



**KSRTC SWIFT LTD**

Anayara, Thiruvananthapuram - 695 029

Telephone No: 0471-2465000, 2993117

E-mail: gm.ksrtsswift@gmail.com Web: www.keralartc.com

**No. KS-GL05/3/2026-GL-K-SWIFT**

**Date: 16-05-2026**

## **NOTICE INVITING TENDER**

**KSRTC SWIFT Ltd. is invites Tenders for the providing Man  
Power Support Services**

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## **SECTION-I**

### **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. KSRTC-SWIFT LTD is a company fully owned by Government of Kerala. This organization manages the long-distance bus services. The company was registered with the Registrar of Companies on 9<sup>th</sup> November, 2021.
2. The Registered Office of KSRTC-SWIFT is located at Anayara, Thiruvananthapuram and requires the services of a well-established and financially sound Manpower Service Providers to provide/deploy the man power services purely on contractual basis.
3. The contract for providing the aforesaid manpower is likely to commence from 01<sup>st</sup> July, 2026 and would continue till 30<sup>th</sup> June, 2027. The period of the contract may be further extended beyond the original term. The contract may be curtailed/ terminated before the contract period, owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements of KSRTC-SWIFT, as may be specified in the contract to be signed between the parties. The KSRTC-SWIFT LTD, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider without assigning any reasons.
4. This is initial requirement of services and the requirements may increase/decrease marginally.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) and other requisite documents as specified below up to 16:00 hrs at the Office of Chairman & Managing Director, KSRTC-SWIFT LTD, Anayara, Thiruvananthapuram.
6. The validity period of the bid will be three months from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by KSRTC-SWIFT LTD. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

7. The various crucial dates relating to “Tender for Providing Manpower Services”.

(a)	<b>Date of notification of NIT</b>	<b>16/05/2026</b>
(b)	<b>Last Date and time for submission of Tender Document</b>	<b>01/06/2026 16:00 Hrs.</b>
(c)	<b>Opening of Bids</b>	<b>02/06/2026 15:00 Hrs</b>
(d)	<b>Likely date of Commencement of deployment of required manpower</b>	<b>01/07/2026</b>

KSRTC-SWIFT LTD reserves the right to change any date/time mentioned in the schedule above under intimation to all concerned.

8. The tender has been invited under single bid system i.e., price bid. The interested agencies are required to submit the price bid in a separate sealed envelope super scribing “Price Bid for Providing Manpower Services to KSRTC-SWIFT LTD” along with the required documents as mentioned in the Section-II. All these are to be kept in a sealed envelope super scribing “Tender for Providing Manpower Services to KSRTC-SWIFT LTD”. Bids received in any manner other than as prescribed above shall be liable to be rejected summarily.
9. The Earnest Money Deposit (EMD) of 10,000/- (Rupees Ten thousand only), refundable (without interest) to unsuccessful bidders, should be necessarily accompanied with the price bid of the service provider, in the form of Demand Draft drawn in favour of KSRTC-SWIFT LTD, payable at Thiruvananthapuram, failing which the tender shall be rejected summarily. In the event, the successful bidder fails to sign the agreement with KSRTC-SWIFT LTD for provision of services as sought in the tender, subsequent to bid being accepted, the EMD is liable to forfeited.
10. The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without evaluation. The bidders who are eligible based on the eligibility criteria will be evaluated as per the criteria mentioned in the Section-VI (D).
11. The successful bidder who is awarded the contract shall be required to deposita Performance Security Deposit @ 5% of the total value of the contract in the form of Bank Guarantee / Demand Draft from any Scheduled Commercial Bank draw in favour of **KSRTC - SWIFT LTD**, Thiruvananthapuram covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee / the amount deposited as Security Deposit will have to be accordingly extended / renewed by the successful manpower service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee / Demand Draft shall be borne by the

successful bidder. Non deposit of PBG / DD within the stipulated time shall render the contract invalid.

12. Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
13. The price bids shall be opened on the scheduled time and date as perschedule mentioned above, in the Office of KSRTC-SWIFT, Anayara, Thiruvananthapuram-695029, in the presence of the representatives of the Manpower Service Providers (restricted to two persons from the side of each bidder), if any, who wish to be present on the spot at that time.
14. The Price Bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the Section II. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
15. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Manpower Service Provider described herein.
16. Interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observations contained herein.
17. KSRTC-SWIFT LTD reserves the right to vary/alter/amend the eligibility criteria for the Manpower Service Provider at any time, at its discretion, before the last date of submission of proposals. The Service providers shall comply with and abide by such directions that KSRTC-SWIFT LTD may issue from time to time.
18. The proposal and all correspondence and documents shall be written in English.
19. Once the KSRTC-SWIFT LTD notifies the successful bidder that its proposal has been accepted, KSRTC-SWIFT LTD shall enter into separate agreement with the successful bidder and the terms and conditions of provisions of service etc. shall be specified therein.
20. Any matter relating to the appointment of Manpower Service Provider or the procedure for the appointment of Manpower Service Provider shall be governed by the Laws of Union of India. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Thiruvananthapuram.

## SECTION-II

### **MINIMUM ELIGIBILITY CRITERIA FOR MANPOWER SERVICE PROVIDER**

The KSRTC-SWIFT LTD has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal.

<b>Sl No</b>	<b>Criteria</b>	<b>Supporting Document</b>
1	The Registered Office or one of the Branch Offices should be located in Thiruvananthapuram for <i>at least past 2 years</i> .	Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address at Delhi / New Delhi or in National Capital Region.
2	The entity should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence for not less than three years as on 16 <sup>st</sup> May 2026. Bids of Sole proprietorship firms shall not be considered at all.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act.
3	The Manpower Agency must have a minimum of 3 years of experience in supplying human resources to reputed private companies/ Public Sector/ Units/ Banks/ etc.	Certified documents/Agreements Details of contracts relating to supplying of man power to Central Government/State Governments/ PSUs/Bank/reputed private firms in last five Years.
4	They should have their own Bank Account;	Certified extracts of the Bank Account containing transactions during last three years of the bidder;
5	The Agency (not individual) should have a PAN number	Attested copy of PAN/GIR Card;

6	The Agency (not individual) should be registered with Service Tax departments	Attested copy of Service Tax registration certificate required in respect of Manpower Services
7	They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).	Attested copy of the Employee Provident Fund registration letter / certificate. Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. Attested copy of the Employee State Insurance registration letter / certificate.
8	The agency or any of its partners/directors etc should not have been black listed/ debarred by any of the government agencies or Department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any Company appointed to enforce any labour laws or regulations including by PF/ESI authorities.	Self-Declaration in the format in Annexure-I

### SECTION-III

#### **REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN KSRTC-SWIFT LTD**

1. The approximate present requirement and the minimum eligibility criteria for the personnel to be deployed will be as under: -

<b>Sl No</b>	<b>Name of the Post</b>	<b>No of Positions</b>	<b>Qualification</b>	<b>Nature of duties</b>	<b>Maximum Age as on 16<sup>th</sup> May 2026</b>
1	Housekeeping Staff (HKS)	1	Ability to read and write Malayalam	Sweeping, cleaning, dusting, etc as per the requirement.	50 years
2	Security Guards (SGS)	4	Ex-servicemen	Security guard	50 years

