

# Expression of Interest for the Selection of Travel Agency for ASCEND 2020



5<sup>th</sup> December 2019

**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT  
CORPORATION**

**(A Statutory Body of Government of Kerala)**

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# **INVITATION FOR EXPRESSION OF INTEREST**

## **Selection of Travel Agency for 'ASCEND 2020'**

On behalf of Department of Industries & Commerce, Government of Kerala, KINFRA proposes to select an Agency from the interested Agencies through an open competitive selection process for transportation and travel arrangements in the month of January 2020 in connection with the "ASCEND 2020" being organized by Government of Kerala on January 2020 at Grand Hyatt Bolgatty, Kochi

### **Event**

The Department of Industries & Commerce, Government of Kerala will be organizing the "ASCEND 2020" on January 9-10, 2020 at Grand Hyatt Bolgatty, Kochi

### **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 Delegates / VIPs / Participants / Guests / Officials.
- Setting up Reception cum Welcome Desks at Cochin International Airport Nedumbassery, Ernakulam Railway Station with necessary accessories and manning the desks.
  - ✓ Obtaining clearance from Airport Authority / Railway Authorities for setting up Welcome Desks in Cochin International Airports and in Ernakulam Railway Station.
  - ✓ Travel Desk to be set up at the Cochin International Airport and in Ernakulam Railway Station
  - ✓ All the Travel Desks to be ready by January 8, 2020 and to function positively at 7.00 AM onwards.
  - ✓ The Travel Desks has to function till 12.00 Noon of January 11, 2020

- ✓ 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 (*Hotel Grand Hyatt, Bolgatty, Kochi*) from 7.00 am of January 8, 2020 to 12.00 PM of January 11, 2020.
- 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 (Proof of same should be attached along with EOI).
- (ii) The Applicant Agency should have registered office in Kerala and able to co-ordinate activities at Ernakulam.
- (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) Preference will be given to Agencies who have already undertaken similar activities.
- (v) The Agency should be able to mobilize sufficient number of latest models of Vehicles with Drivers. A requirement of 50 Nos. vehicles is expected during the Event, expandable to 75 Nos. (60% Innova including Innova Crysta & 40% Etios / Ford Aspire / Dzire). Any additional types of vehicles will be intimated to the selected Agency as per the requirements.
- (vi) 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.
- (vii) 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 (White shirt) & must carry a mobile phone in working condition, for which, no separate payment shall be made.
- (viii) 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.

- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) In case of any accident, all the claims arising out of it shall be met by the Agency.
- (xiii) On awarding the Contract, the Agency shall furnish the details of the vehicles being used and the list of Drivers with mobile phone numbers.
- (xiv) The Agency shall have the expertise and experience in arranging air tickets / railway tickets, tour operations, local sight seeing, etc. as per the requirements.
- (xv) No charges other than that specifically agreed upon shall be paid.

### **Evaluation Criteria**

The selection process for the Agency will be as below.

1. Short listing based on the eligibility criteria.
2. **Price bid (As per Bill of Quantities - Annexure - I) have to be submitted by the Agencies, in sealed envelope along with EOI document.**
3. **The selection will be based on the lowest rate (Inclusive of all taxes) quoted for the maximum required vehicle i.e. Innova. The selected Agency shall match the lowest quoted rate for the other category of vehicles.**

**Subject to the terms & conditions stipulated herein above, the interested Agencies may send their Expression of Interests (EOI) in sealed envelope superscribed 'EOI for Selection of Travel Agency for the 'ASCEND 2020' addressed to the Managing Director, KINFRA, KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram - 695010, Kerala and should reach by 5.00 PM on or before December 19, 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.

KINFRA/Government of Kerala reserves all rights to reject any or all the Expression of Interests (EOIs) received, without assigning any reason or may call for fresh Expression of Interests (EOIs) without assigning any reason whatsoever or if it appears appropriate in the public interest.

For any further details, it is requested to contact:

**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION  
(KINFRA)**

KINFRA HOUSE, TC 31/2312,Sasthamangalam

Thiruvananthapuram - 695 010, Kerala.

Tel: 91 -471-2726585 , Fax: 91- 471-2724773

Email:mail@kinfra.org

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**BILL OF QUANTITIES FOR ASCEND 2020***at Hotel Grand Hyatt, Bolgatty, Kochi**on January 8- 11, 2020*

<b>Sl. No.</b>	<b>Type of Vehicle</b>	<b>Vehicle Slab Rates</b>	<b>AC (Rates in Rs. Inclusive of all taxes)</b>
<b>1</b>	<b>INNOVA CRYSTA</b>	Per KM	
		Per Hour	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop (Kochi)	
		Railway Station Pickup / Drop	
		Driver Bata	
<b>2</b>	<b>INNOVA</b>	Per KM	
		Per Hour	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop (Kochi)	
		Railway Station Pickup / Drop	
		Driver Bata	
<b>3</b>	<b>ETIOS / FORD ASPIRE / SWIFT DZIRE</b>	Per KM	
		Per Hour	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop (Kochi)	
		Railway Station Pickup / Drop	
		Driver Bata	

<b>4</b>	<b>T T 17 SEATER</b>	Per Hour	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop (Kochi)	
		Railway Station Pickup / Drop	
		Driver Bata	
<b>5</b>	<b>20 / 27 SEATER</b>	Per Hour	
		4 Hrs / 40 Kms	
		8 Hrs / 80 Kms	
		Airport Pickup / Drop (Kochi)	
		Railway Station Pickup / Drop	
		Driver Bata	
<b>6</b>	<p><b>Setting up Reception cum Welcome Desks at Cochin International Airport and in Ernakulam Railway Station with necessary accessories and manning the desks.</b></p> <ul style="list-style-type: none"> <li>• Obtaining clearance from Airport Authority / Railway Authorities for setting up Welcome Desks in Cochin International Airport and in Ernakulam Railway Station.</li> <li>• Travel Desk to be set up at the Cochin International Airport and in Ernakulam Railway Station.</li> <li>• The Travel Desks to be ready by January 8, 2020 and to function positively at 7.00 AM onwards.</li> <li>• The Travel Desks has to function till 12.00 Noon of January 11, 2020.</li> </ul> <p><b>A Travel - Control Room Team to be arranged at the Venue (Hotel Grand Hyatt, Bolgatty, Kochi) from 7.00 am of January 8, 2020 to 12.00 PM of January 11, 2020 .</b></p>		

- *The selection will be based on the lowest rate quoted for the maximum required vehicle i.e. Innova. The selected Agency shall match the lowest quoted rate for the other category of vehicles.*
- *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.*