

PROJECT MANAGEMENT UNIT

Enterprise Digital Transformation

Travancore Devaswom Board (TDB)

In association with KITFRA — A Government of Kerala Undertaking

SPECIAL OFFICER

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File No: PMU/TDB/ADMIN-VEH/2026/01

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NOTICE INVITING TENDER (NIT)

Hiring of Vehicle (Toyota Innova Crysta or Equivalent) with Driver on Monthly Contract Basis for the Special Officer, Project Management Unit (PMU), Travancore Devaswom Board

The Project Management Unit (PMU), constituted under the administrative control of the Travancore Devaswom Board (TDB) for implementation of the Enterprise Digital Transformation Programme (in compliance with the directions of the Hon'ble High Court of Kerala in DBAR No. 2 of 2025), hereby invites sealed tenders from qualified and eligible vendors/transport contractors for supply of a vehicle on hire, with driver, for the official use of the Special Officer, PMU, on the terms and conditions set out below.

1. Brief Description of Requirement

1. Vehicle: One (1) Toyota Innova Crysta (or equivalent premium MPV of comparable class), preferably not older than three (3) years from the date of manufacture, in good mechanical condition, well-maintained, and fitted with air-conditioning.
2. Assured Monthly Usage: 1,500 km per month (base entitlement).
3. Driver: To be provided by the vendor, duly licensed and experienced.
4. Duration of Contract: One (1) year from the date of commencement, extendable by mutual consent on the same or mutually revised terms, subject to satisfactory performance.
5. Place of Duty: Thiruvananthapuram, with occasional outstation travel within and outside the State of Kerala as required by official exigencies of the PMU/TDB.

2. Eligibility Criteria

Bidders shall satisfy the following minimum eligibility criteria and furnish documentary evidence in support thereof:

- The bidder shall be a registered proprietorship/partnership firm/company or a self-employed vehicle owner engaged in the business of vehicle rental/car hire services, with a minimum of three (3) years of demonstrable experience in providing similar services to Government Departments, Public Sector Undertakings, Autonomous Bodies, or reputed corporate entities.
- Valid Contract Carriage Permit / All Kerala Tourist Permit (as applicable) for the vehicle(s) proposed to be deployed, issued by the Motor Vehicles Department.
- Valid Registration Certificate (RC), Comprehensive Insurance, Fitness Certificate, and Pollution Under Control (PUC) Certificate for the vehicle proposed.
- Valid PAN and GST Registration Certificate.
- The bidder shall not have been blacklisted or debarred by any Government Department, PSU, or statutory body as on the date of bid submission, supported by a self-declaration to this effect.
- The driver(s) deployed shall possess a valid driving licence (minimum five (5) years' driving experience), a valid police clearance/character certificate, and shall be in a presentable, uniformed appearance.

3. Scope of Service

- Provision of the vehicle in a clean, roadworthy, and well-maintained condition, available on all working days and, as required, on holidays, for use by the Special Officer, PMU, for official duty within and outside Thiruvananthapuram.
- Provision of a trained, courteous, and disciplined driver for the entire duty period.

- The vendor shall be solely responsible for payment of driver's salary, statutory dues, fuel, routine maintenance, repairs, insurance premium, taxes, permits, and all other costs and liabilities connected with the operation of the vehicle, except as specifically provided otherwise in this tender.
- The vendor shall maintain a duty log/movement register, to be countersigned daily by the authorised officer of the PMU, which shall form the basis for monthly billing.

4. Financial Terms

4.1 Rate Structure

Bidders shall quote rates strictly in the Financial Bid Format (Annexure II). The quoted per-km rate shall be deemed inclusive of fuel, driver's salary and allowances, vehicle maintenance, insurance, and all statutory levies, unless GST is shown separately as indicated in the format.

4.2 Base Entitlement and Extra Usage

- Monthly assured usage: 1,500 km, chargeable at the quoted per-km rate irrespective of actual usage, subject to a minimum guaranteed monthly payment as quoted by the bidder.
- Usage beyond 1,500 km in a calendar month shall be billed additionally at the quoted 'Extra KM Rate'.
- Extra duty hours beyond the standard duty period (8 hours / 26 days per month, in line with prevailing Government of Kerala norms for vehicle hire) shall be billed at the quoted 'Extra Hour Rate'.

4.3 Toll, Parking and Other Charges

Toll charges, parking fees, interstate permit charges (if any), and night halt/outstation allowance for the driver, wherever actually incurred on official duty, shall be reimbursed by the PMU on production of original receipts/vouchers, over and above the quoted rates, as per the rates indicated by the bidder in Annexure II and subject to PMU's prior concurrence for outstation trips.

4.4 Payment Terms

Payment shall be released monthly, in arrears, within fifteen (15) working days of submission of a duly certified invoice along with the countersigned duty log/movement register, subject to standard TDS deductions and other applicable statutory deductions.

5. Earnest Money Deposit (EMD) and Security Deposit

- EMD: ₹10,000/- (Rupees Ten Thousand only), to be submitted in the form of a Demand Draft drawn in favour of "Project Management Unit TDB", payable at Thiruvananthapuram, along with the technical bid. Bids not accompanied by the requisite EMD shall be summarily rejected.
- EMD of unsuccessful bidders shall be refunded within thirty (30) days of finalisation of the tender. No interest shall be payable on the EMD.
- The successful bidder shall furnish a Performance Security Deposit equivalent to one (1) month's estimated billing value, in the form of a Demand Draft or Bank Guarantee, within seven (7) days of issue of the work/purchase order, valid for the duration of the contract.