**SECTION-IV**  
**TERMS AND CONDITIONS**

**A. GENERAL**

1. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of KSRTC-SWIFT LTD.
2. The requirement of the KSRTC-SWIFT LTD may further increase or decrease marginally, during the period of initial contract also and the successful bidder, awarded the contract, would have to provide additional manpower services, if required on the same terms and conditions.
3. The bidder will be bound by the details furnished by him/ her to KSRTC- SWIFT LTD while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
4. The KSRTC-SWIFT LTD reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Manpower Service Provider.
5. Place of Duty, Working Hours and Punctuality:
  - a. The personnel so deployed shall have to report for duty at the above places or a new location, in case there is change of office within Thiruvananthapuram. No extra liability on this account will be borne by KSRTC-SWIFT LTD.
  - b. The normal working hours of the KSRTC-SWIFT LTD will be from 09:30 a.m. to 5:00 p.m.
  - c. The personnel deployed are expected to offer services from 09.00 A.M. to 06.00 P.M. on all working days (excluding ½ hr. lunch time). If need arises, the outsource staff shall have to sit late or attend the Office even on Saturday/Sunday/Holidays (as per work requirements). The working hours may vary depending on the requirements of KSRTC-SWIFT Ltd.
  - d. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction with the KSRTC-SWIFT LTD, so that optimal services of the

persons deployed by the agency could be availed without any disruption.

6. **Security Considerations:** The persons deployed by the Man Power Service Provider should not have any adverse back ground. The agency shall verify the Police antecedents of the persons whom they are recommending. Any person deployed by the service provider shall not indulge in criminal act or should have criminal cases registered against him/her. The agency should make adequate enquiries about the character of such persons or later it is found otherwise, the services of the agency can be dispensed with.
7. The Service Provider will provide to the Company a list of all personnel so deployed with permanent and present address along with their latest photographs.
8. The Manpower Service Provider shall provide a substitute in the event of any person remaining absent for any reason. In case of delay by the Manpower Service Provider in providing a substitute shall be compensated @ Rs.150/- (Rs. One Hundred and Fifty) only per day starting from the day from which the person has been absent, besides deduction in payment on pro-rata basis and which shall be deducted from the monthly bills of the service provider in the subsequent month.
9. It shall be responsibility of the Service Provider to issue the uniform, employment card/photo/identity card to the personnel deployed and maintain the muster roll, the wage register and other registers. Service Provider has to ensure that all its employees deployed in KSRTC-SWIFT LTD invariably wear uniform and ID card during office hours.
10. The Service Provider shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Company because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon receiving written notice from the Company. Notwithstanding the above, the Company shall have the right to ask to change/replace the personnel at any points of time without assigning any reason.
11. KSRTC-SWIFT LTD shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
12. The Service Provider shall be responsible for any damages done to the property of the Company by the personnel so deployed. KSRTC-SWIFT LTD will be free to recover it from the security deposit given by the Service Provider or from any other dues or recover as per law.
13. The Service Provider's personnel working in the Company should be polite, cordial,

positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Company. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

14. The Manpower Service Provider shall be responsible for making payment directly to the deployed manpower latest by 7<sup>th</sup> of each month.
15. The entire financial liability in respect of manpower services deployed in KSRTC-SWIFT LTD shall be that of the service provider and KSRTC-SWIFT LTD will in no way be liable for the same.
16. For all intents and purposes, the service provider shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower deployed by it. There shall be no claim by such deployed persons of any employment in KSRTC-SWIFT LTD. The persons deployed by the service provider in the KSRTC-SWIFT LTD shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against KSRTC-SWIFT LTD
17. The service provider shall at all times guarantee payment of wages not less than that prescribed under the Minimum Wages Act or any notifications passed there under and comply with the applicable labour laws in force and give an undertaking to that effect. It shall be the responsibility of the agency to ensure all labour law compliances with respect to the manpower deployed by it and shall keep KSRTC-SWIFT LTD indemnified against all claims, if any, arising from such manpower deployed by it or by any third parties or any authorities, etc, arising out of the contract awarded in respect of the present tender.
18. The service provider shall be solely responsible for the redressal of grievances if any of its staff deployed in KSRTC-SWIFT LTD. The KSRTC- SWIFT LTD shall, in no way, be responsible for settlement of such issues whatsoever.
19. In case of termination of this contract on its expiry or otherwise, the staff deployed by the service provider shall not be entitled to and will have no claim for any absorption in the regular / otherwise cadres/posts in KSRTC- SWIFT LTD.

