

Rs. 400/- (Rupees Four Hundred only) + GST+Cess

TRAVANCORE DEVASWOM BOARD

Devaswom Board Junction, Nanthancode
Thiruvananthapuram –695 003

TENDER DOCUMENT

FOR

Hiring of Vehicles for official purposes

(Tender No..... dated)

Name of the Bidder :

Address :

Signature :

Last date and time for the receipt of Tender: 11.30 AM 29/11/2024

Date of opening of bid: 12.00 Noon 29/11/2024

NOT TRANSFERABLE

For details;

www.travancoredevaswomboard.org
Email: aobusoperation.tdb@gmail.com

1. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 invites sealed tenders for hiring of Vehicles from prospective Service Providers/Individual owners having vehicle with original registration on or after 31.12.2021
2. The bidder should own or have on lease, a fleet of 2 vehicles including those quoted by the bidder, registered as taxis i.e Cars with permit from RTOs as taxis. The bidder should submit the full details of the vehicles and a clear declaration that he/she will be able to supply commercial vehicles with original registration on or after 31.12.2021 and shall be provided along with proof of RCs and Lease Deeds.
3. Tenders are invited for the hiring of the following vehicle and their respective requirements are as follows:

Sl. No.	Segment	Vehicle Brands preferred	Minimum Kms / Month	No. of Vehicles required	Period of Contract*
1	Cars	Maruti Suzuki Dzire/ Toyota Etios or equivalent	1500	2**	One Year*

*Which may be extendable to further period of one year without change in conditions

** Travancore Devaswom Board can increase or decrease the no. of vehicles at any point of time as per requirement.

4. The bidder shall submit his/her quote for vehicle above mentioned. The bidder shall quote the rate for providing single vehicle in the category.
5. Intending eligible bidders may obtain Bid Document from the office of the The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 on all working days up to 5:00 pm.
6. The tender documents can also be downloaded from the website of the Travancore Devaswom Board at www.travancoredevaswomboard.org. and Rs.400+GST+Cess shall be paid as Tender fees viz. DD in favor of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003
7. The Bidder is required to provide commercial vehicles fully conforming to RTO/KMVD regulation along with fuel, Driver with proper uniform etc and carryout periodical maintenance and execute the work through their Supervision.
8. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 may or may not amend the terms and conditions of the tender document on the basis of feedback obtained based on the published Tender, with a view to obtain maximum number of competitive bids.
9. The tenders should be prepared and submitted as per the tender formats only prescribed in the tender document (Annexures attached) and should be addressed to:

**The Executive Engineer (P A to C E.)
Addl. Charge of Administrative Officer (Bus Operations),
Travancore Devaswom Board Head Office,
Devaswom Board Junction, Nanthancode,
Thiruvananthapuram 695 003
Phone: 0471-2311810**

Email: aobusoperation.tdb@gmail.com

The bidder(s) shall have to deposit an amount of Rs.1500/- (Rupees One Thousand five hundred only) as bid security (EMD) in the form of DD in favor of **The Executive Engineer (P A to CE.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003** along with the Bid.(Technical Bid)

10. Minor infirmities in the submission of the documents will be allowed to be rectified so as to ensure qualification of maximum number of competitive offers to the final round.

