



KSRTC - SWIFT LTD

(A Government of Kerala Undertaking)

Anayara, Thiruvananthapuram, Kerala.

Telephone No: 0471-2465000, E-mail: gm.ksrtcswift@gmail.com

KS-AC01/5/2024-AC-K-SWIFT

Date: 17-12-2024

E-TENDER NOTICE

KSRTC-SWIFT Ltd. is inviting e-tender for washing and cleaning of KSRTC SWIFT buses in Trivandrum District for a period of Two months and same can be extended to all over Kerala for one year, only after evaluation of performance.

Tenders in two bid system are invited from the reputed companies for the supply of the following item.

a	Tender No. & Date	KS-AC01/5/2024-AC-K-SWIFT Date: 17-12-2024
b	Particulars	Washing and cleaning of KSRTC SWIFT buses
c	Place of Opening	Kerala State Road Transport Corporation, Transport Bhavan, Fort, Thiruvananthapuram.
d	Tender Fees (Non Refundable)	Rs. 3000/- (Rs. 3000/- + GST @ 12%) (Rupees Three Thousand only)
e	Earnest Money deposit. (EMD) EMD Exemption NOT allowed.	Rs.10,000/- (Rupees Ten 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 www.etenders.kerala.gov.in
h	Contact address/ Telephone nos. for 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: etendershelp@kerala.gov.in Website: www.etenders.kerala.gov.in
i	Tender inviting Authority	Chairman & Managing Director, KSRTC-SWIFT Ltd, Anayara, Thiruvananthapuram – 695029

I Pre-qualification Criteria:-

1. The bidder shall be a society, partnership firm, start up or any entity engaged in housekeeping activity for minimum two years in Governments / PSU's or major corporate' s (Provide proof in-respect of the same along with the tender).
2. Must have valid GST registration.
3. Turnover of atleast Rs 15,00,000/-per month to establish the financial capability.
4. EMD of Rs.10,000/-.

II Total Number of buses

Sl. No.	Description	Length of bus, in meter	No of Buses
1	Volvo Ac sleeper bus	14.7	8
2	Ac Seater bus	12	20
3	Non Ac deluxe Air bus	11.4	88
4	Premium superfast Ac bus	10.5	10
5	Superfast bus	12	151
6	Hybrid Ac bus	12	1
7	Hybrid Non Ac bus	12	1
8	Double decker -electric bus	9	2
9	Electrical bus	9	163
Total Buses			444

III Distribution of buses in Trivandrum District.

Sl. No.	Name of Depot	No of Buses
1	Attingal	4
2	Kaniyapuram	2
3	Kattakada	6
4	Neyattinkara	11
5	Peroorkada	34
6	Pappanamcode	37
7	Parasalla	5
8	Poovar	1
9	Trivandrum City	64
10	Trivandrum Central	64
11	Vikasbhavan	14
12	Vellanad	1
13	Vizhinjam	6
Total Buses		249

IV Scope of work

1. The contractor shall have to provide sufficient staffs in each depot 24x7 to clean the buses without interrupting services
2. All statutory formality in maintaining the man power is the responsibility of the contractor.
3. The personal engage by the contractor shall not made any damages to the buses as well as to be the premise
4. A check list shall be provided to each buses and shall have to be cleaned as per the check list .
5. The Contractor shall wash and clean all the buses provided by the depot authorities on a daily basis.

6. Bus washing has to be undertaken by installing machinery of sufficient capacity in KSRTC SWIFT OR KSRTC Depot premises with all standard equipment like vacuum cleaner, glass cleaning kits etc for washing and cleaning buses up to a 14.7 meter length and 4 meter height.
7. Bus should be fully cleaned inside as well as outside. Floor should be washed and cleaned using dry/wet vacuum cleaner.
8. Window glass and wind shield glass should be washed using glass cleaning agent and it should be strain free after cleaning.
9. Passenger seat and backrest should be cleaned and dried using vacuum cleaner/compressed air in such a way that it should be strain free and neat.
10. All type of stickers or pamphlets other than advertisement authorized by KSRTC or KSRTC SWIFT Ltd shall be removed while washing and cleaning of the bus outside as well as inside. Under chassis wash should be done as per the direction of depot authorities.
11. No interruption in services shall be allowed under any circumstances. Contractor have to make alternative arrangements of washing and cleaning of buses on own in case of disruption. No bus should be found dirty before putting into service after cleaning.
12. Contractor shall maintain adequate specified manpower, supervisor, washing records and spares at each location. They have to keep operations in service for 24X7days.
13. The cleaning and washing of bus should be done by Contractor in such a way that each bus is cleaned and washed properly.
14. Contractor shall have the responsibility to maintain all the machine tools and equipments at its own cost and bear cost of all consumables.
15. Contractor shall not sublet the work to anyone.

