

INVITATION FOR EXPRESSION OF INTEREST

Selection of Travel Agency for ASCEND 2019

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (K-BIP) proposes to select an Agency from the interested Agencies through an open competitive selection process for transportation and travel arrangements in the month of February 2019 in connection with the 'ASCEND 2019' being organised by Government of Kerala on February 11, 2019 (Monday) at Lulu Bolgatty International Convention Centre (LBICC), Kochi, Ernakulam, Kerala.

Event

The Department of Industries & Commerce, Government of Kerala will be organising the 'ASCEND 2019' (a one day National Level Conference) at Lulu Bolgatty International Convention Centre (LBICC), Kochi, Ernakulam on February 11, 2019.

Activities of the Agency

On behalf of Department of Industries & Commerce, Government of Kerala, it is intended to engage the services of Travel Agency with prior experience. The Agency shall ensure the following for the successful conduct of the Event.

- Supply of Air conditioned and Non Air Conditioned Vehicles with Drivers as per the requirements on hired basis.
- Vehicle Management - Arranging transport for VIPs / Participants / Guests / Officials as per the requirements.
- Co-ordination with Reception at Airport / Railway Station and Hotel for transport to receive and send off VIPs / Participants / Guests / Officials.
- Setting up Reception cum Welcome Desks at CIAL Airport and Ernakulam Railway Stations with necessary accessories and manning the desks.
 - ✓ Obtaining clearance from Airport Authority / Railway Authorities for setting up Welcome Desks in CIAL International and Domestic Airports and in Ernakulam North and South Railway Stations.
 - ✓ Travel Desk to be set up at the Domestic Terminal, International Terminal of CIAL and also at Ernakulam South and North Railway Stations.
 - ✓ Travel Desks to be arranged with Laptop facility, chair, table and to be branded with the event theme.

- ✓ The Travel Desks to be ready by February 10, 2019 (Sunday) and to function positively at 7.00 AM onwards.
- ✓ The Travel Desks has to function till 12.00 Noon of February 11, 2019.
- ✓ The required staff to be made available at all the Travel Desks, round the clock, to ensure smooth handling of the arriving Dignitaries.
- A Travel - Control Room Team to be arranged at the Venue (*Lulu Bolgatty International Convention Centre*) from 2.00 PM of February 10, 2019 to 8.00 PM of February 11, 2019.
- Air Ticket / Railway Ticket arrangements, if required.
- Tour Operations, if required.

Eligibility Criteria

The selection of the Agency will be subject to the following terms and conditions:

- (i) The Applicant Agency should be a registered and well established Car Rental / Travel Agency / Firm.
- (ii) The Applicant Agency should have registered office in India and coordinating office in Kerala with minimum three years of experience.
- (iii) The Agency should have a minimum 3 years experience in the field of Car Rental / Travel Agency with tax return. The copy of audited balance sheet for the last 3 years to be submitted along with EoI.
- (iv) The Agency should have sufficient number of latest models of Vehicles with Drivers. A requirement of 50 Nos. vehicles is expected during the Event, expandable to 75 Nos. (70% Innova, 15% Honda City / Corolla & 15% Etios / Ford Aspire / Dzire). Any additional types of vehicles will be intimated to the selected Agency as per the requirements.
- (v) The vehicles to be offered shall be in good condition and trouble free with minimum past usage. The documents along with the EoI shall categorically describe the number of vehicles, model of the vehicle so offered, year of manufacture & purchase, details of past usage etc. Vehicles must be within 3 years of registration.
- (vi) The Agency would ensure that the Drivers employed have valid driving License for commercial vehicle. Each driver shall observe proper etiquette and protocol while performing duty, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made.

- (vii) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting / ending from / at the venue / hotels / airports / railway stations, as the case may be.
- (viii) Once the hiring of cars commences from a particular operator, the cars and the driver should not be changed unless requested by the appropriate authority. The vehicle must be available at any time of any day / night as desired.
- (ix) The sole responsibility of maintenance of the vehicles shall be that of the Agency and substitute vehicles shall be made available immediately whenever the hired vehicles breaks down or requires any repair or maintenance.
- (x) The meter reading of the hired vehicles will be done on daily basis only and shall be required to be reported to the officer designated for the purpose.
- (xi) In case of any accident, all the claims arising out of it shall be met by the Agency.
- (xii) On awarding the Contract, the Agency shall furnish the details of the vehicles being used and the list of Drivers with mobile phone numbers.
- (xiii) The Agency shall have the expertise and experience in arranging air tickets / railway tickets, tour operations, local sight seeing, etc. as per the requirements.
- (xiv) No charges other than that specifically agreed upon shall be paid.

Invitation

Expression of Interest for offering the services as an Agency for 'ASCEND 2019' along with the details of the applicant and documentary proof for the items mentioned in the eligibility criteria is invited from interested Agencies.

Evaluation Criteria

The selection process for the Agency will be as below.

1. Short listing based on the eligibility criteria.
2. Selected Agencies will be invited for Technical Presentation (*The points mentioned in the Eligibility Criteria and the Action Plan of the Agency to be presented in a PPP of maximum 10 slides*).
3. **Price bid (As per Bill of Quantities - Annexure - I) have to be submitted by the qualified short listed Agencies, in sealed envelope, on the day of the Technical Presentation soon after all the Technical Presentations. The price bids of only technically qualified Agencies will be considered, which will be informed immediately after all the Technical Presentations.**

Subject to the terms & conditions stipulated herein above, the interested Agencies may send their Expression of Interests (EoI) in sealed envelope superscribed 'EoI for Travel Agency for the ASCEND 2019' addressed to the Chief Executive Officer, Kerala Bureau of Industrial Promotion (K-BIP), 2, Vidhya Nagar, Opp. Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala and should reach by 5.00 PM on or before January 18, 2019.

It may also be noted that all the Expression of Interests (EoIs) received after the above referred stipulated time and date shall be liable to be rejected forthwith.

Kerala Bureau of Industrial Promotion (K-BIP) / Government of Kerala reserves all rights to reject any or all the Expression of Interests (EoIs) received, with out assigning any reason or may call for fresh Expression of Interests (EoIs) with out assigning any reason whatsoever or if it appears appropriate in the public interest.

For any further details, it is requested to contact:

KERALA BUREAU OF INDUSTRIAL PROMOTION (K-BIP)

2, Vidhya Nagar, Opp. Police Ground, Thycaud P.O.,
Thiruvananthapuram - 695 014, Kerala.

Tel: 91 471 2321882, Fax: 91 471 2322883

Email: kbip@keralaindustry.org

Website: www.keralaindustry.org

BILL OF QUANTITIES FOR ASCEND 2019
at Lulu Bolgatty International Convention Centre (LBICC), Kochi
on February 11, 2019 (Monday)

Sl. No.	Type of Vehicle	Vehicle Slab Rates	AC (Rates in Rs.)
1	INNOVA / SCORPIO	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	
2	HONDA CITY / COROLLA	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	

3	ETIOS / FORD ASPIRE / SWIFT DZIRE	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	
4	T T 12 / 14 SEATER	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	
5	T T 17 SEATER	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	

6	20 / 27 SEATER	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	
7	35 SEATER	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	
8	49 SEATER	Per KM	
		Per Hour	
		2 Hrs / 20 Kms	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop	
		Railway Station Pickup / Drop	
		Hotel to Venue (LBICC)	
		Driver Bata	

9	<p>Setting up Reception cum Welcome Desks at CIAL Airport and Ernakulam Railway Stations with necessary accessories and manning the desks.</p> <ul style="list-style-type: none"> • Obtaining clearance from Airport Authority / Railway Authorities for setting up Welcome Desks in CIAL International and Domestic Airports and in Ernakulam North and South Railway Stations. • Travel Desk to be set up at the Domestic Terminal, International Terminal of CIAL and also at Ernakulam South and North Railway Stations. • Travel Desks to be arranged with Laptop facility, chair, table and to be branded with the event theme. • The Travel Desks to be ready by February 10, 2019 (Sunday) and to function positively at 7.00 AM onwards. • The Travel Desks has to function till 12.00 Noon of February 11, 2019. • The required staff to be made available at all the Travel Desks, round the clock, to ensure smooth handling of the arriving Dignitaries. <p>A Travel - Control Room Team to be arranged at the Venue (<i>Lulu Bolgatty International Convention Centre</i>) from 2.00 PM of February 10, 2019 to 8.00 PM of February 11, 2019.</p>	
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- *The selection will be based on the lowest rate quoted for the maximum required vehicle i.e. Innova / Scorpio. The selected Agency shall match the lowest quoted rate for the other category of vehicles and also for the facilities setup at Airport & Railway Stations.*
- *The number & type of vehicles to be provided and the hiring period will be as per the requirements which will be intimated to the Agency, from time to time.*