



KERALA STATE ELECTRICITY BOARD LTD.

Tender No: ED/NDPM/Vehicle e-Tender/07/2024-25 Dtd.18/9/2024

Hiring of taxi jeep (having cubical capacity 1500cc and above and age not older than 15 years as on the date of expiry of contract) for the use of Electrical Section Meppayur round the clock for period of 1 Year.

TENDER DOCUMENT

**OFFICE OF THE EXECUTIVE ENGINEER,
ELECTRICAL DIVISION NADAPURAM
KALLACHI -673506
PHONE-0496 – 2557600**

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VOLUME -I

SECTION - 1 A, B

Section I - A
E-Tender Notice

E- Tender No: ED/NDPM/Vehicle e-Tender/07/2024-25 Dtd.18/9/2024

Competitive E-tenders are invited from experienced and financially sound contractors for the following work.

1	Name of Work	HIRING OF MOTOR CABS HAVING CUBIC CAPACITY ABOVE 1500 CC FOR THE USE OF ELECTRICAL SECTION MEPPAYUR	
2	Monthly kilometer limit	2000 km	
3	PAC	Rs. 6,62,500/-	
4	Earnest Money Deposit	Rs. 500/-	Pay as a single payment Rs.972/- through SBI MOPS Gateway.
5	Tender documents fees	Rs. 400+ 18% GST = Rs.472/-	
6	Publishing in E-Tender site	Date: 18/9/2024 05: 00 PM www.etenders.kerala.gov.in	
7	Tender document down load/Sale start date	19/9/2024 11:00 AM	
8	On line bid submission start date	19/9/2024 11:00 AM	
9	Tender document down load/Sale end date	26/9/2024 02:00 PM	
10	Last date and time of online submission of bids	26/9/2024 02:00 PM	
11	Date and time of opening of bids	27/9/2024 02:00 PM	
12	Period of completion	Twelve months	

All communications shall be addressed to the **Executive Engineer, Electrical Division, Nadapuram, Kallachi (PO) Phone: 0496-2557600 only. E-mail: eeedndpm@gmail.com.** Kerala government public sector undertakings are exempted from furnishing EMD. Bidder should ensure that **tender document fee and EMD are remitted as one single transaction and not separate.** Separate or split remittance for tender document fee and EMD shall be treated as invalid transaction. **The payment is only made through State Bank of India Multi-Option Payment System (SBI MOPS Gateway) as online payment.** The online payment may be exercised at least 72 hours before the closing date of the bid to ensure that payment towards tender document fee and EMD are credited and a confirmation is reflected in the e-procurement system.

All the Tender documents are to be submitted **online only** and in the designated Covers/envelopes on the above website and no manual submission shall be entertained. **The scanned copies of bounden agreement executed in white paper, self-attested copies of vehicle related documents such as RC, insurance, permit and all certificates /documents mentioned elsewhere in the bid documents and PAN card are to be attached along with the bid through online. Failure in submission of the above documents will lead to the rejection of the tender (See Annexure VI for list of documents to be uploaded).** The bid shall be opened online at the Office of the Executive Engineer, Electrical Division Nadapuram, Kallachi (PO) Pin: 673506 on the date and time mentioned above.

The bidder shall submit the original of any of the document uploaded in the bid, if so required at any stage of evaluation and award process.

All bidders participating in the tender should have a valid Digital Signature Certificate availed from an approved Certifying Authority.

More details about the e-tendering please contact:

Kerala State IT Mission
e-Government Procurement PMU & Help desk
Basement Floor of Pension Treasury Building,Uppalam Road,
Statue,Thiruvananthapuram
Phone: 0471-2577088/2577188/2577388

Kerala State IT Mission
e-Government Procurement Support Centre
Infopark Technology Centre, 8C, Sector E Hall,JNI Stadium
Kaloor, Ernakulam
Phone: 0484-2336006/2332262 on all working days from 10:30 am to 5:30 pm

Further details can be had from
Office of the Executive Engineer,
Electrical Division, Nadapuram
Kallachi P.O, 673506
Phone-0496 – 2557600
E mail – eedndpm@gmail.com

Executive Engineer
Electrical Division, Nadapuram

Date:

FORM OF TENDER

Section I - B
(To be filled by the Tenderer)

