c) Bidder shall submit the self attested copies of:
  - i) PAN Card
  - ii) Firm/ Company Registration Certificate
  - iii) Valid GST Certificate (In case of GST registration out of Kerala, an undertaking in the form of Notarized affidavit to cause the GST registration within the State of Kerala before signing the agreement.
  - iv) PF & ESI registration certificates
- d) The Contractor shall comply with all the provisions of various Acts of Government relating to Labour Laws and the Rules & Regulations made there under from time to time, like payment of Minimum Wages, Provident Fund, ESI etc., as prescribed by the Govt., from time to time and submit the proof of compliance.
- e) Annual Business Turnover Certificate as per Annexure -II
- f) Documentary proof of bidder having experience in successful execution and satisfactory completion of contracts as specified in the NIT.
- g) Copy of tender documents including all corrigendum / addendums signed in all pages with seal.
- h) Tender Fee receipt & EMD Payment receipt (with clear payment references)

**E) LICENCE PERIOD:**

- a) The Contract shall be for a period of ONE (1) year from the date of Agreement. However, the contract period can be extended for ONE (1) more year on the satisfactory performance of Contractor.
- b) On the expiry of the period of the license 'or' on its termination as the case may be the Contractor shall handover the equipments supplied by KSRTC if any, to the Depot Manager concerned.

**F) FINALISATION OF TENDERS BY THE TENDER COMMITTEE:**

- a) The interested party may verify the area/places to be cleaned and maintained or any additional works to be performed before participating in the tender.
- b) Finalization of tenders will be by way of negotiations by the Tender Committee. The decision of the Tender Committee in that regard shall be final.

## **G) EARNEST MONEY DEPOSIT:**

- a) EMD is not exempted to any Society, Voluntary Organizations, Institutions, Communities etc.,
- b) The EMD prescribed at ANNEXURE to these terms and conditions should be paid through Demand Draft drawn in favour of "FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER, KSRTC" as notified in Notification. The EMD amount shall not carry any interest. Tender forms received without enclosing DD towards EMD, will be rejected.
- c) In case EMD paid by the Tenderer/ Firm is less than what is stipulated in the Tender notification or the EMD paid through other means, i.e., in a manner other than stipulated in terms and conditions, the Tender will be rejected besides forfeiting the Earnest Money Deposit.
- d) The EMD amount of unsuccessful Bidders will be refunded after finalization of Tenders without any interest.
- e) If the successful Tenderer/Organization fails to take up the work within the period specified, the EMD will be forfeited.
- f) The Corporation is not responsible if the Tenders are held up due to litigation in Hon'ble Courts 'or' for any other administrative reasons.
- g) Tenders in the name of the minor or on behalf of the Minors will be rejected. Tenders once made shall not be permitted to withdraw.
- h) The Tender Form is not transferable i.e., the person who purchases the Tender Form shall only participate in the tenders. If the names of the purchaser of the Tender Form and the participant differ, the Tender will be treated as invalid and rejected apart from forfeiture of EMD.
- i) In case of Organization /Companies /Corporations etc., the authorized representatives can submit the tender application along with authorization letter.
- j) The interested parties may inspect the premises of contract area before submitting the Tender form.
- k) The contractor shall maintain Complaints and Suggestions Book and it should be made available to the users on demand to record their complaints/ suggestions on maintenance of Bus Station Premises etc.,
- l) The Contractor shall pay all the taxes under the Central and State Government rules made there under, applicable to the Contractor. The Corporation is not liable for the penalties in view of non – payment of taxes or default thereon. Any default, non – payment of taxes to statutory authorities will cause termination of licence.
- m) Tender with any pre – conditions 'or' additional conditions other than the conditions prescribed by KSRTC, will summarily be rejected.
- n) The successful Tenderer shall enter into an Agreement for undertaking the work on prescribed terms and conditions.

## **H) MINIMUM PERIOD OF DOING BUSINESS:**

- a) The contractor shall carryout the allotted work as specified in the

agreement for a minimum period of ONE (1) year from the date of commencement of the contract. In the event of the contractor seeking premature termination of contract within the stipulated ONE (1) year period, the contractor has to pay the balance monthly installments for left over minimum stipulated contract.

In the event of the contract seeking premature termination of contract within the stipulated one year period the Corporation has the right to forfeit the Security Deposit paid by the contractor.

