



RUBBER PARK INDIA (P) LTD

TENDER DOCUMENT No. RP/ADM/008/2025

***Tender for Hiring of Vehicle with Driver on Contract basis at
Rubber Park India (P) Ltd, Irapuram***

Rubber Park India (P) Ltd

2 A, "Kautileeyam"
Valayanchirangara,P.O
Ernakulam - 683556

Phone : (0484) 2657218/ 2655548/38

E mail : md@rubberparkindia.org Website: www.rubberparkindia.org

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Section - 1

TENDER NOTICE

1.0 Notice inviting E-tender

1.01. The Managing Director, Rubber Park India (P) Ltd (RPIPL) invites online tenders in **two cover (Technical and Price)** system for Hiring of Vehicle with Driver on contract basis at Rubber Park India (P) Ltd, Irapuram, Ernakulam (Dt.) detailed below in the prescribed form, from competent, technically and financially sound contractors, who fulfill the eligibility criteria prescribed in Clause 1.02.

S/N	Brand Preferred	Max. kms pm	Driver hours	EMD (Rs.)	Period of contract	Last date of submission of Tender documents	Time & Date of opening of Technical bid	Time & Date of Prebid meeting	Tender Fee Non-Refundable
1	Maruti Omni/ Maruti Eco /Tata Venture (should not be registered before 01.12.2018)	1250 kms	2160 hrs	Rs .27, 700.00/-	2 Years.	02.00 pm on 13.01.2026	03.00 pm on 14.01.2026	11.00 AM on 02.01.2026	Rs.2620/- (Inclusive of GST) remitted through online Payment

All communications shall be addressed to the **Managing Director, Rubber Park India (P) Ltd, 2A, Kautileeyam, Valayanchirangara, Ernakulam – 683 556** only. Bid documents and other details may be downloaded from the website www.etenders.kerala.gov.in

1.02. Bidders Eligibility

- 1.02.01 The make of the vehicle should be specified and the model should not be registered before 01.12.2018.
- 1.02.02 The vehicle must have a valid taxi permit to run in the territory of Kerala.
- 1.02.03 The Bidder is required to provide commercial vehicle fully conforming to RTA/RTO regulation along with fuel, driver, insurance, consumables etc complete.

- 1.02.04 Copies of the valid documents of the vehicle (RC Book, permit, insurance, etc) should be submitted along with the offer, without which the offer will not be considered.
- 1.02.05 The Bidder should fulfill the conditions prescribed in Sec. 66 of Motor Act, 1988 for hiring of vehicle. The Bidder should ensure that the vehicle remain under insurance cover for the entire period of contract.
- 1.02.06 If the proposed vehicle is not registered in the bidders name, no objection certificate from the registered RPIPL of the vehicle shall be submitted along with the bid.
- 1.02.07 The bidder shall be Private Limited Company / partnership firm or an individual.

Before participating in the tender, the intending bidders are advised to satisfy themselves whether the conditions set out above are fully met by the bidders. The tender documents of those companies / firms who fail in the PQ process would be rejected summarily and no correspondence or intimation would be given to such companies or firm and the decision of RPIPL in this regard is final. The intending bidders have to quote their corresponding category wise rates in schedule of quantities along with the price bid.

1.03. General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for Hiring of Vehicle with Driver on contract basis at Rubber Park India (P) Ltd, Irapuram. The tender is invited from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

The e-GP system shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, RPIPL shall not be responsible for any kind of such issues faced by bidder. Ineligible bidders or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender. If such instances are noticed, the same shall be treated as “fake bidding” by the respective bidder and such bidder shall be black listed by RPIPL.

1.03.01 Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including the Form/ Annexures of this tender. Mentioning of price details at any place other than the designated place, shall disqualify the bid and the bid shall be summarily rejected.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or 0484-2336006, 2332262 or 0497-2764788, 2764188 or 0483-273294 or through email: etendershelp@kerala.gov.in or helpetender@gmail.com for assistance in this regard.

1.03.02 Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iii. **Pre-Bid Meeting:** Pre-Bid meeting shall be held at Office of RPIPL at Irapuram, Ernakulam Dist. **On 02.01.2026 at 11.00 am** to clear the doubt of intending bidders, if any. For those **who are not able to attend pre-bid meeting shall send all their queries, if any, to the mail id md@rubberparkindia.org on or before 01.01.2026 at 05.00 pm. No queries received after the stipulated time shall be encouraged.** All clarifications for the queries of bidders, if any, will be uploaded in e-tender website as addendum.
- iv. **Bid submission:** Bidders have to submit their bids **on or before 02.00 PM (IST) on 13.01.2026** along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances. The RPIPL doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

No alterations shall be made by the bidder in the notice inviting tender, instructions to the bidders, contract form, general conditions of contract, special conditions, technical bid and price bid and if any such alterations are made, the tender is liable to be rejected.