11. There will not be any individual communication in respect of general notices, amendments etc. The prospective offerers are advised to check for updates in our website: www.travancoredevaswomboard.org on a daily basis. Individual communications will only be issued in exceptional cases, at the discretion of the Tender Inviting Authority. All notices/information will also be disseminated through the Tender Inviting Authority's website and it will be binding on the Bidders. The prospective Bidders are advised to browse the website of the Tender Inviting Authority on a day-to-day basis till the tender is concluded.
12. Failure to furnish any information required by the tender documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.
13. Service to be provided is supply on demand, vehicle with licensed driver, registered as commercial vehicles (taxis) on hiring basis for running within the jurisdiction of Kerala. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
14. Duty hours of vehicles are normally for Nine hours (9Hrs) per day, i.e. Morning 9.00AM to Evening 6.00 PM). However, the vehicle shall be made available on request at any time, without charging any extra cost. Drivers' bata shall be paid @ ₹ 350 per night in case of outside district journey.
15. The working days shall be 7 days in a week from Monday - Sunday. However, based on the requirements, the bidder shall provide vehicle/vehicles on holidays also. No extra charges will be paid for holidays.
16. Reporting and Parking Place for vehicle is at the Office compound of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003. However actual place of reporting and actual duty hours shall be specified by actual user of vehicle.
17. Counting of Distance will be from the starting point and closing point of the user which is normally Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003.
18. Accuracy of Meters will be checked periodically by any authorized officer of Office of the The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003, which may even lead to termination of Contract.
19. Service Provider should comply with the following:
 - a) It is desirable to have the Registration with Service Tax, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, within one month of commencement of Contract.
 - b) It is the responsibility of the bidder to make all necessary statutory payments in respect of the drivers engaged and shall indemnify The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 from any claims arising thereof. The drivers so engaged shall under no circumstances be treated as employees of the Travancore Devaswom Board.
 - c) Contact details along with Landline and Mobile numbers to be provided where requisition of vehicle can be conveyed all the 24 hrs.
 - d) Assign driving to only qualified, experienced, licensed and well disciplined drivers and also assume full responsibility for the safety and security of the officers/officials and store items during the vehicle usage. The bidder should submit a verification certificate for the driver/drivers, to be deployed for duty, from an Officer from the Police Station of the area he belongs to, as per the standard format and should be submitted to Office of The Executive Engineer (P A to C E.)

- Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 within 10 days after awarding the contract.
- e) Attested copy of driving licenses of the drivers should be submitted to the Officer of Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 during the contractual period for verification.
 - f) Proper Identity Cards after verifying the antecedents of his drivers through Local Govt. offices.
 - g) Drivers to be provided with uniforms as required under the Kerala Motor Vehicles/RTO rules, which shall be worn by them all the time while on duty.
 - h) Drivers should be allotted with mobile phones and the same should be available to contact on duty hours.
 - i) Drivers allotted should not be changed without valid reasons and the same should have prior approval from the Office of the The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003
 - j) The attested copies of R/C Book, Insurance policy and tax token of the vehicle/vehicles supplied under this contract should be submitted to the Officer of the Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 and will be subject to scrutiny. Govt. Tax / Levy / Duty other than Service Tax for plying the vehicles will be borne by the bidder.
 - k) The registration numbers of the vehicles to be provided as part of the contract should be invariably be quoted in the bid.
 - l) Vehicles, mentioned in the Contract document, should not be changed without valid reasons and the same should have prior approval from the Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003
 - m) Consumables like fuel, lubricants, tyres, battery and repairs, maintenance, taxes, insurance, etc. will be to the Service Provider's liability.
 - n) Trip sheet in duplicate copy to be printed and serially numbered by the bidder as per prescribed format of **Log Book for Government Vehicles** and should be handed over the same to Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 along with the bills . The trip sheets are completed and signed by the authorized users from Travancore Devaswom Board. Trip sheets without proper signature shall not be considered for monthly payment.
 - o) Vehicles Up-keep shall be in good condition along with good and clean Seat covers & curtains. Vehicles so hired may be inspected by designated officer from Officer The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 with reference to good/properly maintained vehicle including cabin, upholstery, seats etc.
 - p) Name boards such as '**On Contract with TRAVANCORE DEVASWOM BOARD**' to be displayed on front and rear (**Black letter in Medium blue background as per RTO/KMVD rules**),ie above the front and rear number plates of all vehicles provided during the contract period. The specifications of the same will be intimated once the contract is awarded. Vehicles without the name board shall not permit for duty under any circumstances.

20. Debarring Conditions:

- a) The tampering of meter reading, vehicle usage timings, overwriting of summary / log sheet, mismatch in total km run for trip/trips with actual distance and misbehavior of driver including absence of proper uniform, consumption of liquor etc while on duty shall be viewed very seriously, leading to even cancellation of contract.

- b) Service Provider shall not engage any person below 18 years of age.
- c) Service provider should submit the verification certificate of the driver deployed for duty as per the standard format from the concerned Police station, where the driver belongs. Drivers without proper police verification certificate shall not be allowed to perform duty under this contract.
- d) Misbehavior of the driver to any designated officer of the Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 during duty hours. Deputing drivers showing any misconduct, pilferage, misbehavior or having any criminal background etc will be viewed very seriously, even leading to the termination of the contract
- e) Usage of Alcohol/drugs/smoking etc during duty hours by the drivers, especially in the premises of office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 or during out station duty.