- b) If the contractor clears the balance contract amount for the leftover minimum stipulated period of ONE (1) YEAR, The Security Deposit will be refunded.
- c) The contract can be terminated by either party by giving two months advance notice. However, the contractors may seek such premature termination only after completion of one year minimum period of business.
- d) The License is liable for termination besides forfeiting Security Deposit in case the Contractor discontinues the work without giving two months notice to Corporation after one year period.

#### **I) SECURITY DEPOSIT:**

- a) The Contractor shall pay a sum equivalent to TWO (2) months contract fee payable to him towards Security Deposit to the Corporation and enter into an agreement with the Corporation failing which allotment is liable for cancellation and the EMD paid by him/her shall be forfeited to the Corporation without any further notice, intimation. Security Deposit will not carry any interest.
- b) The Security Deposit will be forfeited duly giving One (1) month's termination notice.
  - a. When penalties are imposed for improper maintenance 'or' passenger complaints etc., for more than three times in a calendar year.
  - b. If the contractor commits breach of any terms and conditions of the agreement during the subsistence of the period of license.
  - c. If the contractor fails to pay minimum wages and the statutory contributions to the persons employed in execution of the contract.
- c) The Security Deposit is refundable on satisfactory performance of contract and is liable for forfeiture for breach of contract.
- d) The Security Deposit is refundable on expiry of the period of licence without interest and subject to due performance and fulfillment of agreement conditions and adjustment of dues towards cost of damages, fines imposed, taxes etc., if any.
- e) Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract area shall render the contract liable to be terminated duly forfeiting the Security Deposit.
- f) In case of misbehavior, assault on employees of the KSRTC by the contractor or his representatives will lead to imposition of penalty or



- termination of contract duly forfeiting the Security Deposit.
- g) The Security Deposit paid by the contractor is liable to be forfeited in the event of non – commencement of maintenance work within the stipulated time after depositing Security Deposit as per the allotment order or breach of any of the terms and conditions of the tender form besides termination of contract.
  - h) The Security Deposit is liable to be forfeited in the event of non-submission of Deed of License after payment of Security Deposit amount and non – commencement of contract.
  - i) In the event of the contractor continuously defaulting and non supplying sufficient number of specified men regularly, the licensor, on the recommendations of the Unit Officer can terminate the contract with a month's notice duly forfeiting the Security Deposit.
  - j) In the event of death of contractor, the contract shall come to an end. However, the licensor may permit the Legal Heir of the contractor to run the contract on the same terms and conditions for the remaining period of licence on execution of fresh deed of Agreement by such legal heir.
  - k) The contractor shall not engage the persons below the age of 18 years and above 60 years of age to work.
  - l) The contractor has to supply proper uniform in respect of male workers and green uniform in respect of female workers engaged by him and identity plates also to the workers. No worker be allowed without identity plate and uniform. The workers should contact the supervisor on duty at Office / Depot / Bus Station before and after spell of his / her duty and furnish the position from time to time.

## **J) MINIMUM WAGES:**

- a) The contractor has to pay the Minimum wages as fixed by the Commissioner of Labour to the persons engaged by him. He/ firm is responsible for any objections, disputes raised either by Labour Department or the workers on any payments to be made to the workers and on any penalties levied by the Government.
- b) The contractor shall ensure deduction of PF contributions from the wages of the persons engaged by him together with matching contributions of the employer (contractor) along with administrative and inspection charges at the rates prescribed by the Govt. from the time to time and remit to the Authorities.
- c) The contractor must deploy the number of workers prescribed against each shift irrespective of his obligation to extend weekly rest to his workmen, which he has to meet on his own arrangement. The workmen have to strictly follow the shift timings allotted to them by the Station Manager / Unit Officer. The Station Master /Unit Officer are authorized to change their shift duties based on the day –to– day requirement.
- d) The successful contractor has to furnish the passport size photographs of the workers to be deployed by him for the contracted work to the Unit Officer concerned within 15 days of awarding contract with details of name, qualification, experience, age, fathers name, residential of each worker etc., The contractor shall not change the workmen specified without prior approval of Station Master/ Unit Officer.
- e) The contractor is liable for any obligation arising out of his contract in

- respect of labour engaged by him.
- f) No compensation shall be paid by the Corporation for any injury or death of the workers engaged by the Contractor within the premises of the contract area. The contractor is liable to bear all expenses and compensation in such cases. The contractor shall satisfy the KSRTC the arrangements made by him to fulfill his obligation arising out of this clauses by way on an Insurance Policy.
  - g) The contractor shall insure the lives of the labour engaged by him for any eventual risks that might crop up in the event of any accident and it shall be the sole responsibility of the Contractor to meet all the claims / compensation for disability / loss of life.
  - h) Damage to vehicles / property of the Corporation if any caused by the workers shall be recovered from the monthly contract fee / Security Deposit.