E- Tender No: ED/NDPM/Vehicle e-Tender/07/2024-25 Dtd. 18/9/2024

Tender Name: Hiring of motor cabs having cubic capacity above 1500 cc for the use of
Electrical Section Meppayur

To

Executive Engineer,
Electrical Division Nadapuram,
Kallachi (PO) 673506

Sir,

- Having considered the above Tender enquiry, Schedule and Tender Conditions of Contract, I hereby offer to supply vehicles with driver and fuel on contract basis described in the Tender Specification and Conditions of Contract at the rates entered in the attached Contract Schedule.
- I hereby undertake to supply vehicles on contract basis in accordance with the Contract Conditions.
- Details of online payment for Rs. 972/- towards Cost of Tender form & Earnest Money Deposit is attached.
- If the work is awarded to me/us. I/We also undertake to remit the security deposit, execute agreement and commence the work as directed by you.
- I am enclosing the agreement in white paper to be executed, while submitting tender duly executed by me/us.

Date of Submission:

Signature
Name and Address of the Tenderer

Section 2

TENDER SPECIFICATIONS FOR HIRING OF VEHICLES ON CONTRACT BASIS

This Tender specifications contains three parts – PART I, II & III

- Part I contains Instructions to the Tenderers
- Part II contains General Conditions of Contract (SECTION-A) & Special Conditions of Contract (SECTION -B)
- Part III contains Schedule A

PART – I

Instructions to the Tenderer

1. Tenders should be submitted online to the website www.etenders.kerala.gov.in
2. Last date and time of online submission of bid are specified in tender notice (NIT). Tender received after the stipulated time will not be accepted/ opened. Board will not be responsible for any delay in this regard.
3. The EMD and Tender fee will pay as a single on line payment through **State Bank of India Multi-Option Payment System (SBI MOPS Gateway)** as online payment. Tenders without sufficient EMD will be rejected. An agreement in white paper (**Annuxure IV**) should also be furnished along with the tender.
4. Rates should be quoted in BOQ. Quoted rates should include remuneration to the Driver also. Alternation should not be made in the Tender form or schedule or Tender Conditions except to the extent of filling in the tender forms and schedules. Tenders will be opened on **27.9.2024, 02.00 PM** in the presence of those bidders or their representatives present at that time. The Bidders/their representatives who are present at the time of opening of the bid should sign in a register.
5. Individuals who can let out vehicles registered during the last 10 years as on date of commencement of work and in good condition are only eligible to quote. Self attested true copies of relevant page of the Certificate of Registration, permit, insurance etc. of the related vehicles, willingness of the actual owners of the vehicles to let out their vehicles on hire basis to the Board and copy of PAN card shall also be furnished along with the tender (See Annexure VI for list of documents to be uploaded). Board is at liberty to reject the offers in the absence of these documents.
6. If the tenderer has any doubt regarding any portion of the general conditions/special Conditions of the contract, he should get it clarified in writing from the Tendering Authority before submission of the tender.

PART - II
SECTION 'A'

GENERAL CONDITONS OF CONTRACT

1. Conditional tenders are liable to be rejected. Final acceptance of the tender rests entirely with the tendering authority acting on behalf of the Board who is not bound to accept the lowest or any other tender. Also, the Board is not liable to assign any reason whatsoever for not accepting the lowest or any tender and the Board's decision will be final and binding to all bidders. The Board will not be responsible for any expenses or losses that may be incurred by the tenderer in the preparation of the tender.
2. Successful bidder is required to execute an agreement in Kerala stamp paper worth Rs.1/- for a PAC 1000/- or part there of rounded to the next 100/- rupees in the form appended to the Tender Specification for the satisfactory performance of the contract for the contract period. Security Deposit in the form of crossed Demand Draft drawn in favor of the Executive Engineer, Electrical Division, Nadapuram shall also be furnished, for an amount of **Rs.1500/-** (Rupees one thousand five hundred only) at the time of execution of the agreement. In case the bidder desires to adjust the EMD already furnished by him against Security Deposit, then the bidder need furnish the balance amount only.
3. Earnest Money Deposit of unsuccessful Tenderer will be refunded as per rules after finalizing the tenders.
4. No interest will be paid on the Earnest Money or Security Deposit
5. Normal contract period will be 12 months. KSE Board will have the option to extend the contract period for further at the same rate and conditions.
6. The supplier shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates for the supply of vehicles during the period the agreement remains in force.
7. The supplier should maintain an account of journeys performed by each vehicle as per requirements of the Board and submit the same to the controlling Officer, concerned on the next day. The supplier shall comply with the requisition for vehicle(s) made by the controlling officer.
8. The owner of the vehicle/contractor shall maintain all up-to-date records as per the Kerala Motor Vehicles Act pertaining to the Vehicle such as, permit, vehicle tax, insurance, license of the driver etc and shall be presented before the Board's official for verification as and when required.
9. The contractor should bear all expenditure connected with maintenance necessitated to the vehicle during the period of Contract. The Board will not be held responsible for any loss/damage to vehicle, other properties, life or other unforeseen incident that may occur during the period of hiring of vehicle.
10. The emoluments of the driver and the cost of fuel etc. shall be borne by the contractor.
11. The Board will also be not responsible for any loss of life, or any injury to the driver or to any third party caused at the time of performing bonafide trips of the Board during the period of contract.