22 Guidelines for preparation of Tender

i. The bidder shall bear all costs associated with the preparation and submission of its bid and The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003, 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.

ii. Language of Bid:-The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Tender Inviting Authority, shall be in English language. Supporting documents and printed literature furnished by the Bidder may be written in another language provided they are accompanied by an authenticated accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern.

iii. The tender once submitted will not be altered in any case and should not have any scope of ambiguity, cutting or overwriting. In case of overwriting /cutting if any, it must be authenticated with signature of the bidder.

iv. The documentary evidence (other than those regarding supply and past performance) submitted along with the Tender shall be produced duly attested by the bidder on every page and serially numbered. Any interlineations, erasures or over writing shall be valid only if they are initialed by the person (s) signing the offer.

v. In the event of documentary proof as required being not enclosed, the Tender shall be liable to be rejected. All pages of the bid, except for un-amendable printed literature, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder.

vi. A copy of the complete tender document and amendments if any duly signed on every page by the bidder or the authorized representative shall be enclosed as part of the bid as a proof of having read and accepted the terms and conditions of the tender document.

vii. The tender shall be typewritten or written in indelible ink and shall be signed by the Bidder or person(s) duly authorized to bind the Bidder to the Contract with Tender Inviting Authority. The letter of authorization, to the satisfaction of the Tender Inviting Authority, shall be submitted as by written power-of-attorney accompanying the bid/resolution of the board of directors etc.

viii. An offer submitted in vague /ambiguous terms and the like, shall be termed as non-responsive and shall be summarily rejected.

ix. A prospective Bidder requiring any clarification of the tender documents may notify the Tender Inviting Authority in writing by email or fax or letter at the Tender Inviting Authority's mailing address/fax number/post address indicated in this tender document. The Tender Inviting Authority will respond to any request for clarification of the tender Documents which it receives before 5 days prior to the deadline for submission of bids.

x. Clarifications to specific requests shall be responded through e-mail and general

clarifications, affecting all the bidders shall be published in the official website of the Tender Inviting Authority. However it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

23 Bid Forms (Two Bid System)

- a. The tender offers, duly filled, shall be submitted in a sealed cover and shall be superscribed as **“Tender No. (here mention the tender no. as specified in Tender document) Tender For Hiring of Vehicles for Travancore Devaswom Board, Thiruvananthapuram”**
- b. Tender should be duly sealed and addressed to The Executive Engineer (P A to CE.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 sent by post or by hand so as to receive not later than **11.30am on 04.12.2024.**
- c. Tender will be opened in the presence of Bidders present on the due date of opening i.e. **at 12.00 Noon on 04.12.2024.** All Columns should be furnished with relevant details and no column should be left blank.
- d. Details to be furnished, **DD for tender fee and EMD should be enclosed with Technical Bid Form at Annexure-I.**
- e. Rates should be quoted as per the requirements given in Clause-3 and should be enclosed to Price Bid Form at Annexure-II. The format for Price Bid should not be changed in any manner. Addition / deletion /alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- f. The bidder is requested to examine all instructions, forms, terms and specification in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder’s risk and may result in rejection of the Bid.
- g. The bidder shall bear all costs associated with the preparation and submission of the bid. Office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

24. Earnest Money Deposit (EMD) :

- a. An amount of **Rs.1500/- (Rupees One Thousand five hundred only)** should be submitted along with the tender (Price Bid) as bid security (EMD) in the form of DD in favor of **“The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003”**, payable at **Thiruvananthapuram**.
- b. Non- submission of sufficient EMD as mentioned shall be one of the primary reasons for rejection of the bid.
- c. Cheque, Money Order, Fixed deposit etc will not be accepted as EMD.
- d. EMD of unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after opening of the bids by the Tender Inviting Authority.
- e. The successful bidder’s EMD will be converted into performance security for the vehicle he/she supplied.
- f. No interest will be paid for the EMD submitted.
- g. The EMD will be forfeited, if a bidder;
 - i. misrepresents of facts or submitting false/fake documents during the tender process
 - ii. if the bidder willfully violates any terms and conditions of the tender documents
 - iii. withdraws its bid after the opening of bid;
 - iv. a successful bidder, fails to sign the contract.