**K) MONTHLY CONTRACT FEE:**

- a) The monthly contract fee will be paid to the successful bidder on or before the 5th working day of the succeeding month.
- b) There will be no enhancement in the monthly contract fee payable by the Corporation to the contractor during the subsistence of the license period.
- c) Monthly contract fee will be paid to the contractor by the Unit Officer by way of "Account Payee Cheque" not negotiable basing on certification given by Station Manager.
- d) The contractor shall arrange salaries to the workers engaged by him through "Account Payee Cheque or through "Cash" where Bank facility is not available.

**L) ADHERING TO LABOUR LAWS AND ACTS:**

- a) The contractor shall adhere to all Labour Acts and Laws in force applicable to the contract work and for any violation of such laws the sole responsibility lies with the licensee.
- b) The contractor has to contact the Labour Department and to maintain the Registers as required under Law and as required by the Corporation and the same have to be produced for verification of the inspecting officials.
- c) In the event of any statutory authority imposing any punishment like fines etc., and if the Corporation is made a party in such penal action, the Corporation has got the authority, to keep such amount due to the contractor like remuneration, deposits etc., with it until it is proved to the satisfaction of the Corporation that such penal action are ceased. Such actions may also be reason for termination of contract duly forfeiting Security Deposit.
- d) Income tax as per the provisions of I. T. Act and other taxes if any will be recovered from the monthly payment and contractor has to obtain the PAN number from the Income tax department and the same is to be produced.
- e) The contractor shall not engage any persons whose character and credentials and integrity are doubtful in nature and those who are on

the record of Police with Criminal background. If any such persons are engaged, the contractor is solely responsible for such engagement and he is responsible for all the consequences that may take place during the tenure of his contract.

- f) The contractor has to obtain the license from the Licensing Authority under Contract Labour (Regulation and Abolition) Act, 1970 to carryout the work of Sweeping & Cleaning of Bus Station, yard, Platforms, Bus Station premises and watering of plants in the contract area in the establishment and submit a copy of the same to the licensor and to the concerned Unit officer before commencement of the contract.
- g) The contractor has to comply with all the provisions of the Acts of Government relating to Labour and Rules and Regulations made there under from time like payment of Minimum wages, PF, ESI, etc., as prescribed by the State Government from time to time and submit the proof of compliance along with the monthly bill to the Corporation all the claims, damages for compensation under the provisions of all Laws and acts pertaining to the Labour.

#### **M) IMPOSING OF PENALTY:**

- a) If any complaints are received from the passengers or employees on improper maintenance of contract area, misbehavior of the labour engaged by the contractor with the passengers or with the employees of the Corporation or for breach of terms and conditions of the agreement, the contractor is liable for payment of penalty of Rs.1000/- each occasion up to 3 times.
- b) The penalty will be deducted from the monthly remuneration or from the Security Deposit as the case may be. In case, the amount is deducted from the Security Deposit, the contractor is liable to recoup the same immediately. Otherwise, the contract is liable for termination duly forfeiting the Security Deposit.
- c) The contractor is liable to pay the damages, if any caused to the premises or movable and immovable property of the Corporation, by him or by his agents or representatives as determined by the licensor. The licensor shall have the right to recover such amounts towards the damages caused from the monthly remuneration or Security Deposit of the contractor.
- d) The Right given under the contract area not transferable.
- e) In all disputes in scope of doubts or interpretation of clauses of conditions and applications of this contract or otherwise, the decision of the Chairman & Managing Director, KSRTC shall be final.
- f) The workers employed by the contractor shall not have any right or claim whatsoever for the employment in the KSRTC at a future date.
- g) The Management reserves the right to reject any or all tenders without assigning any reason. The Management also reserve the right to allot the contract to any person of its choice through negotiations with the Tenderers after justifying their ability to comply with the Labour Laws viz., payment of minimum wages, recovery and remittance of contributions towards PF / ESI etc.,
- h) The Tender Committee at the time of finalization of Tender, reserves the right to alter/ modify the period of contract mentioned in the Tender notice.

