



## **Kerala Start-Up Mission**

(Formerly Technopark TBI)

G3B, Thejaswini, Technopark Campus

Thiruvananthapuram 695 581

Kerala

## **TENDER DOCUMENT**

KSUM/R-T/KTIZ/CAB/2022-23/01

09/01/2023

### **Section 1 – Invitation for Bids**

Dear Sir/Madam

Ref No: KSUM/R-T/KTIZ/CAB/2022-23/01

**Subject: Providing Vehicles on hire on an Annual Contract basis.**

1.Kerala Startup Mission (KSUM), Department of Electronics and IT, Government of Kerala invites tender for Providing Vehicles on hire on an Annual Contract basis.

1.1.More details on the scope of works, terms and conditions are specified in Section 2.



## 1.2.Details/Documents provided for the submission of tender

- (a) Invitation for Bids
- (b) Instructions to Bidders
- (c) Scope of works
- (d) Travel Agency Certificate/Service providers
- (e) Vehicle Details
- (f) Technical Compliance statement

1.3The tender documents can be downloaded from the website of [www.startupmission.kerala.gov.in](http://www.startupmission.kerala.gov.in). For participating in the tender, the potential bidder shall furnish an amount of Rs. 800/- (Eight Hundred only) as tender fee and Rs. 5,400/- as Earnest Money Deposit (EMD) through By DD in favour of Technopark Technology Business Incubator.

1.4Tender must be direct, concise, and complete. KSUM will evaluate the bidder's proposal based on its clarity and directness of its response to the requirements of the project as outlined in this tender document.

## 1.5 Pre-bid meeting

KSUM will conduct a Pre-bid meeting at **03:00 PM on 13-01-2023 at KSUM office, Integrated Startup Complex, KINFRA Hi Tech Park, Kalamassery, Kochi**. Interested bidders may attend the pre-bid meeting at their own expense and also send their queries to KSUM, only by email to [procurement@startupmission.in](mailto:procurement@startupmission.in)/[shajahan@startupmission.in](mailto:shajahan@startupmission.in), with the subject “RFP Clarification” on or before **12-01-2023, 02.00 PM**. The queries received without the subject line specified will not be considered. Telephone calls related to queries will not be entertained. KSUM will not be responsible for any of the bidder’s email related to the query that has not been delivered to the address mentioned above. The queries from the bidders will be considered in the following format only.

S/n	Queries	Ref. Section, Page No: and Clause in the RFPDocument
1		
2		

1.6 Bidders shall furnish the required information on their technical and financial proposals in the enclosed formats only. Any deviations in format, the tender will be liable for rejection.

**1.7 Submission of Bids:** Both technical and financial bids (hard copy) shall be submitted to Kerala Startup Mission Kochi Office on or before **20 January 2023** at 5:00pm and in accordance with the instructions given in this tender document. Technical bid should be submitted in the format given. The financial bid offering the rates should be inclusive of all taxes has to be submitted in BOQ specific to the tender.

1.8 Both bids should be submitted online on or before **05:00 PM, 20-01-2023**.

**1.9 Opening of Proposal:** Technical proposals will be opened online, by Chief Executive Officer, Kerala Startup Mission or his authorized representative or by a committee constituted for this purpose, on **21-01-2023, 11:00 AM**. Financial bid will not be opened until technical evaluation has been completed, results approved and notified to all qualified Suppliers eligible for bid opening.

2.0 KSUM will follow the **Least Cost Selection (LCS)** process. One service provider will be selected based on technical and financial evaluation and an agreement will be signed between the selected Travel Agency.

**Item required**

<b>Vehicles on hire</b>				
<b>Sl No</b>	<b>Description of items required</b>	<b>Qty</b>	<b>Contract period</b>	<b>Delivery</b>
<b>1</b>	<b>4 Seater Sedan cab on hire an Annual Contract basis</b>	1	1 years	Within 1 weeks

**Key Events/Points**

<b>Event/ Details</b>	<b>Date / Details</b>
Date of Issue of Tender	09-01-2023
Pre Bid Meeting	13-01-2023, 03:00 PM
Bid submission end date	20-01-2023, 05:00 PM
Technical Bid Opening date	21-01-2023, 11:00 AM
Tender Processing Fee	Rs. 800/- By DD in favour of Technopark Technology Business Incubator.
EMD	Rs. 5,400 /- By DD in favour of Technopark Technology Business Incubator.