25. Bid Evaluation

- a. Price Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- b. The bids submitted shall be evaluated by comparing the rates quoted for each category of the vehicles separately. If the L1 bidder failed to submit the vehicle or disqualified due to any technical reasons, then subsequent bidders shall be considered for meeting the vehicle requirement, as mentioned in Clause.3
- c. For all Categories of vehicles mentioned, if there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 will determine the substantial responsiveness of each bid to the bid document. The tender submitted in other than the prescribed format (as per Annexure I and II) shall be rejected by Travancore Devaswom Board during evaluation.
- d. The procedure adopted for comparison of bids shall be on the total cost of hire of the services for the category of vehicle indicated in Clause 3, inclusive of all duties, levies and charges, excluding Service Tax.
- e. The additional kilometer charges (on half yearly basis) for the category will be reimbursed to the contractors at the following rates;

<i>Sl. No.</i>	<i>Category</i>	<i>Brands Preferred</i>	<i>Km Limit / Month (Km)</i>	<i>Amount Fixed for every additional KM</i>
1	Cars	Maruti Suzuki Dzire/ Toyota Etios or equivalent	1500	Rs. 18

26. Right to Accept or Reject:

- a. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003

27. Award of Contract

- a. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 shall award the contract to those bidders whose offers have been found technically, commercially and financially acceptable under each vehicle categories. The bidder shall within 7 (Seven) days of issue of the award, shall execute an agreement in Rs.200 Kerala Stamp paper (Format shown in the Annexure V) along with the performance security (SD) in the form of DD and also to be prepared for commencing the service, from the date of signing of Contract.

28. Right to vary quantities

- a. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 reserves the right at the time of award of contract or at any time during the period of contract to increase quantity of services specified in the schedule of requirements, ie one vehicle in any category without any change in hiring charges and other terms and conditions. If the contractor is not in position to supply additional vehicles, then the

additional vehicle requirement will be fulfilled from the next eligible bidder at L1 rate.

29. Signing of Contract
 - a. Signing of Agreement shall constitute the award of hiring contract on the bidder.
30. Notices
 - a. The Tender Inviting Authority shall publish the following information on its website at the appropriate time as part of ensuring transparency in the tender process;
 - i. The tender notices, documents, corrigendum, addendum etc if any.
 - ii. Amendments to the tender conditions, if any.
 - iii. Notice, if any, relating to the contract given by one party to the other, shall be sent in writing by email or fax and confirmed by post. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
 - iv. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.
31. Annulment of Award
 - a. Failure of the successful bidder to comply with the requirement of the tender shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security (EMD) in which event The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 may make the award to any other bidder at the discretion of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 or call for new bids.
32. Period of validity of bids.
 - a. The bid shall remain valid for 150 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 as non-responsive.
 - b. A bidder accepting the request of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
33. Bid Price.
 - a. The supplier shall quote price as per schedule given in Clause 3 for the type of Vehicles mentioned for category given in the schedule of requirement. The composite price should include all the type of Taxes, levies and charges.
 - b. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
34. Clause by clause compliance.
 - a. A clause- by - clause compliance of service to be provided shall be given as per the Terms & Conditions given in the tender document.
35. Duration / Period of Contract:

- a. The contract will be awarded for 1 (One) year. However, extension for the second year / part thereof will be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of the contractor including the class of services offered etc.
36. Performance Security (SD) :
- a. The successful bidder shall be required to deposit an amount of **Rs.7500.00 (Rupees Seven Thousand five hundred Only)/per each category vehicle to be submitted by him/her**, within seven days of award of contract as Performance Security (SD).
 - b. Performance Security (SD) shall be submitted in the form of DD.
 - c. Performance Security (SD) will be discharged after completion of Service Provider's performance obligations under the contract.
 - d. If the Service Provider fails or neglects any of his obligations under the contract it shall be lawful for The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 to forfeit either whole or any part of performance security (SD) furnished by the bidder as compensation for any loss resulting from such failure.
37. Terms of Payment:
- a. The payment shall be made within 30 working days from the date of receipt of bill in the office of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003. Monthly bills of vehicles shall be submitted in triplicate to the authority specified in contract along with the original of the completed trip sheets duly signed by the users of the vehicle by the 5th of the following month for payment. In case, the bills are not submitted to The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 as per above schedule, it will not take responsibility for delay in payment.
 - b. It should be ensured that there is no overwriting in the Trip sheets. In no case, Trip sheet without signature will be accepted for payment and if it is found so, the amount will be disallowed. Also trip sheet found with corrections without the signature of concerned officer of TDB, tampering and irregular with the registers kept by the TDB including the vehicle in and out register, drivers duty register etc will also be not considered for the payment.
38. Prices:
- a. The rates should be based on the requirements given in Clause.3
 - b. Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.
 - c. In case of any increase / reduction of taxes and statutory levies (if any) during the contractual period, TDB shall not be liable to compensate during the contract period.
39. Insurance
- i. The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. Travancore Devaswom Board (TDB) shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on TDB, the same shall be reimbursed /indemnified by the Contractor.