V. Documents to be uploaded in the e-Tender Portal:-

1. The bidder shall upload the documentary proof that society, partnership firm, start up or any entity engaged in housekeeping activity for minimum two years in Governments / PSU's or major corporate's.
2. The bidder shall upload the valid GST registration.

3. The bidder shall upload the Turnover details of atleast Rs 15,00,000/-per month to establish the financial capability.
4. ANNEXURE –A, General Information about the Tenderer after filling all the column and duly signed and stamped by the bidder should be uploaded.
5. Tenderers who have been blacklisted by the Tender Inviting Authority or by any State Govt. or Central Government / Organization should not participate in the tenders during the period of blacklisting. An affidavit as per format in Annexure– B (Anti-Black listing Affidavit) should be uploaded.
6. Upload an Undertaking that if the bidder qualify as per Clause No. VIII of NIT, an Undertaking in Annexure – C agreeing to roll back to the lowest quoted rate.
7. This NIT all pages duly filled signed and stamped by the bidder.

VI. General conditions

1. KSRTC SWIFT shall evaluate the performance of the contract on time to time basis.
2. KSRTC SWIFT reserves the right to cancel the contract and may forfeit the security amount by giving one month notice in case of unsatisfactory services.
3. The qualified bidder will be required to present an implementation plan, no of persons deployed, etc before the issuance of work order.
4. Washing and cleaning Bill shall be submitted by bidder on fortnightly basis to General Manager, KSRTC SWIFT , Anayara ,Trivandrum -695029.The payment will be made on fortnightly basis against invoice/bill raised by the Contractor after satisfactory , affirmative report by concerned unit officer of KSRTC Depots.
5. Successful tenderer has to execute an agreement as per the provisions of Kerala Store Purchase rules after furnishing a security deposit of Rs 30,000/ for the due fulfillment of the contract for a period of 2 months. The Security Deposit will be refunded only after the successful completion of the contract. No interest will be paid for Security Deposit.

6. The Contractor has to provide, sufficient security deposit amount, if the contract is extended further after the completion of 2 months of successful operation.
7. No enhancement of rate once accepted will be considered.
8. The bidder shall have minimum two (2) years experience in executing similar projects with renowned clients. Copies of relevant proof in this regard are to be submitted along with the tender.
9. Water and Electricity shall be met by KSRTC-SWIFT.
10. The cleaning will be supervised by KSRTC-SWIFT officials and if found unsatisfactory, the payment shall not be made in such instance for the buses.
11. The bidder shall submit the list of machinery's going to be installed/used for washing and cleaning of buses.
12. The bidder shall furnish the details of employees currently engaged in the organization to ascertain the capacity to perform the contract.

VII Tender Process:

The tender evaluation will be undertaken in three rounds.

Round 1- Opening of technical bid documents

Round 2 – Document evaluation.

Round 3 – Opening of Price Bid.

1. Round 1- Opening of technical bid documents.

The documents submitted shall be opened at the time and date mentioned. The prospective bidders or their authorized representatives can present, if required by them.

Round 2 – Document evaluation.

The format for submission of the technical bid is as per annexures and submission in any other format or absence of requisite information will lead to rejection of bids in the round 2 evaluation itself. The prospective bidders

are advised to submit all information and supporting documents that are required to prove their competency and claims for technical evaluation.

The commercial terms and documents submitted as part of the bids shall be scrutinized by a Bid Evaluation Committee constituted 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 of the evaluation of the documents successfully as well as those rejected (with reasons for rejections) will be published on the website of KSRTC (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 concerned committee and the final list of successful bidders of round 2 will be published.

Round 3 – Opening of Price Bid.

The bidders who are qualified in round 2 shall be considered for Round -3.

VIII Selection of suppliers

The bidders has to offer the rates for all model of buses as mentioned in the financial bid (BoQ) **(Bidder who has not quoted in any of the model will be considered as disqualified).**

For evaluation purpose, the rate quoted per bus for full wash for all models shall be added and the bidder who is the lowest among the qualified bids shall be considered as L1. Full wash rate shall be arrived by adding the rate quoted for (inside cleaning and outside cleaning). The L1 bidder thus qualified shall roll back to the lowest rate quoted for any of the model by any of the bidder in the tender. An undertaking with the consent to roll back as above shall be submitted along with tender.