## **B. LEGAL**

20. The Service Provider’s personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
21. The service provider will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and

any other applicable law in respect of the persons deployed by them in KSRTC-SWIFT LTD. The KSRTC-SWIFTLTD shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.

22. The service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to KSRTC-SWIFT LTD to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
23. The service provider shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to KSRTC-SWIFT LTD or any other Company under Law.
24. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by KSRTC-SWIFT LTD.
25. The Service provider shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in KSRTC- SWIFT LTD, which shall be a condition precedent for payment of its bills.

### **C. FINANCIAL**

26. The Bid should be accompanied with an Earnest Money Deposit(EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft / Pay Order drawn in favour of KSRTC-SWIFT LTD, Thiruvananthapuram **failing which the tender shall be rejected summarily**. The EMD amount will be refunded, without interest, to the unsuccessful bidders.
27. Tender form Payment ₹236 (200 + GST @ 18%) in the form of Demand Draft or Copy of payments slip. The tender form can be collected from the KSRTC-SWIFT office or downloaded from the website- The tender form fee shall be remitted either directly at the KSRTC-SWIFT office or through a Demand Draft for an amount of ₹236/- (Rupees Two Hundred and Thirty-Six only), drawn in favour of “The Chairman & Managing Director, KSRTC-SWIFT Ltd.” The Demand Draft shall be submitted along with the tender offer.
28. Rates quoted should be after considering the qualification and experience required by the Company and should not be less than minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the State of Kerala.
29. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Man Power Service Providers will be liable to be forfeited by the KSRTC- SWIFT LTD besides, annulment of the

contract and other legal resource.

30. The Man Power Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by in respect of the persons deployed and submit the same to KSRTC-SWIFT LTD by 3<sup>rd</sup> of the succeeding month and make the payment through NEFT/Bank Transfer only, latest by 7<sup>th</sup> the succeeding month.

**D. CRITERIA FOR EVALUATION OF BIDS:**

31. The evaluation of the price bid will be considered of only those bidders who meet the eligibility criteria as mentioned in the Section II of tender document and provide documentary proof in respect of the same.
32. KSRTC-SWIFT LTD may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder. 48. Bids shall be evaluated on the basis of lowest cost.

The Tender Form (Annexure-I), duly filled in and signed, together with the prescribed EMD, Tender Form Fee, and all supporting documents, shall be enclosed in a single sealed cover. The superscription "**Tenders for the providing Man Power Support Services**", along with the Tender Number and Tender Date, shall be clearly written on the top of the envelope.

The right side of the envelope shall be addressed to:

**The Chairman & Managing Director  
KSRTC Swift Ltd.  
Anayara, Thiruvananthapuram – 695029.**

The left side of the envelope shall clearly indicate the name and full postal address of the tenderer, including PIN code. The sealed cover shall be submitted to the office of KSRTC-SWIFT Ltd. on or before the prescribed date and time. Tenders received after the due date and time, or those not bearing the required superscription and particulars on the envelope, will not be accepted.

  
**General Manager,  
KSRTC SWIFT Ltd.,  
Anayara, Trivandrum.**



# KSRTC SWIFT LTD

## Annexure - 1

### TENDER FORM

Form No: KS-GL05/3/2026-GL-K-SWIFT

Price: Rs.236 (Inc.18% GST)

#### Tender Form for the providing Man Power Support Services

1	Auction/Tender notice no. & Date	KS-GL05/3/2026-GL-K-SWIFT Date: 16/05/2026
2	Auction/Tender date, time and Venue	02/06/2026, 15:00 KSRTC SWIFT Ltd. Anayara, Thiruvananthapuram - 695 029
3	Name of Tendering Manpower Service Provider	
4	Date of Incorporation of Company, (Attach ROC Registration certificate/, Registered Partnership Deed );	
5	Full Address of Registered office: TelephoneNo. : FAX No. : E-Mail Address :	
6	Full address of Operating Branch/ Office : Telephone No. : FAX No. : E-Mail Address :	
7	Mobile number & Email ID	
8	EMD Payment details	DD no: Bank: Branch: Date: Amount: 10,000/-
9	Tender form Payment details	DD no: or Payment Slip no: Bank: Branch: Date: Amount: 236/-
10	Banker of the Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years)	
11	PAN No./GIR No. : (Attach attested copy)	

