

KERALA STATE INDUSTRIAL ENTERPRISES LTD

DETAILED TENDER NOTICE

Tender No : 001/CACC/2026

Name of Work : HIRING OF 7 SEATER SEDAN TYPE
VEHICLE ON CONTRACT BASIS FOR
CALICUT AIR CARGO COMPLEX (CACC)

Earnest money Deposit : Rs.2,000/-

Working Hours : Day

Date of issue of Tender Forms : 11.00 AM on 13.08.2026

Date of closing of Tender Forms : 3 PM on 20.08.2026

Last Date of receipt of sealed Tender : 3PM on 20.08.2026

Date of Opening of Tenders : 4 PM on 21.08.2026

Cost of Tender Forms : Rs.250/-+18%GST (Rs.295/-)

Tender and all communications shall be addressed to : **THE HEAD OF DEPARTMENT (ACC)**
KERALA STATE INDUSTRIAL ENTERPRISES LTD
1ST FLOOR ,ST.JOSEPH'S PRESS BUILDINGS
COTTON HILL, THIRUVANANTHAPURAM-695014
gmacc.ksie@gmail.com

Sd/-
Tendering Authority

Kerala State Industrial Enterprises Ltd

TENDER SPECIFICATION

FOR HIRING OF 7 SEATER SEDAN TYPE VEHICLE ON CONTRACT BASIS FOR CALICUT AIR CARGO COMPLEX

ISSUED TO-----

HEAD OF DEPARTMENT (ACC)
1ST FLOOR ,ST.JOSEPH'S PRESS BUILDING
COTTON HILL, THIRUVANANTHAPURAM-695014
Email: gmacc.ksie@gmail.com

Signature and Designation of the Tendering Authority

FORM OF COVERING LETTER FOR SUBMISSION OF TENDER

(To be filled by the Tenderer)

TENDER No:001/ACC/CACC/2026

For the supply of 7 seater Sedan type vehicle to Kerala State Industrial Enterprises Ltd., for use at Calicut Air Cargo Complex, Calicut, on contract basis.

To,

**The Head of Department (ACC)
Kerala State Industrial Enterprises Ltd,
1st Floor, St. Josephs Press Building,
Cotton Hill, Trivandrum-695014.**

Sir,

1. Having considered the above Tender enquiry, Schedule & Tender Conditions of Contract, I hereby offer to supply Passenger vehicles on contract basis described in the Tender Specification and Conditions of Contract at the rates entered in the attached Contract Schedule.
2. I hereby undertake to supply vehicle on Contract basis in accordance with the Contract Conditions.
3. Demand Draft No for Rs..2000/- towards Earnest Money Deposit is attached.
4. Demand Draft No.....for Rs.250+18% (GST) towards cost of Tender forms is also attached.
5. All the Tender documents (in original) are attached herewith duly signed on all pages in token of acceptance of the same.

Date of Submission.....

Signature

Name & Address of the Tenderer

Office Seal

TENDER SPECIFICATIONS FOR HIRING OF 7 SEATER SEDAN TYPE VEHICLE ON CONTRACT BASIS, TO BE USED AT CALICUT AIR CARGO COMPLEX, CALICUT, MALAPPURAM.

This Tender Specifications contains three parts- **PART I ,II & III**

PART I	:	Instructions to the Tenderers
PART II	:	General Conditions of Contract (SECTION-A) & Special Conditions of Contract (SECTION-B)
PART III	:	Schedule A1,A2 & Performa for quoting rates Schedule B- Form of Agreement Schedule C –Declaration.