40. Travancore Devaswom Board will not have obligation:

- i. No liability whatsoever for payment of wages/salaries /other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Contractor shall indemnify TDB against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- ii. No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under sections of IPC and any loss caused to TDB have to be suitably compensated by Service Provider.
- iii. Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
- iv. Not be responsible to any penalization finalized by MVD/RTO authorities, due to the absence of any statutory requirements such as absence of uniform for driver, absence of copies of vehicle documents, rash driving of the vehicle etc.
- v. Contractor shall be the employer for his workers and TDB will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

41. Miscellaneous Conditions:

- a. The technically qualified bidder with the lowest evaluated price for the respective category of vehicles mentioned in the bid will be considered.
- b. In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
- c. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with TDB and blacklist such bidder / bidders for a suitable period in case they fail to honor their bid without sufficient ground.

42. Penalty for breach of terms & conditions:

- a. In case of Drivers reporting for duty without uniform, a penalty of Rs. 200/- will be charged per instance and the same will be deducted from the current month bill. If the driver reported for duty without proper uniforms for more than four days of a month, measures will be taken to remove the contract of the concerned contractor after issuing notice seeking explanation regarding.
- b. In case of non-availability of vehicles for any particular day penalty of Rs.1000/- per day shall be imposed in addition to deduction of hire charges of another vehicle equivalent, on pro-rata basis for the period. If the number of unavailability of vehicle exceeds three times in a month without providing any alternative measures, the contract shall be terminated without any notice and the TDB will consider the next eligible bidder for occupying the same.
- c. In case of break down, after it's reporting for duty, the vehicles will have to be replaced by same type immediately or not more than one hour. In case of non-availability of suitable vehicle, the hire charges incurred for an alternative vehicle on the same category used till the time the replacement, is deducted from monthly bill of the bidder. If the number of break down exceeds three times in a month, a penalty of Rs.500/- per break down shall be imposed in addition to the hire charges of the additional vehicle and also measures will be taken to remove the contract of the concerned bidder.
- d. The penalty for temporary absence during duty hours without valid permission shall be Rs.200/- per hour of absence along with the hire charges incurred for an alternative vehicle on the same category used till the replacement of the same. If the number of hours of un-authorized absence of driver for duty exceeds 24 per month, measures will be taken to remove the contract of the

concerned bidder. Also TDB will consider the next eligible bidder for executing the service, in place of the contractor.

- e. If the vehicle provided by the contractor is found to be not in good condition or without proper document or falls in different category; then the mentioned vehicle may be rejected and sent back. No payment shall be made on account of such rejection.
- f. No payment will be made for vehicles supplied by the Service Provider originally registered with RTO before 31.12.2021. In case of providing alternate vehicle other than the vehicle quoted, such vehicles should also comply with the terms & conditions mentioned in this tender.
- g. No payment will be made for vehicles supplied by the Service Provider without proper name boards, as mentioned above. The clause mentioned shall be applicable to the alternate vehicles provided, If any.

43. Force Majeure:

- a. If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 as to whether the contract have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

44. Disputes/Appeal

- i. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to The Chief Engineer (General), Travancore Devaswom Board, Thiruvananthapuram or any other person appointed by him. His decision will be final and will be binding on both the parties.

45. Jurisdiction of Courts:

- a. The District Court of Thiruvananthapuram, Kerala has exclusive Jurisdiction to determine any proceedings in relation with this contract.

46. Termination of Contract

- i. In case of any default by the Contractor in terms of service (such as unavailability of vehicle/driver, improper vehicle condition) and / or in any of the terms & conditions (as given in the Tender Document), The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 clear working days notice in writing to the Service Provider.
- ii. All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary

course of post, these would have been delivered to the Service Provider.