- i) During the agreement period, the Licensor is at liberty to alter/ modify/ add/ delete any of the condition(s) of the agreement in the interest of the Corporation.
- j) The Corporation reserves the right to terminate the contract without assigning any reasons during any time of the contract period by giving one month advance notice.
- k) The contractor shall change the workers, found incompetent by the Supervisor / Unit Officer concerned and engage fresh workers with the prior approval of Unit officer.
- l) The contractor shall not be permitted to transfer/sub – let the contract work to any sub- contractor.
- m) The Corporation reserves the right either to increase or decrease the number of persons to be deployed by the contractor from time to time.
- n) If any worker absents himself on a particular day, corresponding amount will be deducted from the contractor and such money can be utilized by the Corporation to engage a daily wage labour from the market and complete the work.
- o) A monitoring committee will be appointed at the Central Level and at the Unit level to review the maintenance work from time to time. The committee will inspect the Bus Station complex periodically and meet at least once in three months to make suggestions for improvement. The suggestions made by the committee will be implemented by the Contractor. The Committee at Unit level and maintenance In charge of the contractor will inspect the complex periodically. The decision of the Unit Officer shall be final on any dispute arising at this level.
- p) The Corporation 'or' its representatives shall have the right to inspect the said Bus Station complex during contract period and issue such orders and direction in inspection book to be maintained in the complex as is considered necessary in conformity with the agreement. The contractor shall ensure that such orders are complied with promptly. If the premises is found in unhygienic conditions 'or' on the public complaints on the uncleanness of the Bus Station premises / Toilets, the Corporation 'or' its authorized representatives is authorized to levy penalty on each occasion as stipulated.
- q) The Licensor shall have the right to terminate the license if in its opinion the contractor is doing any business detrimental to the interest of the Corporation.
- r) The contractor shall not exhibit 'or' permit any advertisement. In case of misbehavior 'or' assault on passengers / employees of KSRTC any act or comment, tarnishing the image of the Corporation by the contractor or his / her representatives / workers will be lead to imposition of fine or termination of contract.
- s) The contractor shall be liable for all the claims that may arise under the provisions of Workmen Compensation Act and Labour legislation. In all disputes, and doubts or interpretation of the clauses or conditions applicable to the contractor or otherwise, the decision of the Licensor shall be final.
- t) In the event of any damages caused to the premises or property of the licensor by the contractor or his representatives, Agents / Servants during the substance period of the contract, the contractor shall make good to the licensor such laws that may be determined by the licensor and the licensor shall have the right to recover the said amount from the Security Deposit of the contractor.

- u) The licensor shall not take any responsibility for any bundhs / strikes by the State / Central Governments / KSRTC employees etc., and the contractor shall have no right to claim any compensation or reimbursement of loss etc.,
- v) Any matter not covered in the above terms and conditions will be mutually settled by the Parties in the Memorandum of Understanding. The MOU will be between the representatives of the Contractor/his authorized representatives and licensor.
- w) Any dispute amongst the parties arising out of the MOU shall be referred to Chairman and Managing Director of the Corporation whose decision shall be final and binding to both the parties.
- x) No Tenderer can quote value less than the minimum value of work. The Tenderer who holds PF,ESI Code and valid labour license under Contract Labour (Regulation & Abolition Act, 1970) and the tenderer with at least ONE year of registration of Firm and experience for the same & similar nature of work (like provision of manpower) with the appropriate authority will be given preference.
- y) Tenderers, those who purchased the Tender Form, has only to submit the tender form, other-wise the tender will be rejected. The tenderers has to enclose a copy of their PAN CARD.
- z) All the above terms and conditions will form part of the agreement of the license and the contractor will be bound by the conditions in addition to any other conditions prescribed by the Corporation from time to time.

#### **N) MODE OF SUBMITTING TENDERS**

Tender documents shall be submitted through e-Tender. One for Pre-Qualification Bid and the other for Price Bid.