- v. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid. The technical bids will be opened online at the office of the **RPIPL- 2A Kautileeyam, Valayanchirangara, Ernakulam 683 556 at 03.00 PM (IST); on 14.01.2026.** If the tender (technical bid) opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time and place.
- vi. **Opening of Price Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the price bid. The time and date of opening of Price Bid/BOQ (cover – 2) of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.

1.03.03 Documents Comprising Bid

- (i) The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

- i. Document 1 : Scanned copy of documents to prove eligibility criteria as per Clause No. 1.02
- ii. Document 2: Tender Document duly signed
- iii. Copy of PAN card & GST registration, as applicable
- iv. First Page of Bank account passbook should be submitted.
- v. Any other documents as per the requirement of the tender conditions

- (ii) The Second Stage (Price Bid/BOQ- Cover 2):

The Bidder shall complete the Price bid as per format given for download along with this tender. This shall contain only duly filled BOQ – file in MS-Excel format and shall be uploaded using the digital signature of the Bidder in the e-tender portal.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

1.03.04 Payment of Tender Fee and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of Rs. 2620/- including GST (Rupees Two Thousand Six Hundred and Twenty only) and Earnest Money Deposit of Rs. 27,700.00 (Twenty Seven Thousand Seven Hundred Only).

The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security. The tender document without EMD and Tender document fee will be rejected without any notice.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security. The tender document without EMD and Tender document fee will be rejected without any notice.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		

27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
B) Internet Banking Options (Corporate)			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	Shamrao Vitthal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	Janta Sahakari Bank		
18	Jammu & Kashmir Bank		
19	Karur Vysya Bank		
20	Kotak Bank		

During the online bid submission process, bidder shall select ***SBI MOPS*** option and submit the page, to view the ***Terms and Conditions*** page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely ***SBI*** and ***Other Banks**** will be shown. Here, Bidder may proceed as per below:

- SBI Account Holders* shall click ***SBI*** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- Other Bank Account Holders* may click ***Other Banks*** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

**Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

**Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing “Success” during bid opening.

1.03.05 Submission Process:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Price bid online on www.etenders.kerala.gov.in along with online payment of tender fee and EMD.

For page-by-page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click “Bidders Manual Kit” link on the home page.

It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process

Further details and clarifications can be had from the office of RPIPL, 2A, Kautileeyam, Rubber Park, Valayanchirangara P.O, Irapuram, Ernakulam, Pin; 683556, Phone: 0484 – 2655538/48, 2657218, during office hours from Monday to Friday (10 am to 5 pm).

- 1.04. RPIPL shall have no responsibility for any errors in downloading the document or due to erroneous online submission. RPIPL, reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- 1.05. After the public opening of the tenders, the information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract shall not be disclosed to the bidder and other persons not officially concerned with such process.
- 1.06. RPIPL. shall have the right to accept any tender and reject any or all tenders. The RPIPL will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest Evaluated Tender Price provided further that the bidder has the capability and resources to carry out the contract effectively.

Prior to the expiry of the period of validity of the tender “RPIPL.” will notify the successful bidder in writing that his tender has been accepted. This letter (hereinafter referred as **Work Order**) shall name the sum, which “RPIPL.” will pay to the contractor in consideration of the execution, completion, operation and guarantee of the work by the contractor as specified in the contract (hereinafter called the contract price). This letter of acceptance will constitute the formation of a contract.

- 1.07. Within 15 (Ten) days from the date of Work Order, the bidder shall make a Performance Guarantee as given in Clause 1.12 of this notice and furnish the same for the proper fulfilment of the contract and shall execute an Agreement for the work in required non-judicial stamp paper worth Rs. 200/- in the format given as “Articles of Agreement”.
- 1.08. If the bidder fails to execute the Agreement as stated above within the specified period, his Earnest Money Deposit shall be forfeited to the RPIPL and such bidder shall be blacklisted and fresh tenders called for or tender of the next lowest bidder will be considered. If as a result of such measures due to the default of the bidder to pay the required deposit, execute the agreement or take possession of the works of RPIPL, any loss to RPIPL results, the loss will be recovered from the bidder by deducting from any amount due to him from other works or revenue recovery or by suitable course of action including legal proceedings.
- 1.09. Tenders not properly filled, mutilated, uploaded with incorrect calculations or generally not complying with the conditions and requirements of RPIPL are likely to be rejected.
- 1.10. The tender submitted on behalf of a firm shall be digitally signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the RPIPL.

1.11. Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) is **Rs 27,700/-** (Rs Twenty Seven Thousand Seven Hundred only). It shall be remitted through online payment mechanism of e procurement system of Govt. of Kerala. The EMD will not carry any interest. Tenders submitted without EMD will be summarily rejected.

E.M.D. deposited with the RPIPL will be forfeited,

- i) If a Bidder withdraws his bid during the period of validity specified.
- ii) If the successful Bidder fails within the time limit to sign the Contract agreement or fails to furnish the required Performance Guarantee.
- iii) EMD will be discharged only after when the successful Bidder has furnished the Performance Guarantee and execution of the agreement.

1.12. Performance Guarantee (PG)

The successful bidder has to submit a Performance Guarantee of 10% of the annual contract amount (highest annual contract amount out of the two years) by way of DD or NEFT/RTGS in favor of Managing Director, RPIPL, within 15 days from the date of work order. The performance guarantee will be refunded only after two months from satisfactory completion of contract. The E.M.D will be refunded after remittance of the performance guarantee and execution of the agreement by the successful bidder. If the contractor failed to supply vehicle as per terms and conditions of contract to RPIPL, vehicle will be arranged from other agencies immediately and all the cost will be recovered from the PG, without notice.

All the deposits of EMD & performance guarantee will not bear any interest whatsoever.

1.13. Payment Terms

- i. The monthly charges quoted shall be covered in a calendar month which will also cover the cost of driver (wages as per minimum wages act), cost of fuel, consumables like lubricants, tyres, battery, repairs & maintenance, taxes, insurance etc. The payment, as per agreed contract rate, alone will be admissible every month. Rate of excess kilometers run beyond maximum Kms specified, which is to be calculated and become eligible for payment on six months block period only i.e., rate per km run in excess of maximum kms pm specified above 7500 kms.
- ii. Additional charges for Drivers extra hours of work beyond 2160 hours will be calculated and become eligible for payment only on six months block period. Period less than an hour is not to be counted.
- iii. 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.
- iv. Please note GST at the applicable rate will be paid extra, upon reflection of it in our GSTR 2B. The Contractor shall have no claim by way of interest or compensation for the reason of late releasing of the payment to them on this account. Upon receipt of each invoice, RPIPL's representative shall review it and if deemed to be in accordance with the agreement, RPIPL shall approve the said invoice and payment will be made to contractor within ten (10) days from the receipt of correct invoice by RPIPL subject to bills being in complete shape with all necessary support documentation and in the accepted format. All the applicable taxes and duties will be deducted from the bills. The bill submitted should be as per tax rules. The GST at applicable rate shall be paid by the RPIPL.

1.14. Period of Validity

The tender shall remain valid for acceptance for a period of 90 days from the date of opening of the technical bid. If any Bidder withdraws his tender before the said period or makes any modifications in terms and conditions of the tender, then the “RPIPL” has the liberty to forfeit the said Earnest Money Deposit and black list the bidder for five years. If required, validity of tender period shall be extended by the bidder, on the request of the tendering authority, without any additional financial commitments.

1.15. Period of Contract

The contract shall be for a period of 2 years and the Bidder shall indicate the cost accordingly.

1.16. Interpreting Specifications

In interpreting the specifications, the following order of decreasing importance shall be followed;

1. Tender Schedule.
2. Special conditions of contract.
3. Instruction to tenders.
4. General conditions of contract.

1.17. While all efforts have been made to avoid errors in the drafting of tender documents, the Bidders are advised to check the same carefully. No claim on account of any errors detected later in the tender documents shall be entertained.

1.18. No alterations shall be made by the Bidder in the Notice Inviting Tenders, Instructions to the contractors, Contract form, conditions of the contract and specifications and if any such alterations are made or any special conditions attached, the tender is liable to be rejected.

1.19. The acceptance of a tender shall rest with the Tendering authority of the RPIPL, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reasons whatsoever.

1.20. The Tendering authority of the RPIPL reserves the right of accepting tenders received and the Bidder shall be bound to perform the same at the rate quoted.

This Notice Inviting Tender will form part of the tender document and the agreement executed by the successful bidder.

Place: Irapuram

Date: 30/12/2025

Sd/-
Managing Director
Rubber Park India (P) Ltd.
2A, "Kautileeyam"
Valayanchirangara P O
Ernakulam
Kerala -683556

Signature of the Bidder