- iii. Notwithstanding anything contained herein, The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 also reserves the right to terminate the contract at any time or stage during the period of contract, by giving two days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

47. Termination for insolvency

- i. The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 may also by giving written notice and without compensation to the Service Provider terminate the contract if the Service Provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

48. Set Off (Recovery of Sum due):

- a. Any sum of money due and payable to the Contractor (including security deposit refundable to him) under this contract may be appropriated by The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 and set off the same against any claim of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003.
- b. In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be shall be deducted from any sum due to the Service Provider under this contract. Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 on demand the balance amount, if any, due to The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 within 30 days of the demand by The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003.
- c. If any amount due to the company is so set off against the said security deposit, the service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days.

49. Important details & dates in a glance:

1	Tender No.	2/BS/TDB/2024
2	Cost/Fee of Tender Document	Rs. 400/- +GST+Cess
3	Earnest Money Deposit (EMD)	Rs. 1500/-
4	Validity of EMD (Period of firmness)	150 days from the date of opening of tender

5	Performance Security	Rs. 7500/- (per vehicle)
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Important Dates

Sl. No.	Particulars	Date and Time	Venue
1	Date of release of tender	14.11.2024	Office of the The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003
2	Last date for submission of filled up tenders	11.30AM on 04.12.2024	
3	Date of opening of bid	12.00 Noon 04.12.2024	

(Bid Document and subsequent clarifications on bid terms, if any, can be downloaded from TDB web site, www.travancoredevaswomboard.org)

Sd/-
The Executive Engineer (P A to C E.) Addl.
Charge of Administrative Officer (Bus
Operations), Travancore Devaswom Board Head
Office, Devaswom Board Junction, Nanthancode,
Thiruvananthapuram 695 003 and Tender Inviting
Authority

Annexure I

TRAVANCORE DEVASWOM BOARD

Devaswom Board Junction, Nanthancode
Thiruvananthapuram –695 003

QUOTATION FORM FOR VEHICLES
Technical Bid (Cover A)

Sl. No.	Particulars	Remarks
1	Name, Address, E-Mail ID & Contact No. of Bidder (Land No. & Mobile No.)	
2	Income Tax Permanent Account Number (PAN) (Attach Proof), and IT Returns of assessment years 2022-23,2023-24 and 2024-25	

3	Service Tax Registration number, if any (attach Proof)	
4	Experience from the Govt. / PSU Companies / rental agencies / Pvt. Firms etc (Attach copy of the performance certificate), If any	----- years
5	Total No. of taxis / Vehicles owned by the bidder (Copies of the RC Books and other details of the Vehicles should be attached)	
6	DD No. / Date of Tender Fee	
7	DD No. / Date of EMD	
Details of Vehicle		
	Make	Seating Capacity
		Model
		Date of original registration & Odometer reading
		Registration Number
1		
2		

I hereby agree to provide the vehicles as per the terms & conditions mentioned in this tender by The Executive Engineer (Addl Charge to AO (Bus Section)), TDB, Thiruvananthapuram.

Place: _____ Signature
Date: _____ Name & Address of the Agency / Contractor/vehicle owner

Annexure II

TRAVANCORE DEVASWOM BOARD

Devaswom Board Junction, Nanthancode
Thiruvananthapuram –695 003

QUOTATION FORM FOR VEHICLES
Price Bid (Cover B)

Sl. No.	Vehicle Particulars	Monthly Charges for the vehicle including all expenses (as per tender conditions stipulated for a monthly usage of 1500 Kms)
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1	Maruti Suzuki Dzire/ Toyota Etios or equivalent	In Words	
		In Figures	

I/We hereby agree to provide the vehicle as per the terms & conditions mentioned in this tender by The Executive Engineer (Addl Charge to AO (Bus Section)), TDB, Thiruvananthapuram, and at the rate quoted above.

Signature
Name & Address of the Agency /
Contractor/vehicle owner

Place:
Date:

Annexure III

POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

I/ We.....(name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt

.....(name and address) who is presently employed

with us and holding the position of As our attorney, to act and sign on my/our behalf to participate in the tender no..... for

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt.....undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below

Dated this the ___ day of 202_

For _____

(Name, Designation and Address)

Accepted

_____(Signature)
(Name, Title and Address of the Attorney)
Date : _____

Annexure IV

AGREEMENT FORMAT
(TO BE TAKEN IN Rs.200 KERALA STAMP PAPER ON AWARDING THE CONTRACT)

Agreement Number:

This agreement executed on the day of..... monthyear between The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 or his authorized representative on the one side, here in after as Travancore Devaswom Board and

..... (name of the contractor/bidder) on the other side, here in after referred as contractor.