12	Service Tax Registration No (.in respect of Manpower Services) (Attach attested copy)	
13	Employee Provident Fund Registration No(Attach attested copy)	
14	Employee State Insurance Registration No.:(Attach attested copy)	

15. Exclusive Income from Man Power Services of the tendering **Manpower Service Provider** for the last 3 financial Years duly certified by a Chartered Accountant:(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs Lacs)	Remarks, if any
2022-23		
2023-24		
2024-25		

16. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sl No	Name, Address, telephone No.	Manpower services provided		Amount of Contract	Duration of Contract	
		Type of manpower provided	No. of employees	(Rs.Lacs)	From	To

17. Additional information, if any, (Attach separate sheet, if required)

**DECLARATION**

I /We..... hereby agree to abide by all the terms and conditions of the Tender and the Tender Notice vide order No. KS-GL05/3/2026-GL-K-SWIFT Dated: 16/05/2026. I/We are willing to provide Man Power Support Services for a period of one year for the Company requirements, within 7 days from the date of issue of the work order.

Signature:

Date:

Name:

Place:

Address:

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**N.B:** *The terms and conditions and tender notice and Tender Conditions vide order No. KS-GL05/3/2026-GL-K-SWIFT Dated: 16/05/2026 should be signed and enclosed together with the tender, failing which the tender will not be considered.*

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## **KSRTC SWIFT LTD**

**Annexure - II**

**PRICE BID**

Date:

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To,

The Chairman and Managing,  
Director KSRTC-SWIFT LTD,  
Anayara, Thiruvananthapuram – 695029

Dear Sir/Madam,

Ref: Tender for Selection of Man Power Service Provider for KSRTC-SWIFT LTD.

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Man Power Service Provider.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with KSRTC-SWIFT LTD.

If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to KSRTC-SWIFT LTD.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with KSRTC-SWIFT LTD for provision of Manpower services.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to the KSRTC-SWIFT LTD are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead KSRTC-SWIFT LTD as to any material fact." we understand that if any point of time it is notices/discovered by KSRTC-SWIFT LTD that as information given by us is false or incorrect or misleading KSRTC-SWIFT LTD shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this        Day of        2026

(Signature)

(In the capacity of)

Duly authorized to sign the bid response for and behalf of:

(Name and Address of Company)

(Seal/Stamp of bidder)

Witness Signature:

Witness Name:

Witness Address:

## PRICE BID

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc\*\* and service charges, if any:

Sl No.	Designation	No. of Persons required	Wages per person #	PF/ESI/Service Charges Etc.				Total per person (2+3+4+5+6)	Grand Total (3*7)
				PF	ESI	Service Charge	Service Tax		
		1	2	3	4	5	6	7	
1	Housekeeping Staff	1							
2	Security Guards	4							
								TOTAL	

3. Contractor's Administration/Service Charges cannot be "NIL" or "Zero or such that it has been kept deliberately low to secure the contract.
4. If any of the statutory liability not included above, the bid will be rejected

PF – Provident Fund shall be paid by the Service Provider as per Rules

ESI- Employees State Insurance shall be paid by the Service Provider as per Rules.

SC – Service Charge to be paid by KSRTC-SWIFT LTD to Service Provider.

ST – Service Tax- As applicable.

Date:

Place:

Signature of authorized person

Full Name:

Seal :

**Notes:**

- The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
- The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which services has been performed by each deployed manpower, on the basis of Attendance duly verified by the KSRTC-SWIFT LTD.