Sl. No.	Description	Inside area cleaning per bus in Rs (A)	Outside area cleaning per bus in Rs. (B)	Full wash (inside area and outside area) per bus in Rs (A+B=C)
1	AC Volvo sleeper bus	x	y	z
2	Ac Seater bus/Seater cum Sleeper Hybrid bus	x1	y1	z1
3	AC Premium SuperFast Bus	x2	y2	z2
4	Non Ac deluxe Air bus	x3	y3	z3
5	SUPER FAST	x4	y4	z4
6	Electric Double-decker bus	x5	y5	z5
7	Electric bus	x6	y6	z6
Grand Total				$z+z1+z2+z3+z4+z5+z6=w$

IX GENERAL INSTRUCTIONS TO BIDDERS

- a) Tender shall be made in English. The bidder shall submit the bids electronically through e-procurement portal (Web site: www.etenders.kerala.gov.in). The bids is invited in two stage bidding system i.e. pre-qualification (Technical) and Commercial bid (BOQ) separately. All the technical bid documents along with all types of bid fees (Tender Fee & EMD) should be uploaded only in e-procurement portal. No hard copy of technical bid documents will be accepted.
- b) 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.
- c) **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 ; Website: 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
- d) The bid will be opened online through the e-GP website www.etenders.kerala.gov.in at the KSRTC, Transport Bhavan, Fort, Thiruvananthapuram on the date and time mentioned in the e- tender portal in the presence of the Bidders/authorised representatives available. 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.
- e) 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. Ph: 0471 - 2577088, 2577188; Toll free No.18002337315; e-mail: etendershelp@kerala.gov.in ; Website: www.etenders.kerala.gov.in on all government working days from 9.30 A.M to 5.30 P.M.
- f) Bidders are advised to note the Tender ID and Tender No. & Date for future reference.
- g) 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.
- h) The digitally signed Tender document and other specified documents shall be submitted online through the e-GP website www.etenders.kerala.gov.in well in advance before the last date and time. No submission shall be allowed after the last date mentioned.

- i) 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.
- j) The Tenderer 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
- k) The selected Bidder shall not be entitled to seek any deviation in the Agreement.
- l) Furnishing of any false information / fabricated document would lead to rejection of the tender at any stage.
- m) Conditional tenders will be summarily rejected.

Sd/-
For Tender Inviting Authority

Annexure – A

(Proforma of Certificate be furnished along with Technical Bid)

KERALA STATE ROAD TRANSPORT CORPORATION

GENERAL INFORMATION ABOUT THE TENDERER

1	Name of the			
	Registered address			
	of the firm with			
	State		District	
	Telephone No.		Fax	
	Email		Website	
Contact Person Details				
2	Name		Designation	
	Telephone No.		Mobile No.	
Communication Address				
3	Address			
	State		District	
	Telephone No.		Fax	
	Email		Website	
Type of the Firm (Please ✓ relevant box)				
4	Private Ltd.	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Society	<input type="checkbox"/>
	Proprietorship		<input type="checkbox"/>	
	Others, specify		<input type="checkbox"/>	
	Registration No. & Date of			
Nature of Business (Please ✓ relevant box)				
5	Original Manufacturer	<input type="checkbox"/>	Authorized Dealer /Representative	<input type="checkbox"/>
	Direct Importer	<input type="checkbox"/>	Others, specify.	<input type="checkbox"/>
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)				
6	in case of Directors, DIN Nos. are required			
	Name		Designation	
	Name		Designation	
Bank Details				
7	Bank Account No.		IFSC Code	
	Bank Name &		Branch Name	

	Address			
	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	Other relevant Information provided *			
Date:		Office Seal		Signature of the tenderer / Authorised signatory

Annexure - B

(Proforma of Certificate be furnished along with Technical 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).

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 thisDay of, 20.....

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

Annexure - C

(Proforma of Certificate be furnished along with Technical Bid)

UNDERTAKING

This is to certify that if become L1 as per Clause No. VIII of the NIT No. KS-**AC01/5/2024-AC-K-SWIFT dtd: 17.12.2024** for the **washing and cleaning of KSRTC SWIFT buses in Trivandrum District**, agreeing to roll back to the lowest rate quoted for any of the model by any of the bidder in the tender.

Signature:

Name & Address of the Tenderer

Place:

Date:

(Seal of the Tenderer)