**Section 2- Item required**

<b>Vehicles on hire</b>				
<b>SI No</b>	<b>Description of items required</b>	<b>Qty</b>	<b>Contract period</b>	<b>Delivery</b>
<b>1</b>	<b>4 Seater Sedan cab on hire an Annual Contract basis</b>	<b>1</b>	<b>1 years</b>	<b>Within 1 weeks</b>

**Detailed Specification**

**Providing Vehicles on hire on an Annual Contract basis**

<b>SL NO</b>	<b>ITEM</b>	<b>DESCRIPTION</b>
1	Providing Vehicles on hire on an Annual Contract basis	Brand New 4 Seater Sedan
2		Which is not older than 5 Years
3		4 seater Sedan(Dzire/Amaze/Etios)

4	<p>a) Make, model and manufacturing year of the vehicle.</p> <p>b) Minimum charges for 1000/1500km per month excluding Taxes (Taxes will be paid as applicable rates). The balance unutilised distance for one month will be taken for any other month ie the total usage will be taken as 1000/1500 *12 for a year.</p> <p>c) Additional charges for additional kilometer above 1000/1500Km</p> <p>d) Outstation allowance/day</p> <p>e) Minimum working hours of the driver per day is 10 hrs</p> <p>f) Overtime charges payable to the driver after exceeding minimum working hours (Please note that the hourly rate for overtime is not acceptable. Please quote the daily rate.)</p> <p>g) The quote shall contain a rate for providing a 4 seater hatchback vehicle for a day also.</p> <p>h) The price quoted shall be firm and final for the entire period of contract.</p>
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## General Terms & Conditions

### 1. Eligibility Criteria:

a) Should be a registered legal entity (Travel Agency) Incorporated in India.

### 2. Scope :

1. The Contractor shall provide any one of the above mentioned vehicles (including driver and fuel) in excellent condition for transportation of those decided by the Kerala Startup Mission (hereinafter referred to as the institution), Integrated Startup Complex, KINFRA Hi Tech Park, Kalamassery, Kochi.

2. The vehicle will be kept at the disposal of Kerala Startup Mission



3. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicle in good condition and any other charges shall be the responsibility of the Agency. In case of any accident, all repairs shall be done by the Agency without any liability of the company or its employees, with no delay.
4. In case the vehicle cannot be utilized due to maintenance / repairs or non- availability of Driver, a suitable replacement vehicle with driver shall be provided without any loss of time. A daily log book indicating the kilometer usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of the company.
5. The driver shall be well dressed with decent behavior and must be provided with a mobile phone by the contractor/service provider.
6. Validity of the agreement will be for one year from the date of signing the agreement.
7. The contract of agreement is terminable by the parties by giving one month's notice on either side.
8. The vehicle allotted to KSUM should not be utilized for any other purpose.
9. Sealed Quotation shall be received at the registered office of the company within seven days from the receipt of this letter for:

The quotes should contain following details

For 4 seater Sedan (Dzire/Amaze/Etios)

- a) Make, model and manufacturing year of the vehicle.
- b) Minimum charges for 1000km/1500 Km per month excluding Taxes (Taxes will be paid as applicable rates). The balance unutilised distance for one month will be taken for any other month ie the total usage will be taken as 1000 /1500\*12 for a year.
- c) Additional charges for additional kilometer above 1000/1500Km
- d) Outstation allowance/day
- e) Minimum working hours of the driver per day is 10 hrs



- f) Overtime charges payable to the driver after exceeding minimum working hours (10 hrs). Please note that the hourly rate for overtime is not acceptable. Please quote the daily rate.
- g) The quote shall contain a rate for providing a 4 seater hatchback vehicle for a day also.
- h) The price quoted shall be firm and final for the entire period of contract.

In case of further clarifications please contact, 0484-2977137

### 3. Submission of bids

The tender should be submitted in two parts as under

#### I. Technical Bid

#### II. Financial Bid (BoQ)

- **Tender fee:** The tender fee is **Rs. 800/-** (Rs. Eight Hundred Only) (Non -refundable) By DD in favour of **Technopark Technology Business Incubator**.
- **Earnest money deposit:** The tenderer must pay earnest money along with the tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money deposit of **Rs. 5,400.00/-** (Rupees Five Thousand Four Hundred Only) is to be remitted through By DD in favour of **Technopark Technology Business Incubator**. No interest shall be paid by KSUM on the Earnest Money Deposited by the tenderer. The Earnest Money deposited by the successful tenderer will be retained towards the security deposit for the fulfillment of the contract. EMD of unsuccessful bidders will be returned without any interest, directly to their account through online payment up on finalization of contract or on expiry of validity of offer.
- All details as mentioned in Technical Bid

### 4. Validity of Tender

- a) The tender shall be valid for a period of 4 months from the date of opening of the tender.
- b) Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, KSUM shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the KSUM.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till service.





## 5. Price

- a) The price shall be firm and shall include all applicable taxes and charges. Any variation in the duties, levies etc. during the period of supplies shall be charged to the tenderer account. The rates quoted shall be all inclusive, with the service, up to destination i.e. KSUM, Trivandrum.
- b) The Tenderer shall submit the copy of PAN Number, GST Number registration details along with the tender.