#### **Documents to be uploaded along with Pre-Qualification Bid**

- a) General information about the Tenderer (Annexure I).
- b) An affidavit as per format in Annexure- III (Anti-Blacklisting & no litigation/default Affidavit) attested by NOTARY
- c) Bidder shall submit the self attested copies of:
- d) PAN Card
- e) Firm/ Company Registration Certificate
- f) Valid GST Certificate (In case of GST registration out of Kerala, an undertaking in the form of Notarized affidavit to cause the GST registration within the State of Kerala before signing the agreement.
- g) PF & ESI registration certificates

#### **(O) TENDER PROCESS:**

The tender evaluation will be undertaken in four rounds.

**Round 1** - Opening of Pre-Qualification bid documents

**Round 2** – Document evaluation.

**Round 3** – Opening of Price Bid.

#### **Round 1- Opening of Pre-Qualification bid documents**

The documents uploaded shall be opened at the time and date mentioned.

## **Round 2 – Document evaluation:-**

The terms and documents submitted as part of the bids shall be scrutinized by the Tender Inviting Authority. The Tender Inviting Authority may call for additional documents/clarifications through e-tender portal. The list of those who come out successfully of the evaluation of the documents as well as those rejected (with reasons for rejections) will be published on the website of KSRTC ([www.keralartc.com](http://www.keralartc.com)) and objections/remarks against the list will be invited. The objections /remarks received before the date and time specified in the notice will be considered by the Tender Inviting Authority and the final list of successful bidders of round 2 will be published.

## **Round 3 – Opening of Price Bid.**

- a) The PRICE Bid of those bidders, who satisfied all of the Prequalification Criteria shall only be opened for further consideration. The PRICE BID of those bidders who do not satisfy even any one of the pre-qualification condition will not be opened.
- b) Opening of e-Tender will be done at the time and date noted in the e-Tender portal at the Office of the Chairman and Managing Director, KSRTC.
- c) The bidders have the liberty to resubmit fresh tender/documents till the last date and time of submission of the e-tender.
- d) Resubmission of offer will not be allowed after the time and date fixed for bid submission. The offer once made cannot be withdrawn or modified after the closing of e-tender under any circumstances. Withdrawal or modification of the offer once made in e-Tender will be resulted in the forfeiture of EMD remitted. In such cases the bidder will not have the right to claim the refund of EMD.
- e) The Chairman and Managing Director KSRTC reserve the right to make any modifications or additions in this notice in the event if it is felt that it is in the public interest.

## **(P) GENERAL INSTRUCTIONS TO BIDDERS**

- a) Tender shall be submitted in English Language only.
- b) Firms who are not blacklisted by KSRTC or by Govt. of Kerala can participate in the tender.

- c) In case of NEFT, remittance should be made only to the 22 digit beneficiary account number as seen in the remittance form which is available in the e-portal while submitting tender.
- d) **ON LINE PAYMENTS**:- The bidders shall seek clarification from **Kerala State IT Mission, e-Government procurement PMU & Help desk, Saankethika, Near EPF Office, Vrindavan Gardens, Pattom, Thiruvananthapuram 695004. Help Desk No. Ph: 0471 - 2577088, 2577188; Toll free No.18002337315;** e-mail: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) ; Website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and make himself conversant with procedure for online payment of the Tender Fee and EMD. KSRTC shall under no circumstance be responsible for failed transactions due to non compliance of the above procedure.
- e) The bids will be opened online through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) at the KSRTC, Transport Bhavan, Fort, Thiruvananthapuram. If the e-Tender opening date happens to be a holiday or non-working day due to any valid reason, the Tender opening process will be done on the next working day at the same time and place specified. Any change in the opening date/time/venue due to other reasons shall be informed by way of Corrigendum published in the e-GP website.
- f) **DIGITAL SIGNATURE CERTIFICATE**:- Bidders will have to procure legally valid Digital Certificate as per Information Technology Act, 2000 for digitally signing their electronic bids. Bidders can procure the same from any of the license certifying authority of India. For obtaining Digital Signature Certificate and help on e-tendering process, please contact **Kerala State IT Mission, e-Government procurement PMU & Help desk, Saankethika, Near EPF Office, Vrindavan Gardens, Pattom, Thiruvananthapuram 695004. Help Desk No. Ph: 0471 - 2577088, 2577188; Toll free No. 18002337315;** e-mail: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) Website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) on all government working days from 9.30 A.M to 5.30 P.M.
- g) Bidders are advised to note the Tender ID and Tender No. & Date for future reference.
- h) All uploaded scanned documents should contain the signature and the office seal of the bidders and should be digitally signed while uploading in e-tender

portal. Documents uploaded without digitally signing shall entitle rejection of the Tender.

