



## KSRTC SWIFT LTD

Anayara, Thiruvananthapuram - 695 029

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No. KS-AC01/23/2024-AC-K-SWIFT

Date: 28-01-2026

### **NOTICE INVITING TENDER**

#### **KSRTC SWIFT Ltd. is invites tenders for the supply of Uniform for Lady - Driver cum Conductors**

Bids are invited for the purchase of Uniform for lady Driver cum Conductors. Sealed Tenders should reach the office of the Chairman & Managing Director, KSRTC SWIFT Ltd. Anayara, Thiruvananthapuram, on or before **05/02/2026 at 13.00 hrs**. The tenders will be **opened at 15:00 hrs on the same day** in the presence of tenderers or their authorized representatives who may be present at that time. **There shall not be more than one financial offer in a financial bid for one item. Offering more than one brand / model will make the bid invalid.**

Sl. No.	Item Required	Quantity	Specifications
1.	<p><b>Uniform for lady Driver-cum-Conductors, including Shirt, Pant and Sleeveless over coat, shall meet the quality and specifications as per the approved sample.</b></p> <p><i>(Samples can be verified at the KSRTC SWIFT Office, Anayara, between 10:00 AM and 05:00 PM on all working days.)</i></p>	100 set or as per requirement	<p><b>1. Shirt, pant and Sleeveless over coat sizes</b> shall be as per requirement.</p> <p><b>2. Colour</b> (As per the sample)           <ul style="list-style-type: none"> <li>Shirt: Light Orange</li> <li>Pant: Black</li> <li>Over Coat: Black</li> </ul> </p> <p><b>3. Material</b> (As per the sample)           <ul style="list-style-type: none"> <li>Shirt: Poly mix cotton</li> <li>Pant: Polyviscose</li> <li>Over Coat: Polyviscose</li> </ul> </p> <p><b>4. Additional Specifications</b> (As per the sample)</p> <p><b>Sleeveless overcoat</b></p> <ul style="list-style-type: none"> <li><b>KSRTC SWIFT emblem</b> to be provided on the <b>left chest side of the overcoat</b>.</li> <li><b>Two pockets</b> on the front bottom side of the overcoat, with <b>light orange strips</b> above the pockets.</li> </ul>

			<p><b>Shirt</b></p> <ul style="list-style-type: none"> <li>• <b>KSRTC SWIFT emblem</b> to be provided on the <b>left sleeve near the shoulder</b>.</li> </ul> <p><b>Pant</b></p> <ul style="list-style-type: none"> <li>• <b>3-pocket pants</b> – two pockets on the front (left and right sides) and one pocket on the back right side of the pants.</li> </ul>
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## Terms and Conditions

1. The rates quoted shall be inclusive of all taxes, duties, freight, loading, unloading, insurance, and other incidental charges for the Door delivery at KSRTC SWIFT, Anayara, Thiruvananthapuram as per the supply schedule.
2. An **Earnest Money Deposit (EMD) of Rs 5,000/-** (Rupees Five Thousand only) in the form of **Demand Draft** drawn in favour of **the Chairman and Managing Director, KSRTC SWIFT Ltd.** shall be submitted along with the tender offer.
3. The tender should contain **detailed specifications of the materials to be used**. The bidders shall submit the **sample of each item** along with the submission of tender documents.
4. **The bidder must possess valid GST registration**, and a self-attested copy of the GST certificate shall be enclosed with the tender.
5. The tender should be submitted in **sealed covers**, duly superscribed with the following details, so as to **reach this office on or before 13:00 hrs on 04/02/2025. Late tenders will not be accepted**.
6. Tender will be opened at **15.00 hrs on 04/02/2026** in the presence of the tenderers or their authorized representatives who are present at the time of opening.
7. The **Successful tenderer** shall execute an agreement as per the provisions of **Kerala Store Purchase manual** after furnishing a **security deposit equal to the 5% of the total cost of the materials**. The Security Deposit will be refunded only after the successful completion of the contract. **No interest will be paid for Security Deposit**.
8. Before effecting the supply, the **Lowest bidder (L1)** shall provide **one sample of each item** for approval. **Bulk supply shall be effected only after acceptance of the samples**. All quantities supplied shall strictly conform with the **approved samples and specifications**. If **the samples are not approved, the offer shall be rejected**.
9. The items did not achieve the required quality standards as per the specification and sample shall be rejected without any cost to the Company.

10. The purchase order for the entire tender shall be issued to the selected bidder. However, the supply of materials shall be carried out as per the schedule provided. The total quantity under the tender shall not be supplied in a single lot.
11. The supply of materials shall be completed **within 10 days from the date of confirmation of the purchase order**, or earlier as in case of urgency. In the event of failure, the Company reserves the right to **procure the materials from other sources at the risk and cost of the tenderer/ supplier**.
12. **Payment shall be made within one month** after successful completion of supply and acceptance of the materials at the destination specified in the purchase order, upon submission of the bill.
13. **No enhancement of rates once accepted shall be permitted** during the period of contract.
14. The contract will be **valid for one year**, during which **no price increase shall be allowed**.
15. The **quantity may vary by up to 30%** depending on requirements.
16. Any dispute arising out of this agreement shall be **amicably settled through mutual consultation**. If the parties fail to resolve the dispute amicably then the matter shall be subject to the **jurisdiction of the Hon'ble Courts at Thiruvananthapuram**.