## **KSRTC SWIFT LTD**

### **Annexure - III**

### **SELF-DECLARATION – NO BLACKLISTING**

Date:

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To,

The Chairman and Managing,  
Director KSRTC-SWIFT LTD,  
Anayara, Thiruvananthapuram – 695029

Dear Sir/Madam,

Ref: Tender for Selection of Man Power Service Provider for KSRTC-SWIFT LTD.

In response to the Tender Document for Selection of Manpower Service Provider for KSRTC- SWIFT LTD, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any

to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Place:

Signatures

Date:

Name

Seal of the Organization

For Reference only

(To be submitted by the successful bidder only after receiving purchase order)

**Annexure - VI**

(To be furnished in Indian Stamp paper worth Rs. 200/-)

KSRTC-SWIFT LTD

FORM OF AGREEMENT

(for Contract for Supply of Specific Quantity)

AGREEMENT executed on ..... (date) between  
.....  
..... (herein after called “the Contractor”) and The Chairman  
and Managing Director, KSRTC-SWIFT LTD, Anayara, Thiruvananthapuram - 695029  
(hereinafter called “The Company”).

WHEREAS the Contractor has tendered for providing security arrangements for the Company as per Tender Document No: ..... dated: ..... which tender notification shall form part of this Agreement as if incorporated herein.

AND WHEREAS the Company has been pleased to accept the offer subject to the conditions stipulated in the work order No. ....dated ..... (Which shall form part of this agreement as if incorporated herein). in respect of the articles mentioned therein:

AND WHEREAS the Contractor has as security for the due fulfillment of his obligations under this deed deposited Rs. ..../- being 5 % (five percent) of the estimated value of the contract as per the Demand Draft of ..... Bank / in the form in a letter of Guarantee from ..... Bank approved by the Company.(scheduled banks)

NOW THESE PRESENTS WITNESS AS FOLLOWS:

1. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of KSRTC-SWIFT LTD.
2. The requirement of the KSRTC-SWIFT LTD may further increase or decrease marginally, during the period of initial contract also and the successful bidder, awarded the contract, would have to provide additional manpower services, if required on the same terms and conditions.

3. The bidder will be bound by the details furnished by him/ her to KSRTC- SWIFT LTD while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
4. The KSRTC-SWIFT LTD reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Manpower Service Provider.
5. Place of Duty, Working Hours and Punctuality:
  - a. The personnel so deployed shall have to report for duty at the above places or a new location, in case there is change of office within Thiruvananthapuram. No extra liability on this account will be borne by KSRTC-SWIFT LTD.
  - b. The normal working hours of the KSRTC-SWIFT LTD will be from 09:30 a.m. to 5:00 p.m.
  - c. The personnel deployed are expected to offer services from 09.00 A.M. to 06.00 P.M. on all working days (excluding ½ hr. lunch time). If need arises, the outsource staff shall have to sit late or attend the Office even on Saturday/Sunday / Gazetted Holidays (as per work requirements). The working hours may vary depending on the requirements of KSRTC-SWIFT Ltd.
6. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction with the KSRTC-SWIFT LTD, so that optimal services of the persons deployed by the agency could be availed without any disruption.
7. Security Considerations: The persons deployed by the Man Power Service Provider should not have any adverse background. The agency shall verify the Police antecedents of the persons whom they are recommending. Any person deployed by the service provider shall not indulge in criminal act or should have criminal cases registered against him/her. The agency should make adequate enquiries about the character of such persons or later it is found otherwise, the services of the agency can be dispensed with.
8. The Service Provider will provide to the Company a list of all personnel so deployed with permanent and present address along with their latest photographs.
9. The Manpower Service Provider shall provide a substitute in the event of any person remaining absent for any reason. In case of delay by the Manpower Service Provider in providing a substitute shall be compensated @ Rs.150/- (Rs. One Hundred and Fifty) only

per day starting from the day from which the person has been absent, besides deduction in payment on pro-rata basis and which shall be deducted from the monthly bills of the service provider in the subsequent month.