- i) The digitally signed Tender document and other specified documents shall be submitted online through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) well in advance before the last date and time. No submission shall be allowed after the last date mentioned.
- k) Bidders are advised to go through all conditions of the Notice Inviting Tender and the Tender documents carefully and to comply them to avoid rejection of their tender.
- l) Furnishing of any false information / fabricated document would lead to rejection of the tender at any stage.
- m) The bidder shall bear all costs associated with the preparation and submission of its bid and Kerala State Road Transport Corporation, Thiruvananthapuram, hereinafter referred to as "Tender Inviting Authority", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- n) Conditional tenders will be summarily rejected.
- o) The disputes, legal matters, court matters, if any shall be subject to Thiruvananthapuram, Kerala, India, jurisdiction only.

**CHAIRMAN & MANAGING DIRECTOR**

Place: Transport Bhavan, Fort Thiruvananthapuram

Date : 29.03.2025

I/We hereby accept all the above terms and conditions in its entirety.

Signature of bidder:

Name of bidder:

Address of bidder:

Mobile No. of bidder:



**ANNEXURE I**

(Proforma of Certificate be furnished along with Technical Bid)

**KERALA STATE ROAD TRANSPORT CORPORATION****GENERAL INFORMATION ABOUT THE TENDERER**

1	Name of the Tenderer Registered address of the firm with GSTIN					
	State				District	
	Telephone No.				Fax	
	Email				Website	
<b>Contact Person Details</b>						
2	Name				Designation	
	Telephone No.				Mobile No.	
<b>Communication Address</b>						
3	Address					
	State				District	
	Telephone No.				Fax	
	Email				Website	
<b>Type of the Firm ( Please ✓ relevant box)</b>						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
<b>Nature of Business</b>						
5	Courier & Logistics					
<b>Key personnel Detail(Chairman, CEO, Directors, Managing Partners etc. )</b>						
6	in case of Directors, DIN Nos. are required					
	Name				Designation	

	Name		Designation	
<b>Bank Details</b>				
7	Bank Account No.		IFSC Code	
	Bank Name & Address		Branch Name	
	Tel No		Email ID	
8	Whether any criminal case was registered against the company or any of its promoters in the past?		Yes / No	
9	Whether any unsettled dispute/litigation pending with KSRTC			
10	Any default in payment of license fee and violations of terms and conditions in earlier business with KSRTC.			
11	Whether blacklisted by the Central Govt/any State Govt/State Transport undertaking.			
12	GST No.			
13	Other relevant Information provided *			
Date:		Office Seal		Signature of the tenderer

**I/We hereby certify that all the above information provided is true, complete and correct to the best of my/our knowledge and belief.**

**Name & Signature of Bidder**

## **Annexure-II**

(Proforma of Certificate be furnished along with Technical Bid)

### **ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s\_\_\_\_\_ for the past Three years are given below and certified that the statement is true and correct.

<b>Sl. No.</b>	<b>Year</b>	<b>Turnover in Lakhs (Rs)</b>
1	2021 – 2022	
2	2022 – 2023	
3	2023 - 2024	
<b>Total</b>		
<b>Average Turnover per year</b>		

Date:

Signature of Auditor

(Name in Capital)

Seal:

**Annexure - III**

(Proforma of Certificate be furnished along with Pre Qualification Bid)

**AFFIDAVIT**

**Format for Affidavit certifying that Entity / Promoter(s)  
/Director(s)/Partners of Entity are not blacklisted**

I, M/s. .... (Name of the firm), having registered office at ..... hereby certify and confirm that we or any of our promoter(s) /director(s) are not barred by Department of Transport, Govt. of Kerala/ or any other entity of Government of Kerala or blacklisted by any state government or central government / department / organization in India from participating in Tender/s, either individually or as member of a Consortium as on the ..... (Last date of submission of tender).

I, M/s..... (Name of the firm) also hereby confirm that we or any of our promoter(s) /director(s) is not having any unsettled disputes/ unnecessary litigation with existing or previous contracts with KSRTC and also are not defaulters in payment of licence fees or penalties or having any type of existing unpaid financial obligation with KSRTC.

We further confirm that we are aware that, our bid for the captioned tender would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period.

Dated this .....Day of ....., 20....

Signature, Name &  
Address of the Tenderer