6. General Terms and Conditions

1. This tender is governed, mutatis mutandis, by the standard guidelines and General Financial Rules applicable to procurement/hiring of services by the Government of Kerala and its undertakings, as adopted by the PMU under its approved Standard Operating Procedure (SoP-PMU-FM-001).
2. The vehicle proposed shall be made available for physical inspection by the PMU prior to finalisation of the contract, if so required.
3. The vendor shall ensure timely replacement of the vehicle with an equivalent or better vehicle in case of breakdown, accident, or scheduled maintenance, without any interruption in service exceeding twenty-four (24) hours. Failure to do so shall attract penal deduction as decided by the PMU.
4. The vendor shall be solely responsible for any loss, damage, injury, or third-party liability arising out of the operation of the vehicle. The PMU/TDB shall bear no liability whatsoever in this regard.

5. The contract may be terminated by either party by giving thirty (30) days' prior written notice. The PMU reserves the right to terminate the contract forthwith, without notice, in case of unsatisfactory service, misconduct by the driver, or breach of any terms and conditions herein.
6. The rates quoted shall remain firm for the entire duration of the contract and shall not be subject to escalation except on account of a statutory change in GST or fuel-linked price variation, if specifically permitted by the PMU in writing.
7. The PMU reserves the right to reject any or all tenders, in part or in full, or to cancel the tender process at any stage, without assigning any reason, and without any liability whatsoever to the bidders.
8. In case of any dispute, the matter shall be subject to the jurisdiction of the Courts at Thiruvananthapuram.

7. Bid Submission — Two-Bid System

Bids shall be submitted in a Two-Bid system, comprising a Technical Bid and a Financial Bid, placed in two separate sealed covers superscribed "Technical Bid" and "Financial Bid" respectively, both of which shall be placed together in a single sealed outer cover superscribed "Tender for Hiring of Vehicle (Innova Crysta or Equivalent) for Special Officer, PMU-TDB — File No. PMU/TDB/ADMIN-VEH/2026/01", and addressed to:

**The Chief Administrative Officer, Project Management Unit, Travancore Devaswom Board,
TDB Headquarters, Nanthancode, Thiruvananthapuram – 695 003**

- Technical Bid shall contain: EMD, copies of registration/permit/insurance/fitness/PUC certificates, PAN, GST registration, experience certificates, and the Technical Bid Format at Annexure I, duly filled and signed.
- Financial Bid shall contain the duly filled Financial Bid Format at Annexure II only, with no conditional or ambiguous entries.
- Last Date and Time for Submission of Bids: as notified separately by the PMU on its official notice board and website.
- Technical Bids shall be opened first on the notified date and time, in the presence of bidders or their authorised representatives who choose to be present. Financial Bids of only those bidders found technically qualified shall be opened subsequently on a date to be communicated.
- Validity of Bid: Ninety (90) days from the date of opening of the Technical Bid.

8. Evaluation and Award of Contract

Bids shall first be evaluated for eligibility and technical compliance as per Section 2 above. Among the technically qualified bidders, the contract shall be awarded to the bidder quoting the lowest overall rate (L1), evaluated on the basis of the base per-km rate for the assured monthly usage of 1,500 km, as indicated in Annexure II. The decision of the PMU in this regard shall be final and binding.

Annexure I — Technical Bid Format

Particulars	Details to be Furnished by Bidder
Name of Bidder / Firm	
Address & Contact Details	
PAN Number	
GST Registration Number	
Years of Experience in Vehicle Hire Services	
Vehicle Make, Model & Year of Manufacture	
Registration Number of Vehicle	
Permit Type & Validity	
Insurance Validity	
Fitness Certificate Validity	
PUC Certificate Validity	
Driver's Name, Licence Number & Experience	
EMD Details (DD No. / Date / Bank)	
Declaration of No Blacklisting (Yes/No, with undertaking enclosed)	

Annexure II — Financial Bid Format

Sl. No.	Component	Rate Quoted (₹)
1	Per KM Rate (inclusive of fuel, driver, maintenance, insurance) for assured 1,500 km/month	
2	Minimum Guaranteed Monthly Charge (for 1,500 km base usage)	
3	Extra KM Rate (beyond 1,500 km/month)	
4	Extra Hour Rate (beyond standard 8 hrs/26 days per month)	
5	Driver's Night Halt / Outstation Allowance (per night)	
6	GST, if applicable (rate & amount to be shown separately)	

Note: Toll charges, parking fees, and interstate permit charges shall be reimbursed at actuals on production of receipts, and are not to be included in the above quoted rates.

Annexure III — Self-Declaration / Undertaking

I/We hereby declare that I/we have not been blacklisted or debarred from participation in tenders by any Government Department, Public Sector Undertaking, Autonomous Body, or statutory authority as on the date of submission of this bid. I/We further declare that all information and documents furnished along with this bid are true and correct to the best of my/our knowledge, and that I/we have read and understood the terms and conditions of this tender document and agree to be bound by the same.

Signature of Bidder with Seal

Date & Place:

Dr Santhosh Babu IAS (Retd)
Special Officer
Project Management Unit, TDB

Copy to:

- PMU Notice Board / Website, for publication
- CAO, PMU TDB
- The Finance Officer, PMU, for information
- Office Copy