12. The supplier will be responsible for loss, damage, or injury to any person, property, material, equipment or any other article caused due to negligence of his driver, or ill-maintenance of the vehicles hired by the Board.
13. The supplier shall at all times keep the Board indemnified against all claims, actions, proceedings, costs, damages incurred and compensation agreed in consequence of any breach of all or any of the covenants and warrants herein contained.
14. The Board shall not in any way be responsible during the course of contract for any accident, loss, damages etc. which may occur to the vehicles so supplied by the contractor on contract basis.
15. In case, the successful tenderer discontinues the contract and fails to supply vehicles as per the agreement within the contract period then at the discretion of the Board vehicles will be arranged through another tender or by negotiation or with the next higher tenderer, who had offered to supply the vehicles on contract basis and the loss, if any, caused as may be fixed by the Board shall be recovered from the defaulting contractor.
16. The Board reserves the right to terminate any contract after serving seven days notice in writing to the contractor without assigning any reason thereof.

PART - II
SECTION - B

SPECIAL CONDITIONS OF CONTRACT FOR HIRING OF VEHICLES

1. The supplier should see that driver with the vehicle reports in the concerned office at 8.00 a.m. every day, unless otherwise informed in advance. (*This clause is not applicable where the vehicles are to be halted at night in the office premises.*)
2. Contractor is liable to make available a substitute vehicle, if the vehicle on contract is under repair / in case any inconvenience is experienced in the performance of trips / due to other reasons, failing which alternate arrangements will be made by Board at the risk and cost of the contractor and the amount will be deducted from any amount due to the contractor from the Board.
3. The vehicle should be ready with the driver on any day at any time including holidays to take any trips whether long or short at the direction of the authority and shall be used exclusively for Board's purpose. The vehicle will be normally stationed at the Board's Office premises to which the vehicle is attached.
4. Vehicle should be in proper condition to undertake long trips at short notice, even on informing over telephone. The trip may require journey and halt at outstation also. The driver should always be ready for such trips. The expenditure of driver in the case of outstation halt must be met by the supplier and no additional payment will be made for the same.