10. It shall be responsibility of the Service Provider to issue the uniform, employment card/photo/identity card to the personnel deployed and maintain the muster roll, the wage register and other registers. Service Provider has to ensure that all its employees deployed in KSRTC-SWIFTLTD invariably wear uniform and ID card during office hours.
11. The Service Provider shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Company because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon receiving written notice from the Company. Notwithstanding the above, the Company shall have the right to ask to change/replace the personnel at any points of time without assigning any reason.
12. KSRTC-SWIFT LTD shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
13. The Service Provider shall be responsible for any damages done to the property of the Company by the personnel so deployed. KSRTC-SWIFT LTD will be free to recover it from the security deposit given by the Service Provider or from any other dues or recover as per law.
14. The Service Provider's personnel working in the Company should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Company. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
15. The Manpower Service Provider shall be responsible for making payment directly to the deployed manpower latest by 7<sup>th</sup> of each month.
16. The entire financial liability in respect of manpower services deployed in KSRTC-SWIFT LTD shall be that of the service provider and KSRTC-SWIFT LTD will in no way be liable for the same.
17. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed by it. There shall be no claim by such deployed persons of any employment in KSRTC-SWIFT LTD. The persons

deployed by the service provider in the KSRTC-SWIFT LTD shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against KSRTC-SWIFT LTD

18. The service provider shall at all times guarantee payment of wages not less than that prescribed under the Minimum Wages Act or any notifications passed there under and comply with the applicable labour laws in force and give an undertaking to that effect. It shall be the responsibility of the agency to ensure all labour law compliances with respect to the manpower deployed by it and shall keep KSRTC-SWIFT LTD indemnified against all claims, if any, arising from such manpower deployed by it or by any third parties or any authorities, etc, arising out of the contract awarded in respect of the present tender.
19. The service provider shall be solely responsible for the redressal of grievances if any of its staff deployed in KSRTC-SWIFT LTD. The KSRTC- SWIFT LTD shall, in no way, be responsible for settlement of such issues whatsoever.
20. In case of termination of this contract on its expiry or otherwise, the staff deployed by the service provider shall not be entitled to and will have no claim for any absorption in the regular / otherwise cadres/posts in KSRTC- SWIFT LTD.
21. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
22. The service provider will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in KSRTC-SWIFT LTD. The KSRTC-SWIFTLTD shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
23. The service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to KSRTC-SWIFT LTD to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
24. The service provider shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to KSRTC-SWIFT LTD or any other Company under Law.
25. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the

agency by KSRTC-SWIFT LTD.

26. The Service provider shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in KSRTC- SWIFT LTD, which shall be a condition precedent for payment of its bills.
27. The Man Power Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by in respect of the persons deployed and submit the same to KSRTC-SWIFT LTD by 3<sup>rd</sup> of the succeeding month and make the payment through NEFT/Bank Transfer only, latest by 7<sup>th</sup> the succeeding month.
28. Unless otherwise agreed upon, the respective addresses for communication in respect of any matter relating to this agreement shall be as under:-

IN WITNESS WHERE OF THE CONTRACTOR and The Chairman and Managing Director, KSRTC-SWIFT LTD, Anayara, Thiruvananthapuram - 695029, Kerala for and on behalf of the KSRTC-SWIFT LTD, have hereunto set their hands.

Signed, Sealed and delivered by:

Shri.....  
..... (Name & Address of Contractor)

..... (Signature of Contractor)

In the presence of witnesses:

1. ....(Name) ..... (Signature)

2. ....(Name) ..... (Signature)

Signed, Sealed and delivered by:

Shri: ..... General Manager, for and on behalf of the  
KSRTC-SWIFT LTD.

..... (Signature)

In the presence of Witnesses:

1. .... (Name) ..... (Signature)

2. .... (Name) ..... (Signature)