**NOTICE INVITING TENDER**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Activity Description</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Enquiry No</td>
<td>KSUM/T/2019-20/CAB/MIDSIZE/01</td>
</tr>
<tr>
<td>2</td>
<td>Sale of Tender Document</td>
<td>Mar 10, 2020 to Mar 30, 2020 upto 5:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tender document can be downloaded from</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.startupmission.kerala.gov.in/tender">www.startupmission.kerala.gov.in/tender</a></td>
</tr>
<tr>
<td>3</td>
<td>No of Covers</td>
<td>2 (Technical &amp; Financial)</td>
</tr>
<tr>
<td>4</td>
<td>Delivery time</td>
<td>In 1 weeks</td>
</tr>
<tr>
<td>5</td>
<td>Tender Validity</td>
<td>30 days</td>
</tr>
<tr>
<td>6</td>
<td>Services to be offered</td>
<td>Quotation for Annual Rate of Contract for Hiring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Taxies (Please refer Tender Documents for more details)</td>
</tr>
<tr>
<td>8</td>
<td>Tender Fee</td>
<td>Rs 500.00</td>
</tr>
<tr>
<td>10</td>
<td>Time and last date of online submission of Tender/bid</td>
<td>Mar 25, 2020 up to 05:00 pm</td>
</tr>
<tr>
<td>11</td>
<td>Time and Date of Opening of Technical Bid</td>
<td>Mar 30, 2020 at 11:00 am</td>
</tr>
</tbody>
</table>

The bid documents and other details may be downloaded from the website www.startupmission.kerala.gov.in/tender. The non-refundable bid submission fee of **Rs. 500.00/-** shall be remitted as Demand Draft separately.

Bidder should ensure that a bid submission fee is remitted as single transactions/DDs, such that Tender Fee should be a single DD.
Tender Fee: DD in the name of “TECHNOPARK TECHNOLOGY BUSINESS INCUBATOR”

All Bid documents are to be submitted as hardcopy in the specified format in address given below. Please specify tender documents for more details.

The Chief Executive Officer
Kerala Start-Up Mission (Formerly Technopark-TBI),
G3B, Thejaswini, Technopark Campus,
Kariyavattom, Trivandrum 695 581
Phone No: 08047180470
Email: procurement@startupmission.in

Place: Trivandrum
Date: 10-03-2020

Procurement Officer
Kerala Startup Mission

Note: - If the date of opening of bids happens to be a holiday; the actual date for the same will be the next working day. No separate intimation in this regard will be issued.
Sealed Quotation for Annual Rate for Contract for Hiring Taxie

Kerala Startup Mission invite Quotations for Vehicle on hire on an Annual Contract basis for the following type of Vehicles:

- Mid-size Sedan 5 seater (Maruthi Desire, Honda Amaze, Ford Aspire, Toyota Ethios etc)

The Chief Executive Officer
Kerala Startup Mission
G3B, Thejaswnini,
Technopark Campus, Kariyavattom
Trivandrum- 695581
Phone: 08047180470
Email: ceo@startupmission.in
Request for Proposal of Annual Rate for Contract for Hiring Taxie

TENDER DOCUMENT

Tender Ref: KSUM/T/2019-20/CAB/MIDSIZE/01 dated 10.03.2020

<table>
<thead>
<tr>
<th>Event/ Details</th>
<th>Date / Details</th>
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</thead>
<tbody>
<tr>
<td>Date of Issue of Tender</td>
<td>10-03-2020</td>
</tr>
<tr>
<td>Bid submission end date</td>
<td>25-03-2020, 05:00 PM</td>
</tr>
<tr>
<td>Technical Bid Opening date</td>
<td>30-03-2020, 11:00 AM</td>
</tr>
<tr>
<td>Tender Processing Fee</td>
<td>Rs. 500/-</td>
</tr>
</tbody>
</table>

Kerala Startup Mission (KSUM)

State Nodal agency for promotion of Innovation and Entrepreneurship, Government of Kerala

G3B, Thejaswini Building, Technopark Campus, Kariyavattom P.O Thiruvananthapuram - 695581, Kerala
Terms & Conditions