5. Kilometer reading will start and terminate at the Board's office where the contract vehicle is attached. No mileage will be permitted for lunch/tea break etc. Meter indicating the Kilometer run (Milometer) should be in good working condition and accurate and in accordance with the regulations of Motor Vehicle Department.
6. The vehicle should be in good condition and capable of running in hilly terrains. If the performance of vehicle found unsatisfactory, the authority will have the right to terminate the service without prior notice.
7. The minimum monthly charges payable to the contractor is for the monthly Km ceiling applicable to the office irrespective of whether the vehicle plies that much distance or not, subject to fulfillment of other conditions in the contract.
8. The drivers should be very polite and punctual and under no circumstances drive the vehicle under the influence of any intoxicating drink or drug. The supplier shall be responsible for the conduct of the drivers. The Board shall have the right to discontinue hiring of vehicles if in the opinion of the officers of the Board by whatever designation such officer is called (the expression "officers of the Board" hereinafter shall convey the same meaning), the behavior of the driver is found objectionable, and his opinion in this regard shall be final and binding on the supplier.
9. It will be the responsibility of the supplier to see that his driver possesses valid license and the supplier will also be responsible in case of a charge on the driver due to violation of traffic rules, or for any other penalty imposed on the driver, or the vehicle owner.
10. Metal Plate bearing "ON CONTRACT WITH KSEB" should be displayed near the front and rear Number Plates.
11. Contractor as well as the Driver of the vehicle shall obey all directions issued by the Head of Office to which the contract vehicle is attached or other designated officers of the Board.
12. Payment will be made monthly on the basis of Log Book entries duly certified by the concerned officers. No advance payment on any account will be made.
13. The Board shall be free to terminate the contract if the vehicle is not available for even one day when it is required. However, the contractor may arrange alternate vehicle in unavoidable circumstances at his own cost under exigencies with the prior approval of the competent authority. However, such arrangements shall be only temporary, and not exceeding 15 days in any case. Any breach of this condition shall render the contract is terminated without any further notice and the Board will make alternate arrangements.
14. The contractor should be willing to abide by the conditions, rules and regulations prevailing in KSE Board for similar works.
15. The Courts situated at the place where the Headquarters of the tendering authority is situated viz. Vatakara alone will have jurisdiction to entertain civil suits pertaining to this contract.

Executive Engineer
Electrical Division, Nadapuram

PART - III
SCHEDULE - A
(PROFORMA FOR QUOTING DETAILS)

1	Name and address of the Bidder		
2	Telephone No.	RC Owner	
		Supplier	
		Driver	
3	Registration Nos. of vehicles with year of Make/Registration		
4	Whether copy of relevant page of Registration Certificate, Permit, Insurance, Fitness certificate etc. in respect of the vehicle are attached		
5	Whether willingness of actual owners to let out vehicles on hire is attached		
6	Details of online payment of Rs 972/- towards cost of Tender form &EMD		
7	Whether copy of PAN card attached		
8	Cubic capacity of vehicle		

Place:

Date:

Signature with Name & Address of the
Tenderer

Sd/-
EXECUTIVE ENGINEER
ELECTRICAL DIVISION, NADAPURAM

VOLUME -II
ANNEXURE - I, II, III, IV, V & VI

ANNEXURE- I

FORM OF AGREEMENT

ARTICLES OF AGREEMENT made the ... day of. BETWEEN Executive Engineer, Electrical Division Nadapuram acting for and on behalf of the Kerala State Electricity Board Limited (hereinafter called 'THE BOARD') of the one part AND (hereinafter called 'THE CONTRACTOR') of the other part;

WHEREAS the contractor has quoted for the supply of a Jeep/Car/lorry with driver on hire for the use of Board's office at Electrical Section/Divisionas per e-Tender No: ED/NDPM/Vehicle e-Tender/ 07/ 2024-25 Dtd.18.9.2024 AND WHEREAS the Board is pleased to accept the contract in respect of the rates mentioned in the copy of Order which also forms part of the agreement.

AND WHEREAS the contractor has deposited an amount of Rs.500/- (Rupees Five hundred only) as EMD vide Receipt No: and Rs. 1000/-(Rupees thousand only) vide Receipt No: as balance security amount for the satisfactorily fulfillment of the contract.

NOW THESE PRESENT WITNESSES and it is hereby mutually agreed as the following documents forms the part of this Agreement.

- Tender specification for hiring on contract basis (Part I, II & III)
- Tender No. ED/NDPM/Vehicle e-Tender/ 07/ 2024-25 Dtd.18.09.2024
- Letter No.....to the tenderer.
- Letter No.....from the contractor.
- Work Order No.....

None of the Special Conditions if any specified in the bid datedby the contractor..... shall be binding for the Agreement unless otherwise accepted by the Board in writing and incorporated in the Agreement;

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first above written; Signed, Sealed and Delivered by The Executive Engineer, Electrical Division Nadapuram acting for and on behalf of the KSE Board.

Sd/-
EXECUTIVE ENGINEER

In the presence of witnesses:

- 1.
- 2.

Signed, Sealed and Delivered by.....

(Name and Address of Contractor).

In the presence of witnesses:

- 1.
- 2.