## 6. Payment

The payment will be made by KSUM by e-Transfer to the bank account as mentioned in the bank mandate. The tenderer shall submit the documents, which shall clearly indicate that the Proper Installation & successful Testing of Equipment are done.

## 7. Taxes

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, GST etc.

## 8. Termination for Default

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:

- a. If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
- b. If the Supplier fails to perform any other obligation(s) under the Contract.
- c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

I - For the purpose of this Clause:

- a. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.



- b. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Borrower, and includes collusive practice among Tenderers(prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition”.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such Goods or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

## **9. Performance Security:**

The successful tenderer shall deposit an amount equal to 3% of the value of contract inclusive of E.M.D. within 14 days from the date of receipt of Service Order as DD payable at Trivandrum, from any Scheduled Bank or Nationalized Bank in favour of Chief Executive Officer, Kerala Start-Up Mission (KSUM) OR the selected tenderer shall deposit an amount equal to 3% of the value of contract towards security deposit as BG from a nationalized or scheduled bank and valid till the end of defects liability period of 12 months in favor of Chief Executive Officer, Kerala Start-Up Mission, G3B, Thejaswini, Technopark Campus, Trivandrum . Bank Guarantee shall be forwarded directly by bank to KSUM. EMD will be forfeited if security deposit is not remitted as mentioned above.

**We confirm with our acceptance to the Commercial & General Terms & Conditions Sl. No. 1 to 9 as given above.**

**Date:**

**Name, Signature and seal of tenderer**

## Technical Evaluation

No.	Technical Evaluation Criterion	Supporting Documents to be Submitted
1	Bidders Experiences in providing Vehicles on hire on an Annual Contract basis	Document showing work order and corresponding completion certificate /Payment Certificate of the client (Minimum 3 Years' Experience required).
2	Details about the vehicle provide	Vehicle details (Copy of Insurance, RC book, Road Tax and Pollution certificate)
3	Technical Specification	Full technical specification is attached in Compliance Sheet
4	Certificate	Agency Certificate/MSME/GST
5	Tender Document	Full document signed copy



**BID FORMS**

**Form 1**

**Details of Applicants Operations**

**A. General Information about the Applicant**

<b>SL No</b>	<b>Information sought</b>	<b>Details to be furnished</b>
1	<b>Contact Details of the Applicant</b>	
1.1	Name of Organization	
1.2	Address	
1.3	Telephone	
1.4	Email	
1.5	Website	
1.6	Name of key functionary and designation	
1.7	Email of key functionary	
1.8	Mobile No of key functionary	

2	<b>Business Information</b>	
2.1	Registration Number	
2.2	Registration Status of the Organization (Public/Private Ltd Company/)	
2.3	Year of Establishment	
2.4	Details of Registration (attach the photocopy of the Incorporation Certificate/ registration/Agreement) along with memorandum of association, byelaw etc.	Attached / Not Attached
2.5	Details of board of Directors/Governing Body	Attached / Not Attached
2.6	Self- Declaration for Non- Blacklisting by State/UT/Central Govt./PSU	Attached / Not Attached
2.7	PAN No:	
2.8	GST Registration No.	

**Compliance Sheet**

**Technical Specification for Vehicles on hire on an Annual Contract basis**

SL N O	ITEM	DESCRIPTION	YES/NO
1	Providing Vehicles on hire on an Annual Contract basis	Brand New 4 Seater Sedan	
2		Which is not older than 5 Years	
3		4 Seater Sedan(Dzire/Amaze/Etios)	
4		The balance unutilised distance for one month will be taken for any other month ie the total usage will be taken as 1000/1500 *12 for a year.	
5		Outstation allowance/day	
6		Minimum working hours of the driver per day is10 hrs	
7		Overtime charges payable to the driver after exceeding minimum working hours (10 hrs). Over time charge per day	
8		The quote shall contain a rate for providing a 4 seater hatchback vehicle for a day.	
9		The price quoted shall be firm and final for the entire period of contract	

## BoQ

### Financial bid for vehicles on hire on an annual contract basis

Sl.No	Requirement	Period	Tax %	Cost Excluding Tax	Cost Including Tax
1	Minimum charges for 1000km per month	Monthly			
2	Minimum charges for 1500km per month	Monthly			
3	Additional charges for additional kilometer above 1000Km	Monthly			
4	Additional charges for additional kilometer above 1500Km	Monthly			
5	Outstation allowance per day (Maximum of Rs. 200)	Daily			
6	Halting Bata charge per day (Maximum of Rs. 350)	Daily			
7	Overtime charges payable to the driver after exceeding minimum working hours (10 Hrs). *Overtime charge per day (Maximum of Rs. 200)	Daily			
Grand Total					