EMD	₹5,000/- (in the form of Demand Draft)
Tender Form Price	₹200 + GST @ 18% (in the form of Demand Draft or digital pay at the KSRTC-SWIFT office)
Last Date of Tender Form Sale	05-02-2026, 12:00 hrs
Last Date of Receiving Tender Form	05-02-2026, 13:00 hrs
Tender Opening Date & Place	05-02-2026, 15:00 hrs, KSRTC-SWIFT Ltd-, Anayara, Thiruvananthapuram

#### **Documents to be Attached at the time of submission of tender:**

1. Duly filled Tender Form (Annexure – 1) (if the payment mode is Demand Draft, it should be attached along with the Tender form / Digital payment receipt).
2. Signed copy of the Tender Notice.
3. Earnest Money Deposit (EMD) of ₹5,000/- in the form of Demand Draft as per the clause 2 in T&C.
4. Tender form Payment ₹236 (200 + GST @ 18%) in the form of Demand Draft or Copy of payments slip.
5. Self-attested copy of GST Registration Certificate.
6. Self-attested copy of a valid Authorized Identity Card (such as Aadhaar Card, Election Voters ID etc-).

7. Self-attested copy of Pan card.
8. Undertaking of not involving case against the KSRTC Swift (Annexure – 2).

**Tender submitted to:**

The Chairman & Managing Director,  
KSRTC SWIFT Ltd. Anayara,  
Thiruvananthapuram - 695 029

The tender form can be collected from the KSRTC-SWIFT office or downloaded from the website- **The tender form fee shall be remitted either directly at the KSRTC-SWIFT office or through a Demand Draft for an amount of ₹236/- (Rupees Two Hundred and Thirty-Six only), drawn in favour of “The Chairman & Managing Director, KSRTC-SWIFT Ltd.” The Demand Draft shall be submitted along with the tender offer. Tenders submitted without the prescribed EMD and tender form fee shall be summarily rejected.**

The completed and duly filled tender form (Annexure – 1), along with all related documents, shall be enclosed in a sealed cover. The top of the cover should clearly mention the tender number and tender date. On the right side of the cover, it should be addressed to **“The Chairman & Managing Director, KSRTC-SWIFT Ltd., Anayara, Thiruvananthapuram – 695 029”** On the left side of the cover, the name and address of the tenderer with the PIN code should be clearly written. **The sealed cover must be submitted to the KSRTC-SWIFT office before the last date and time specified. The duly filled tender form with the connected documents along with the EMD and fee shall be sent to the address provided in the box below. Those tenders not bearing the required details on the cover or submitted after the deadline will not be accepted.**

To,

The Chairman & Managing Director,  
KSRTC-SWIFT Ltd., Anayara,  
Thiruvananthapuram – 695 029



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



**KSRTC SWIFT LTD**  
**Annexure - 1**  
**TENDER FORM**

No: KS-AC01/23/2024-AC-K-SWIFT

Price: Rs.236 (include 18% GST)

**Tender form for the Supply of Uniform for Lady - Driver cum Conductors for the period of one year**

1	Auction/Tender notice no. & Date	KS-AC01/23/2024-AC-K-SWIFT, Date: 28/01/2026		
2	Auction/Tender date, time and Venue	05/02/2026, 15:00 KSRTC SWIFT Ltd. Anayara, Thiruvananthapuram - 695 029		
3	Name and address of tenderer with pin code			
4	Communication address of the tenderer			
5	Mobile number & Email ID			
	EMD details	DD no: Bank: Date:	Branch:	
6	Tender form details	DD no: Bank: Date:	or Payment Slip no: Branch:	
Sl No.	Particulars of item required	Unit rate (Per set in Rs.)	Taxes and Duties (Rs.)	Total Amount (Rs.)
1	Uniform for lady Driver-cum-Conductors, including Shirt, Pant and Sleeveless over coat			

**DECLARATION**

I /We..... hereby agree to abide by all the terms and conditions of the Tender and the Tender Notice vide order No. KS-AC01/23/2024-AC-K-SWIFT Dated: 28/01/2026

Signature:

Date:

Name:

Place:

Address:

**N.B:** The terms and conditions and tender notice and Tender Conditions vide order No. KS-AC01/23/2024-AC-K-SWIFT Dated: 28/01/2026 should be signed and enclosed together with the tender, failing which the tender will not be considered.



## **KSRTC SWIFT LTD**

### **Annexure - 2**

### **UNDERTAKING**

I/We, \_\_\_\_\_ (Name of the Tenderer) having registered office at \_\_\_\_\_  
\_\_\_\_\_  
(Address with PIN code), do hereby undertake that I/We have no legal case, dispute, or litigation pending against KSRTC-SWIFT Ltd. or any of its officials in any court of law or authority.

I/We further declare that I/We shall not engage in any such legal proceedings against KSRTC-SWIFT Ltd. during the validity period of this tender notice for the supply of Uniform for Lady - Driver cum Conductors (Tender order No. KS-AC01/23/2024-AC-K-SWIFT Dated: 28/01/2026) or during the execution of the contract, if awarded.

In the event that any such case or dispute arises, KSRTC-SWIFT Ltd. shall have the absolute right to reject my/our tender or terminate the contract without any liability on its part.

Signature:

Date:

Name:

Place:

Address: