

Kerala Start-Up Mission

(Formerly Technopark TBI)

G3B, Thejaswini, Technopark Campus

Thiruvananthapuram 695 581

Kerala

TENDER DOCUMENT

KSUM/CABCLASS I/2024-25

14/06/2024

Section 1 – Invitation for Bids

Dear Sir/Madam

Ref No: KSUM/CABCLASS I/2024-25

Subject: Sealed Quotation for Annual Rate for Contract for Hiring Taxis.

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

1.3 The tender documents can be downloaded from the website of www.startupmission.kerala.gov.in.

1.4 Tender 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 **01:00 PM on 18-06-2024 at KSUM office, G3B, Thejaswini Building, Technopark Campus, Thiruvanthapuram**. 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/sajna@startupmission.in, with the subject "RFP Clarification" on or before **17-06-2024, 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 RFP Document

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 Trivandrum Office on or before **06th July 2024** at 6:00pm and in accordance with the instructions given in this tender document. Technical bids 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 **06:00 PM, 06-07-2024**.

1. **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 **08-07-2024, 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. 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.

Sub: Kerala Startup Mission would like to inviting Quotations for providing Vehicles on hire on an Annual Contract basis for the following type of Vehicles:

Item required

Vehicles on hire				
Sl No	Description of items required	Qty	Contract period	Delivery
1	New Sedan(Dzire/Amaze/Etios/Aspire) (Which is not older than 3 Years as on 01.06.2024)	1	1 years	Within 1 weeks

Key Events/Points

Event/ Details	Date / Details
Date of Issue of Tender	14/06/2024
Pre Bid Meeting	18/06/2024, 11:00am
Bid submission end date	26/06/2024, 06:00pm
Bid submission end Extender date	06/07/2024, 06:00pm
Technical Bid Opening date	08/07/2024, 11:00am

EMD & Tender Fee	Nil
------------------	-----

General Terms & Conditions

1. Eligibility Criteria:

a) Should be a Firm/Company (Travel Agency) Incorporated in India/LLP/Proprietorship.

2. Scope :

The quotes should contain following details

For Sedan – Dzire/Amaze/Etios/Aspire

a) Make, model and manufacturing year of the vehicle.

b) Minimum charges for 1500 KM per month including Taxes (Taxes will be paid as applicable rates).The balance unutilised distance for a month will be carried over to the next month and a cycle of Three months is taken for the calculation of excess/reduced distance. After the end of each cycle, payment will be made if there is excess and if there is balance distance, the same will be forfeited by KSUM.

c) Additional charges for additional kilometer above 1500KM

d) The price quoted shall be firm and final for the entire period of contract.

e) The salary of the driver will be borne by the contractor but the additional allowances/batta for additional engagements as detailed below will be paid by them to the driver directly.

1. Over time (after 10 hrs) - Rs. 200/- per day
2. Outstation - Rs.500/- per day
3. Night Halt - Rs.250/- per day
4. Holiday - Rs.175/- per day

In case of further clarifications please contact, 0471-2700270

1. The Contractor shall provide 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) having its registered office at G3B, Thejaswini, Technopark Campus, Karyavattom, Trivandrum.
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 KSUM 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. Initial validity of the agreement will be for one year from the date of signing the agreement, which shall be extended for another 2 year if the service is fully satisfactory for KSUM.
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 during the period of contract.
9. Sealed Quotation shall be received at the registered office of the KSUM, Trivandrum within 14 days from the receipt of this letter.

3. Submission of bids

The tender should be submitted in two parts as under

I. Technical Bid

II. Financial Bid (BoQ)

- **Tender Fee:** Nil

Earnest money deposit: Nil

- 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.
- 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 contractor, on the expiry of each month of the contract period, should submit monthly bills along with other documents/vehicle log.

7. Taxes

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

8. Termination for Default

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

- a. If the service provider fails to deliver any or all of the Goods/service within the period(s) specified in the order, or within any extension thereof granted by the service receiver; or
- b. If the Supplier/Service Provider fails to perform any other obligation(s) under the Contract.
- c. If the Supplier/Service provider, in the judgment of the Purchaser/service receiver 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.

We confirm with our acceptance to the Commercial & General Terms & Conditions Sl. No. 1 to 8 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
6	PAN	Copy of PAN card

BID FORMS

Form 1

Details of Applicants Operations

A. General Information about the Applicant

SL No	Information sought	Details to be furnished
1	Contact Details of the Applicant	
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	Business Information	
2.1	Registration Number	
2.2	Registration Status of the Organization (Public/Private Ltd Company/firm/Proprietorship)	
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 Sate/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 NO	ITEM	DESCRIPTION	YES/NO
1	Providing Vehicles on hire on an Annual Contract basis	Brand New Sedan (Dzire/Amaze/Etios/Aspire)	
2		Which is not older than 3 Years as on 01.06.2024	
3		Sedan (Dzire/Amaze/Etios/Aspire)	
4		Minimum charges for 1500KM per month including Taxes (Taxes will be paid as applicable rates). The balance unutilised distance for a month will be carried over to the next month. *Note:- The monthly distance in kilometers will be taken as Four cycles of one year(3 months each) as detailed below. If the KM is short of minimum KM that will be carried forward to the next month. However on completion of 3 months, if there is a shortage that will be written off.	
5		Additional charges for additional kilometer above 1500KM	
6		Minimum working hours of the driver per day is 10 hrs ?	

Financial Bid (BoQ)

Providing Vehicles on hire on an Annual Contract basis

Sl. No.	Item Description	Qty	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST (If applica ble in Percen tage)	GST Amount in Rs. P	TOTAL AMOUNT including taxes Rs. P
1	Minimum charges for 1500km per month	1	Monthly				
2	Additional charges for additional kilometer above 1500km	1	Monthly				