PART-I

INSTRUCTIONS TO THE TENDERERS

1. Tenders should be submitted in sealed cover superscribed “Tender for Hiring of 7 seater Sedan type (day duty) for Calicut Air Cargo Complex “and should be addressed to the Head of Department (Air Cargo Complexes), Kerala State Industrial Enterprises Ltd, 1st Floor, St. Joseph’s Press Buildings, Cotton Hill, Thiruvananthapuram - 695014. Tenders send by registered Post/Speed Post/Courier Services only shall be accepted. Tenders received in unsealed envelopes will not be considered.
2. The Tender Containing schedules, Tender Specification, EMD, Covering letter etc. Should be enclosed in one cover and sealed.
3. Last Date for receipt of Tender will be 20.08.2026, up to 3pm. Late offers and Tenders received after the stipulated time will not be accepted. Company will not be responsible for any postal delay in this regard. However, the Company reserves the right to postpone the last date in the interest of the Company and the bidders will not have any right whatsoever, to question such an act by the Company.
4. The EMD shall be furnished in the form of a crossed Demand Draft drawn in favour of Kerala State Industrial Enterprises Ltd., payable at Thiruvananthapuram, for an amount of Rs. 2,000/- (Rupees Two Thousand only). Tenders without EMD for the said amount will be rejected in outright.
5. The cost of tender forms (Rs.250.00+18% (GST)) should be furnished by way of separate DD drawn in favour of Kerala State Industrial Enterprises Ltd, payable at Thiruvananthapuram. Tenders without cost of tender forms shall also be summarily rejected.
6. Rates should be quoted in the prescribed form (PART III-Schedules) attached to the tender specification. Quoted rates should be inclusive of all taxes, including remuneration to the driver.
7. Alteration should not be made in the Tender form or Schedule or Tender Conditions except to the extent of filling up the tender forms and schedules.
8. Tenders will be opened at 4pm on 21.08.2026 by the Tender Opening Committee, KSIE in the presence of those bidders or their authorised representatives who are present at the time of opening of the bid and whose presence should be recorded in the register.

9. Transporting Companies/ Travel Agencies/Individuals who can let out 7 seater Sedan type of 6+1 seating capacity, registered during the last 5 years are eligible to quote. True copies of relevant page of the Certificate of registration of the related vehicles from a Gazetted Officer and willingness of the actual owner of the vehicle for allotting their vehicle on hire basis to the Company shall also be furnished along with the tender. Company is at liberty to reject the offers in the absence of these documents.
10. 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 CONDITIONS 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 company which is not bound to accept the lowest or any other tender. Also, the Company is not liable to assign any reason whatsoever for not accepting the lowest or any tender and to cancel the entire tender proceedings and the Company's decision shall be final and binding to all bidders. The Company will not be responsible for any expenses or losses that may be incurred by the tenderer in the preparation of the tender.
2. Immediately after finalising the tender and issuance of the contract acceptance letter by the Company, the successful bidder is required to execute an agreement in Kerala stamp paper worth Rs.200/- in the form appended to the Tender Specification for the satisfactory performance of the contract for one year. Security Deposit in the form of crossed Demand Draft drawn in favour of the Kerala State Industrial Enterprises Ltd, payable at Thiruvananthapuram shall also be furnished, for an amount of Rs. 10,000/-(Rupees Ten Thousand 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 to furnish the balance amount only against the Security Deposit.
3. Earnest Money Deposit of unsuccessful tenderers 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 one year from the date of execution of agreement. Kerala State Industrial Enterprises Ltd. Will have the option to extend the contract period to another one year at the same rate and conditions.
6. The supplier shall be bound by the rates quoted by him and agreed up on herein and shall not ask for any enhancement of the rate for the supply of vehicles during the period of the agreement remains in force. The rates quoted shall be valid for the contract period of one year and extendable to further one year another as mentioned in para 5 above.
7. The supplier should maintain a log book indicating the details of each trip / journeys performed by each vehicle as per requirements of the Company and submit the same to the controlling officer concerned on the same 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 Vehicle Act pertaining to the vehicle such as Taxi Permit , vehicle tax, comprehensive insurance coverage, licence of the driver, Pollution certificate etc, and shall be presented before the company'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 Company will not be held responsible for any loss/damage to vehicle, other properties and life, compensation or fine or other unforeseen incident that may occur during the period of hiring of vehicle.
10. The emoluments of the driver, his uniform, the cost of fuel etc. shall be borne by the contractor.
11. The Company will also be not responsible for loss of life, or any injury to the driver or to any third party caused at the time of performing bonafide trips of the Company 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 vehicle hired by the Company.
13. The supplier shall at all times keep the Company indemnified against all claims, action, proceedings, cost, damages incurred and compensation agreed in consequence of any breach of all or any of the covenants and warrants herein contained.
14. The Company 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 discontinue the contract and fails to supply vehicles as per the agreement within the contract period then at the discretion of the Company alternative arrangements will be made for vehicles and the loss, if any, caused as may be fixed by the Company, shall be recovered from the defaulting contractor.
16. The Company reserves the right to terminate the contract after serving fifteen days notice in writing to the contractor without assigning any reason thereof.
17. The tenderer should sign and return all the pages of the tender document as a token of acceptance of the same and submit it in sealed cover along with his offer.