WHERE AS the contractor mentioned above is carrying out the services of providing..... No. (type of vehicle) on contract basis and The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 is desirous of utilizing the services, and where as the contractor has agreed to provide the services, subjected to the terms and conditions mentioned hereunder.

The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 will be provided with two Cars in excellent condition as per tender condition. The vehicle will be kept at the disposal of TDB and the KM usage per month will be 1500 km per vehicle at no extra cost of Rs. (Rupees Only)

Additional KM if any will be paid at the rate of Rs.18/- (Rupees Eighteen Only) for the vehicle per KM & calculated on half yearly basis. Permanent drivers shall be allotted for driving the vehicle. The vehicle with driver should be provided on all days in a year basis (Normally Morning 9.00AM to Evening 6.00 PM). The vehicle shall be made available on request at any time, without charging any extra cost.

The contractor should pay wages to the Driver for the day he attends duty. In the absence non-availability of the vehicle on any day, the contractor is liable to compensate an amount equal to the expenditure met by The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 for the alternate arrangements made. This will also be applicable in case where vehicle with driver is not available at the required time. Insurance, taxes and other statutory requirements, fuels, lubricants, and maintenance of the vehicle in good condition shall be responsibility of the Contractor. In case of any accident, all repairs shall be done by the contractor without any liability to TDB, Thiruvananthapuram or its employees, with no delay. In case the vehicle cannot be utilized due to maintenance/repairs or non availability of Driver, a suitable replacement vehicle of the same category with Driver shall be provided without any loss of time. Alternatively, in the non availability of the vehicle, the contractor is liable to compensate an amount equal to the expenditure incurred by The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 for alternate arrangement or transport. This deduction is also applicable in cases where vehicle with driver is not available at the required time. Trip sheets indicating the kilometer usage and driver hours for the vehicle shall be maintained with counter signature of a nominated officer of The Executive Engineer (P A to C E.) Addl. Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003. It is agreed that under no circumstances, the driver shall be treated, regarded or considered or deemed to be the employees of the Travancore Devaswom Board, Thiruvananthapuram and the contractor alone shall be responsible to their benefits and service conditions and shall indemnify and keep indemnified the employer against any claim that may have to meet towards the employees of the contractor. The Contractor has deposited with Travancore Devaswom Board, Thiruvananthapuram an amount of Rs.7500/- (Rupees Seven thousand five hundred only) per category of vehicle (as in tender condition), as the security deposit as specified in the clause 38 of the tender for due and faith full performance of the provisions of this agreement. Such security deposit made by the contractor is liable to be forfeited by The Executive Engineer (P A to C E.) Addl.

Charge of Administrative Officer (Bus Operations), Travancore Devaswom Board Head Office, Devaswom Board Junction, Nanthancode, Thiruvananthapuram 695 003 in the event of the contractor failing duty and faithfully to perform any one or more or any part of any of the said provisions. The payment for the work made by the contractor will be paid to him only after he has remitted the required amount of Security Deposit.

All the other terms and conditions as contained in the tender no. issued to the agency will be valid.

For the services provided as mentioned above, Travancore Devaswom Board, Thiruvananthapuram shall pay the contractor as per the rates given below:

- (a) Monthly rental charges up to 1500 km usage of **Rs (Rupees Only) for the vehicle. Additional km if any will be paid at the rate of Rs.18/- (Rupees Eighteen Only) per km per vehicle calculated on a half yearly basis.**
- (b) Generally, the vehicle will be used in Trivandrum district, but if required it shall be used for duty outside also.

The above arrangements shall be deemed to have come into force with effect fromof **2020** and shall be operated for a period of 12 Months, which is renewable depending upon the satisfactory performance, for a further period or for period of 1 year with the same terms and conditions.

For contractor

This contract of agreement is terminable by the parties by giving one month's notice on either side.

For Travancore Devaswom Board

Contractor

Witness :-

Witness :-

1.

1.

2.

2.