ANNEXURE- II
NOMINATION

I, do hereby nominate and authorize
Sri.....s/o.....
.....aged.....years of.....
house.....village.....Taluk
.....District residing at to receive
all or any sums found due to me under the terms of contract (Agreement No. and details
of contract)
.....
.....
.....
in the event of my death before the amount has become payable or having become payable
but has not been paid.

Signature:
Name:

Address:

In the presence of witnesses:

1. Name :
Address :

Signature :

2. Name :
Address :

Signature :

ANNEXURE-III

DECLARATION BY THE TENDERER

I.....

hereby declare that I am not in any way related to any KSE Board Ltd servant who is in charge of or having control of this work, I agree that if any stage, it is found that this declaration is untrue the EMD/Security deposit paid by me will be forfeited and the contract entered will stand cancelled. It is understood that the relationship with the KSE Board Ltd servant referred to herein will be restricted to father, mother, son, daughter, sister, direct uncle, nephew, father-in-law, sister-in-law and first cousins of the officer concerned.

Signature of the Tenderer:

Name and address:

Place:

Date:

ANNEXURE-IV

Bounden Agreement to accompany the bid

(To be executed in white paper)

Articles of agreement executed on this the..... day of
..... two thousand between the Kerala State Electricity Board
Ltd. acting through(here enter the
designation of officer who has invited this tender) hereinafter referred to as “The Board”
of the one part and Sri (here enter name and address of the tenderer)
..... (herein after referred to as “the
bounden”) of the other part.

WHEREAS in response to the invitation for tenders as per Notification No.
... dated and subsequent amendments there to the bounden has
submitted to the Board a tender for the specified therein
subject to the terms and conditions contained in the said tender documents.

WHEREAS the bounden has also deposited with the Board a sum of Rs.
... /furnished a Bank Guarantee for a sum
of Rs. as earnest money for execution of an agreement undertaking the
due fulfillment of the contract in case his tender is accepted by the Board.

NOW THESE PRESENTS WITNESS AND it is hereby mutually agreed as follows:

- In case the tender submitted by the bounden is accepted by the Board with or without modifications and the contract for **Supply of vehicle with driver for Electrical Division/ Section ...MEPPAYYUR.....** is awarded to the bounden, the bounden shall within 10 days, execute an agreement with the Board incorporating all the terms and conditions under which the Board accepts his tender.
- In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract the Board shall have power and authority to recover from the bounden any loss or damages caused to the Board by such breach as may be determined by the Board, appropriating the moneys inclusive of earnest money deposit or/any kind of security furnished by the bounden and if the money or security is

found to be inadequate, the deficit amount may be recovered from the bounden and his properties movable and immovable and also in the manner hereinafter contained. The bounden will have no claim or right over the moneys and/or securities and earnest money appropriated by the Board and those moneys or/and securities shall belong to the Board.

- All sums found due to the Board under are by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as those such sums are arrears of land revenue and also in such other manner as the Board may deem fit.

In witness where of Sri(here enter name and designation) for and on behalf of Board and Sri. the bounden have hereunto set their names the day and year shown against their respective signatures.

Signed by Sri (Date)

In the presence of witness:

- 1.
- 2.

Signed by Sri (Date)

In the presence of witness:

- 1.
- 2.

ANNEXURE-V

Declaration by the Tederer

I/We have downloaded the bid document from the web site, etenders.kerala.gov.in and I/We have not tampered/modified the bid forms in any manner. In case, if the same is found to be tampered/modified at a later stage, I/We understand that my/our tender will be summarily rejected and full bid security will be forefeited.

Signature of the Tenderer:

Name and address:

Place:

Date:

ANNEXURE-VI

List of documents to be uploaded

- **Agreements and declarations**
 - (i) Bounden agreement filled and signed (ANNEXURE- IV)
 - (ii) Declarations & Nomination filled and signed (ANNEXURE- II, III & V)
- **Tender document filled and signed**
- **Other document**
 - i. Registration Certificate of the vehicle
 - ii. Contract carriage permit
 - iii. Fitness Certificate
 - iv. Insurance
 - v. PAN card of bidder
 - vi. Address proof (Driving licence/Aadhaar card/Election ID card etc.)
 - vii. Consent of actual owner if the vehicle is not owned by the bidder
- **BOQ**