



## KERALA STATE ROAD TRANSPORT CORPORATION

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM - 695 023

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S001/ML02/13/2024-MEC

Date: 23-01-2026

### **E-TENDER NOTICE**

Kerala State Road Transport Corporation (KSRTC) is inviting e-tender in two bid system for washing and cleaning of KSRTC and KSRTC - SWIFT buses in all over Kerala for a period of two years.

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

a	Tender No. & Date	S001/ML02/13/2024-MEC Date: 23-01-2026
b	Particulars	Washing and cleaning of KSRTC, KSRTC - SWIFT buses
c	Place of Opening	Kerala State Road Transport Corporation, Transport Bhavan, Fort, Thiruvananthapuram.
d	Tender Fees (Non Refundable)	Rs. 3540/- (Rs. 3000/- + GST @ 18%) (Rupees Three Thousand Five Hundred and Forty 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 <a href="http://www.etenders.kerala.gov.in">www.etenders.kerala.gov.in</a>
h	Contact address/ Telephone nos. for help in case of any doubt in e-tendering process (Help desk)	Kerala State IT Mission, e-Government procurement PMU & Help desk, Saankethika, Near EPF Office, Vrindavan Gardens, Pattom, Thiruvananthapuram 695004. Ph: 0471 - 2577088, 2577188; Toll free No.18002337315; e-mail: <a href="mailto:etendershelp@kerala.gov.in">etendershelp@kerala.gov.in</a> Website: <a href="http://www.etenders.kerala.gov.in">www.etenders.kerala.gov.in</a>
i	Tender inviting Authority	Chairman & Managing Director, KSRTC, 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 a minimum period of two years in Governments / PSU's or major corporate' s (Provide proof in-respect of the same along with the tender).
2. The bidder shall have minimum 2 years experience in Governments / PSU's or major Corporate's (Provide proof in-respect of the same along with the tender).
3. The bidder shall have valid GST registration.
4. The bidder shall have Turnover of at least Rs.50 Lakh per each year for last three financial year.

## **II Total Number of buses**

SI No.	Class	Nos.
1	KSRTC ORDINARY 9 MTR SHUTTER TYPE	293
2	KSRTC - SWIFT 9 MTR / 10.5 MTR NON AC DIESEL & ELECTRIC BUS	215
3	KSRTC - SWIFT - FP / SFP / SEMI LOW FLOOR NON AC / SUPER EXPRESS / SUPER DELUX / MINNAL- 11 MTR-12 MTR GLASS TYPE	1310
4	KSRTC ORDINARY, FP, SFP -11 MTR SHUTTER TYPE	3560
5	KSRTC SWIFT 10.5 MTR AC DIESEL BUS GLASS TYPE	23
6	DOUBLE DUCKER DIESEL / ELECTRIC GLASS TYPE	5
7	SINGLE AXLE AC BUS - 12 MTR / 13.5 MTR GLASS TYPE	195
8	MULTI AXLE AC BUS - 13.7 MTR / 15 MTR GLASS TYPE	32
	Total	5633

### III Distribution of buses in all over kerala.

SL NO	UNIT	TOTAL	SL NO	UNIT	TOTAL	SL NO	UNIT	TOTAL
1	ATL	80	33	NBR	43	65	MNR	40
2	CDM	52	34	PDK	26	66	MVP	68
3	CHT	66	35	PLK	124	67	NDM	22
4	KLM	95	36	PMN	41	68	NPR	57
5	KMR	56	37	PNI	43	69	PBR	51
6	ARD	36	38	TSR	87	70	PLA	80
7	KPM	42	39	VDY	31	71	PNK	47
8	KTD	76	40	KGD	97	72	PVM	40
9	KTR	148	41	KHD	65	73	TDP	55
10	NDD	75	42	KKD	139	74	TVRA	39
11	NTA	88	43	KNR	124	75	VKM	52
12	PLD	35	44	KPT	54	76	ADR	61
13	PPD	151	45	MND	92	77	ALP	82
14	PRK	75	46	PNR	75	78	ARK	17
15	PSL	73	47	SBY	104	79	CGR	57
16	PVR	60	48	TDY	32	80	CTL	73
17	TVM CL	167	49	TLY	63	81	EDT	27
18	TVM CTY	124	50	TMY	45	82	HPD	48
19	VJD	66	51	TPM	50	83	KLP	36
20	VKB	65	52	VDA	31	84	KNI	12
21	VND	46	53	ALV	66	85	KNP	77
22	VRD	47	54	ANK	41	86	KYM	56
23	VTR	42	55	CHY	56	87	MPY	34
24	VZM	64	56	EKM	116	88	MVK	35
25	CLD	45	57	EMY	32	89	PDM	15
26	CTR	40	58	ETP	43	90	PLR	73
27	GVR	46	59	KKM	25	91	PPM	79
28	IJK	24	60	KMG	50	92	PTA	83

29	KDR	31	61	KMY	58	93	RNI	19
30	MKD	32	62	KTM	98	94	TVL	55
31	MLA	36	63	KTP	41	TOTAL		5633
32	MLP	49	64	MLT	19			

#### **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 make any damages to the buses as well as to 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, 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 15 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 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 cleaning equipments and tools 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 documentary proof of minimum 2 years experience in Governments / PSU's or major Corporate's.
3. The bidder shall upload the valid GST registration.
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 (Non 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 of other bidder.
7. Upload Annual turnover statement for the last three financial years at least Rs.50 lakh per year to establish the financial capability certified by the auditor as per Annexure -D.