1. The vehicle shall be kept at the disposal of the Kerala Startup Mission throughout the period of contract.
2. The vehicle should be in good condition of 2015 model or later with valid tax, insurance, tourist taxi permit with skilled qualified drivers. The quotation should contain description of the vehicle ie. Vehicle brand name, model etc.
3. All vehicle records such as Registration Certificate, insurance, fitness certificate, pollution certificate, permit etc. shall be kept up-to-date. True copies of these records shall be submitted at the time of agreement. The contractor shall also provide sufficiently qualified drivers having a valid driving license and drivers badge with at least three years of driving experience and also having mobile phone for ready contact. The police verification certificate of the driver is also to be furnished to KSUM for providing temporary pass to him for entry to Technopark campus.
4. The assured minimum kilometer run per month shall be 1500 Km and the excess belong the assured minimum will be paid at the rate fixed through the quoted rated rate. The excess/shortage in distance will be calculated on a quarterly basis.
5. The rate quoted by the service provider should be inclusive of rent, GST, parking fee, fuel cost, maintenance, driver remuneration, batha, rates for other consumables of vehicle and any other incidental expenses.
6. The contract period will be 12 (Twelve) months from the date of execution of the agreement. However KSUM reserves the right to extend the contract period for another six months or one year on the same terms and conditions.
7. The vehicle along with driver should be provided on a 10 hourly per day as per the instruction of the authorized officer of KSUM.
8. No advance payment will be made to the contractor under any circumstances and the payment will be made on a monthly basis on presentation of bill after statutory recoveries along with necessary certificate of usage.
9. The monthly rent as agreed upon by both the parties at the time of signing of contract will be fixed and will not be subject to any change due to agency/service provider during the entire period of contract.
10. The service provider will bear all expenses incurred on fuel, insurance payment of service provider, updating of documents, paying challans or any other legal dispute, service & maintenance related to that vehicle, breakdown of vehicle, arranging substitute vehicle or driver or both etc and any other daily expenses of the driver.
11. The driver will maintain the log book with him and record the data strictly in the prescribed format and will obtain the verification signature from the travelling
off the time of completion of journey. The log book will be produced to KSUM every week.

12. The service provider will have the responsibility to keep and maintain all the requisite documents related to the vehicle & driver in the vehicle itself and update the same during the period of contract in accordance with the laws/acts as enacted or amended by the legal authorities time to time.

13. The service provider will ensure that the vehicle is maintained at the highest level of cleanliness, neatness and dust free from the exterior as well as the interiors of the vehicle. All the fixtures and facilities like AC/heaters/stereo/speakers/perfume/ lights/fan/switches will always be kept in perfect condition and must be ready & available for running as and when needed.

14. It will be the responsibility of the contractor to ensure that the driver possesses a valid driving license and has got at least 3 years experience in driving the class of vehicle. The contractor will also be responsible for any penalty imposed on the driver due to violation of the traffic rules.

15. The driver must be polite, courteous with etiquettes and manners. The driver should be in practice to strictly follow the traffic rules and should produce all necessary documents to police/traffic police/transport authorities on their demand. The driver also should obey the instructions of the KSUM officials/guests during their travelling.

16. The driver along with the vehicle must report to duty in time as instructed by the KSUM officials.

17. KSUM shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly KSUM shall not be responsible for any third party claims. KSUM will also not be responsible for any challan and disobeying of traffic rule caused by the driver.

18. In case of any service/breakdown of the vehicle or unavailability of driver, the service provider, in the shortest of time, will arrange to send the substitute vehicle or substitute driver or both as the case may be without any loss of time, failing which KSUM will be at liberality for deductions of proportionate rate i.e monthly rate X no. of days failed divided by No. of days in a month.

19. The terms and conditions prescribed in this document are binding on both the parties i.e KSUM and the service provider. Either of the party can terminate the contract by giving one month prior notice to the other party. However, in case of non compliance of the terms and conditions by the service provider and delivery of the satisfactory services by the service provider, KSUM will be at liberty to terminate the contract immediately without citing any other reason to the service provider.

20. An agreement will be made with the vehicle owner before engagement of vehicle for KSUM.

21. Chief Executive Officer, KSUM holds the power & authority to modify the terms & conditions of the contract.
22. Chief Executive Officer, KSUM reserves the right to accept or reject any or all quotations without assigning any reasons. The decision of CEO, KSUM will be final with respect to the acceptance/rejection of quotation

*In case of further clarifications please contact,
Ms. Sajna A- 0471-2700270
Mr. Vinod Kumar B G-9809494669