PART-II
SECTION-B

SPECIAL CONDITIONS OF CONTRACT FOR HIRING OF VEHICLE

1. The supplier shall ensure that the driver, along with the vehicle, reports to the concerned office or the pre-intimated destination at 8:00 a.m. every day, unless informed otherwise in advance.
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 alternative arrangements will be made by Company at the risk and cost of the contractor and the amount will be deducted from any amount due to the contractor from the Company.
3. The vehicle should be ready with the driver on any day any time including holidays to take any trips whether long or short at the direction of the authority. The vehicle will be normally stationed at Calicut Air Cargo Complex 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 station/outstation halt must be met by the supplier and no additional payment will be made for the same.
5. Kilometre reading will start and terminate at the Company Office and /or as decided by the Company. No mileage allowance/waiting charge will be permitted for lunch/tea break etc.

Meter indicating the Kilometre run (Milo Meter) should be in good working condition and accurate and in accordance with regulation of Motor Vehicles Department.

6. 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 Company shall have the right to discontinue hiring of vehicles if in the opinion of the officers of the Company by whatever designation such officer is called (the expression “officers of the Company” hereinafter shall convey the same meaning), the behaviour of the driver is found objectionable. The opinion of officers of the Company in this regard shall be final and binding on the supplier.
7. 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 on the vehicle owner.
8. Since the Air Cargo Complex being a Customs bonded and restricted area and the vehicle and driver will have to enter Airport premises, the Contractor shall be responsible to deploy only such persons as Drivers whose integrity, character and antecedents are beyond doubt. The Contractor will be responsible to produce the Police Verification Certificate(s) of the Drivers deployed by him for obtaining Airport Entry Passes as per BCAS rules, as required by the Company.
9. A metal Plate bearing “ON Contract with CALICUT AIR CARGO COMPLEX , KSIE (A Govt. of Kerala Undertaking)” should be displayed near the front and rear Number Plates with blue background in black letters.
10. Contractor as well as the Driver of the vehicle shall obey all directions issued by the Head of Office of the Company or the designated officers in this regard.
11. During the tenancy of the contract, in case the Company observes poor performance, the contract will be terminated and decision of the Company in this regard will be final.
12. Payment will be made on monthly basis on receipt of bills from the Contractor, prepared on the basis of Log Book entries duly certified by the concerned officers. No advance payment on any account will be made.
13. The Company 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 substitute 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 two weeks in any case. Any breach of this condition shall render the contract as terminated without any further notice and the company will make alternative arrangements.
14. The permit / entry fee of any nature of trips in/outside of the state should be arranged / paid by the contractor.
15. Any dispute between Company and the contractor or any issue relating to the contract is subject to the jurisdiction of the Court at Thiruvananthapuram.

Tender No:001/CACC/ACC
PART-III SCHEDULES
SCHEDULE AI
PROFORMA FOR QUOTING THE RATES

1	Name &Address of the Bidder	
2	Telephone No./Fax/e-mail	
3	Registration No. of vehicles with year of make/Registration	
4	Whether copy of relevant page of registration Certificate in respect of each vehicle is attached vide clause 9 of the instructions.	
5	Whether willingness of actual owners to let out vehicles on hire is attached.	
6	No. and Date of Demand Drafts submitted as Earnest Money Deposit (EMD) and cost of Tender form and name of issuing bank.	

Place:

Date:

Signature with Name & Address of the Tender

Office seal

HIRE CHARGE ON MONTHLY BASIS

(Halt at office during office hours)

SCHEDULE A2

Sl No	Particulars	Kilo meters	Rate (in Rupees)
1	Hire charges on monthly basis including halt at Office	Upto 2000 kms	
2	Charges for running every additional kilometre over and above 2000 kilometres	Per km over & above 2000 kms	

Place:

Date:

Signature with Name & Address of the Tender

Office seal

FORM OF AGREEMENT

ARTICLES OF AGREEMENT made on this ----- day of-----2026 BETWEEN-----

-----, having its registered office at Shri------(name and designation) hereinafter called 'The Contractor' (which expression shall unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and permitted assigns)

AND

Kerala State Industrial Enterprises Ltd, a Government of Kerala Undertaking and a Company incorporated under the Companies Act 1956 having its registered Office at St. Joseph's Press Buildings, Cotton Hill, Thiruvananthapuram 695014, represented by its Head of Department (Air Cargo Complexes), hereinafter called 'The Company' (which expression shall unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and permitted assigns)

WHEREAS the Contractor has agreed to provide a passenger vehicle having 7 seating capacity with Driver for the use of the Company at Calicut Air Cargo Complex, Calicut as per Tender No-001/CACC/2026.

AND WHEREAS the Company is pleased to accept the said offer on terms and conditions hereunder agreed to.

Now, this agreement is hereby entered into after both the parties have agreed to the following terms and conditions:

1. The Contractor hereby agrees to provide a passenger vehicle with Driver; the vehicle having minimum seating capacity of 7 Nos and in good running condition. The vehicle shall be provided as required by the Company. The contractor is liable to make available substitute vehicle if the vehicle on contract is under repair or in case any inconvenience is experienced in the performance of trips due to other reasons, failing which alternative arrangements will be made by the Company at the risk and cost of the Contractor and the amount will be deducted from any amount due to the Contractor from the Company.
2. The vehicles will be stationed at the Company's premises at Calicut Air Cargo Complex, Calicut Airport, to which the vehicles will be attached or as per directions from the Unit Head, Calicut Air Cargo Complex, KSIE.
3. 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 Contractor shall be responsible for the conduct of the drivers. The Company shall have the right to discontinue any driver if in the opinion of the officers of the Company by whatever designation such officer is called (the expression "Officers of the Company" hereinafter shall convey the same meaning), the behaviour of the driver is found objectionable, and the opinion of Officers of the Company in this regard shall be final and binding on the contractor.
4. It will be the responsibility of the Contractor to see that his driver/s possess Valid Driving License. He should also submit necessary Police Clearance Certificate, for taking necessary airport entry passes/airside driving permits.
5. The Contractor as well as the drivers of the vehicle shall obey all directions issued by the Unit Head, Calicut Air Cargo Complex of the Company or other designated officers in this regard. The

drivers should also abide by the directions issued by the competent authorities in the Airport whenever the vehicle is inside the airport premises.

6. During the tenancy of the contract, in case the Company observes poor performance, the contract will be terminated and decision of the Company in this regard will be final.

7 Payment will be made on the basis of log book entries duly certified by the concerned Officers. No advance payment on any account will be made.

8. The Company shall be free to terminate the contract if the vehicle is not available for even for one day when it is required. However, the Contractor may arrange substitute vehicles 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 two weeks in any case. Any breach of this condition shall render the contract as terminated without any further notice and the Company will make alternative arrangements.

9. Any dispute between Company and the Contractor or any issue relating to the contract is subject to the jurisdiction of the Court of Thiruvananthapuram.

10. The Company will make payment as per mutually agreed rate of Rs.----- (Rupees-----) for 2000km per month and over and at the rate of Rs.----/(Rupees -----) for additional kilometres. This contract amount is inclusive of all expenses incurred for paying the vehicles. i.e. remuneration to Drivers, cost of fuel, maintenance cost, road tax ,GST applicable etc.

11.No enhancement of contract amount will be allowed during the one year term of the Contract period.

12.The Contractor is liable to insure the vehicles, drivers and maintain all statutory papers in connection with the vehicles. The vehicles provided must be in good running condition.

13.The Company shall not in any way be responsible during the course of contract for any accident, loss, damage etc., which may occur to the vehicle so supplied by the contractor.

14.In case of Contractor discontinues and fails to provide the vehicles as per the Agreement within the contract period then at the discretion of the Company other vehicles will be arranged through other means and loss if any caused, as may be fixed by the Company, shall be recovered from the Contractor.

15.The agreement will be in force for a period of one year with effect from ----- The agreement will cease to exist on expiry of the said period unless the same is extended for further period on mutual consent of both the parties.

16.The Contractor shall also deposit a security deposit of Rs.10,000/- with the Company, which will be interest free.

17. Failure on the part of the contractor to meet the requirement at three instances will result in the automatic cancellation of the agreement. Otherwise, the Company reserves the right to terminate the contract by serving fifteen days notice in writing to the contractor without assigning any reason thereof.

In witness whereof, the parties hereunto have set their hands this the day and year first above written.

Signed, sealed and delivered on -----2026 by Shri-----on behalf of the Contractor

In the presence of witness:

1

2

Signed, sealed and delivered on 2026 by, Head of Department(Air Cargo Complexes) for and on behalf of the Company.

In the presence of witness:

1.

2.

SCHEDULE –C

DECLARATION BY TENDERER

I-----
hereby declare that I am not in any way related to any employee of the Company who is in charge of or having control of this work. I agree that if at any stage it is found that this declaration is false, the Earnest Money/Security Deposit, paid by me will be forfeited and the contract entered will stand cancelled.

Place:

Date:

Signature of Tenderer