8. This NIT all pages duly filled signed and stamped by the bidder.
9. The equipments, tools and consumables being used for Washing and Cleaning of bus shall be specified.

## **VI. General conditions**

1. At the initial stage, the successful bidder shall arrange Washing and Cleaning of buses as per Tender Conditions in three major depots in different locations to evaluate the performance for a period of minimum one month. After evaluation, KSRTC will issue the Work Order for other depots, if they performed satisfactorily during the trial period of one month.
2. KSRTC shall evaluate the performance of the contract on time to time basis.
3. KSRTC reserves the right to cancel the contract and may forfeit the security amount by giving one month notice in case of unsatisfactory services.
4. The qualified bidder will be required to present an implementation plan, numbers of persons deployed, etc before the issuance of work order.
5. Contractor shall maintain Washing Register in each unit, in which the Bus No., Washing Date, Time, Type of Washing etc shall be recorded. The Register shall certify Housekeeping Supervisor, Head Vehicle Supervisor / Vehicle Supervisor, Charge man / Shift in Charge man and the representative of Agency.
6. Tax invoices for Washing and Cleaning of bus shall be submitted by Contractor on fortnightly basis to the concerned the Unit Officer. 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.
7. Successful tenderer has to execute an agreement as per the provisions of Kerala Store Purchase rules after furnishing a security deposit of Rs.1,00,000/- for the due fulfillment of the contract for a period of 2 year. The Security Deposit will be refunded only after the successful completion of the contract. No interest will be paid for Security Deposit.
8. No enhancement of rate once accepted will be considered.
9. Water and Electricity shall be met by KSRTC.

10. The cleaning will be supervised by KSRTC 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 equipments and tools going to be installed/utilized 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.
13. The successful tenderer shall execute an agreement in the prescribed format within 15 (fifteen) days from the date of Work Order.
14. Bidders should remit the required Tender Fee and Earnest Money Deposit (EMD) in 'Online mode' through SBI/NEFT, as per 1(d) and 1(e) of the Notice Inviting Tender. No exemption in the case of EMD and Tender Fee. Bidders should ensure and convince themselves that the online payments made by them have been successfully transferred. KSRTC shall under no circumstances be responsible for failed transaction of the payments due to non-compliance of any online banking procedure and consequent rejection of tender.

## **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](http://www.keralartc.com)) and objections/remarks against the list will be invited. The objections /remarks received before the date and time specified in the notice will be considered by the 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 contractor**

The bidder has to quote the rate in Rs. for washing and cleaning of 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)**.

Amount of GST in Rupees should be calculated exactly and entered in the respective column of BOQ. **In the BOQ, the GST is to be mentioned in rupees**, not in %, therefore bidders are requested to upload the rate accordingly. If the amount of GST is not entered in the respective

column of BOQ, such bidders will not be eligible for revised levies declared from time to time.

For evaluation purpose, the rate quoted per bus for **Normal wash** for all models shall be added and the bidder who is the lowest among the qualified bids shall be considered as L1. Rate for Normal wash (D) shall be arrived by adding the rate quoted for inside brushing (A) and outside area washing(B) with GST (C). **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. (Sample Price bid evaluation sheet is attached in Appendix-I)

## **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](http://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](mailto:etendershelp@kerala.gov.in) ; Website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)* and make himself conversant with procedure for online payment of the Tender Fee and EMD. KSRTC shall under no circumstance be responsible for failed transactions due to non compliance of the above procedure

- d) The bid will be opened online through the e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) at the KSRTC, Transport Bhavan, Fort, Thiruvananthapuram 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](mailto:etendershelp@kerala.gov.in) ; Website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) on all government working days from 9.30 A.M to 5.30 P.M.
- 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](http://www.etenders.kerala.gov.in) well in advance before the last date and time. No submission shall be allowed after the last date mentioned.
- 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.

**For Tender Inviting Authority**

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

Signature of bidder:

Name of bidder:

Address of bidder:

Telephone No. of bidder:

Mobile No. of bidder:

## Appendix – I

### Sample Price Bid Evaluation

For evaluation purpose, the rate quoted per bus for **Normal wash** for all models shall be added and the bidder who is the lowest among the qualified bids shall be considered as L1. Rate for Normal wash (C) shall be arrived by adding the rate quoted for inside brushing (A) and outside area washing(B). **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.**

#### Bidder Name: A

SI No	Class	Inside brushing only per bus in Rs.  (A)	Outside area washing only per bus in Rs.  (B)	GST amount for Normal Washing (Outside area washing and inside brushing) per bus in Rs.  (C)	Normal Washing (Outside area washing and inside brushing) per bus in Rs.  D = (A+B+C)	Full washing (inside and outside area washing, inside brushing, interior cleaning, inside floor cleaning) per bus in Rs.	Under chassis washing per bus in Rs.
1	KSRTC ORDINARY SWB 9 MTR SHUTTER TYPE	10	10	5	25	15	20
2	KSRTC / SWIFT 9 MTR / 10.5 MTR NON AC DIESEL & ELECTRIC BUS	11	15	5	31	15	25
3	KSRTC / SWIFT ORDINARY / FP / SFP / SEMI LOW FLOOR NON AC / SUPER EXPRESS / SUPER DELUX / MINNAL- 11 MTR-12 MTR GLASS TYPE	12	20	5	37	20	30
4	KSRTC ORDINARY FP / SFP -11 MTR SHUTTER TYPE	13	25	5	43	25	35
5	KSRTC SWIFT 10.5 MTR AC DIESEL BUS	14	30	5	49	30	40
6	DOUBLE DUCKER DIESEL / ELECTRIC	15	35	5	55	35	45
7	SINGLE AXLE AC BUS - 12 MTR / 13.5 MTR	16	40	5	61	40	50
8	MULTI AXLE AC BUS - 13.7 MTR / 15 MTR	17	45	5	67	45	55
	TOTAL				<b>368</b>		

**Bidder Name: B**

SI No	Class	Inside brushing only per bus in Rs.	Outside area washing only per bus in Rs.	GST amount for Normal Washing (Outside area washing and inside brushing) per bus in Rs.	Normal Washing (Outside area washing and inside brushing) per bus in Rs.	Full washing (inside and outside area washing, inside brushing, interior cleaning, inside floor cleaning) per bus in Rs.	Under chassis washing per bus in Rs.
		(A)	(B)	(C)	D (A+B+C)		
1	KSRTC ORDINARY SWB 9 MTR SHUTTER TYPE	5	5	5	15	15	20
2	KSRTC / SWIFT 9 MTR / 10.5 MTR NON AC DIESEL & ELECTRIC BUS	11	15	5	31	15	25
3	KSRTC / SWIFT ORDINARY / FP / SFP / SEMI LOW FLOOR NON AC / SUPER EXPRESS / SUPER DELUX / MINNAL- 11 MTR-12 MTR GLASS TYPE	12	20	5	37	20	30
4	KSRTC ORDINARY FP / SFP -11 MTR SHUTTER TYPE	13	25	5	43	25	35
5	KSRTC SWIFT 10.5 MTR AC DIESEL BUS	15	30	5	50	30	40
6	DOUBLE DUCKER DIESEL / ELECTRIC	15	35	5	55	35	45
7	SINGLE AXLE AC BUS - 12 MTR / 13.5 MTR	16	50	5	71	50	50
8	MULTI AXLE AC BUS - 13.7 MTR / 15 MTR	17	60	5	82	45	55
	<b>TOTAL</b>				<b>384</b>		

**Total rate quoted by Firm A for normal washing - Rs.368/- (L1 Bidder)**

**Total rate quoted by Firm B for normal washing - Rs.384/- (L2 Bidder)**

Signature:

Name & Address of the Tenderer

Place:

Date:

(Seal of the Tenderer)

**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				
<b>Contact Person Details</b>						
2	Name		Designation			
	Telephone No.		Mobile No.			
<b>Communication Address</b>						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
<b>Type of the Firm ( Please √ relevant box)</b>						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of					
<b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc. )</b>						
5	in case of Directors, DIN Nos. are required					
	Name			Designation		
	Name			Designation		
<b>Bank Details</b>						
6	Bank Account No.			IFSC Code		
	Bank Name & Address			Branch Name		
	Tel No			Email ID		
7	Whether any criminal case was registered against the				Yes / No	

	company or any of its promoters in the past?				
8	% of GST				
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 this .....Day 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 we become L1 as per Clause No. VIII of the NIT No. **S001/ML02/13/2024-MEC Date: 23-01-2026** for the **washing and cleaning of KSRTC and KSRTC - SWIFT buses in all over Kerala**, agreeing to roll back to the lowest rate quoted for washing and cleaning 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)

## Annexure-D

(Proforma of Certificate be furnished along with Technical Bid)

### ANNUAL TURN OVER STATEMENT

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

Sl. No.	Year	Turnover in Lakh (Rs)
1	2022 - 2023	
2	2023 - 2024	
3	2024 - 2025	
<b>Total</b>		
<b>Average Turnover per year</b>		

Date:

Signature of Auditor/ Chartered Accountant  
(Name in Capital)

Seal: