



**REQUEST FOR PROPOSAL**

**(RFP)FOR**

**SELECTION OF OPERATING AGENCY TO OPERATE, MAINTAIN AND MANAGE  
WEIGHBRIDGES FOR PRIMARYPROCESSINGCENTRES**

**AT**

- (I) KINFRA SMALL INDUSTRIES PARK KORATTY**
- (II) KINFRA SMALL INDUSTRIES PARK NELLAD**
- (III) KINFRA SMALL INDUSTRIES PARK KALPETTA**

**BidNo.:KINFRA/MFP/WB-RFP/01/2022-23**

**Kerala Industrial Infrastructure Development  
Corporation(A StatutoryBodyofGovt.ofKerala)  
KINFRAHOUSE,TCNO.31/2312,SASTHAMANGALAMP.O,  
THIRUVANANTHAPURAM-695010  
[www.kinfra.org](http://www.kinfra.org)**

**Tel:0471-2726585**

**Fax: 0471-2724773**

**Email:[kinfraannexe@gmail.com](mailto:kinfraannexe@gmail.com)**

*Request for Proposal for selection of Operating Agency for Operation, Maintenance and Management of Weighbridge for Primary Processing Centre in KINFRA Small Industries Park, Koratty, Nellad and Kalpetta*

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Bid No : KINFRA/MFP/WB-RFP/01/2022-23

Name of the Work : Selection of Operating Agency to Operate, Maintain and Manage Weigh bridges of Primary Processing centres at KINFRA Small Industries Park, Koratty, Nellad and Kalpetta.

Locality : Koratty, Nellad and Kalpetta Kerala.

Last date of Submission of Tender : 26/04/2022 at 2.00 PM

Name of Bidder ; .....

Address of Bidder : .....  
.....  
.....

**DISCLAIMER**

All information provided as a part of this Request for Proposal (RFP) document to the prospective Applicants by the Kerala Industrial Infrastructure Development Corporation (KINFRA), is subject to the terms and conditions set out in this RFP and any addendum to the same (as and when issued in writing).

This RFP document is not an agreement by the KINFRA to the prospective Applicants or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals.

This RFP document does not claim to contain all the information each Applicant may require. Each Applicant is advised to conduct its own due diligence and check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources as deemed necessary. KINFRA makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. KINFRA may at their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

**Kerala Industrial Infrastructure Development Corporation  
(KINFRA)(A Statutory Body of Govt. of Kerala)  
KINFRAHOUSE, TCNO.31/2312, SASTHAMANGALAMP.O,  
THIRUVANANTHAPURAM, KERALA-695010  
[www.kinfra.org](http://www.kinfra.org)**

**Tel:**0471-2726585

**Fax:**0471-2724773

**Email:**[kinfraannexe@gmail.com](mailto:kinfraannexe@gmail.com)

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Press Notice

	<b>KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA), Thiruvananthapuram, Kerala</b>	
<b><u>Request For Proposal (RFP)</u></b>		
KINFRA invites bids from competent, & financially sound agencies/firms for the following work: <b>Name of work: Selection of Operating Agency to Operate, Maintain and Manage Weighbridges for Primary Processing Centers at KINFRA Small Industries Park, Koratty, Nellad and Kalpetta.</b>		
Bid Fee	EMD	Last Date
Rs.2000.00+ GST(18%)	Rs.14,750.00	26/04/2022 at 2.00 PM
The RFP document(s), can be downloaded from the website <a href="http://www.kinfra.org">www.kinfra.org</a> . For more details visit the website <a href="http://www.kinfra.org">www.kinfra.org</a> .		
Place: Thiruvananthapuram Date: 05.04.22		Sd/- <b>Managing Director</b>

**Notice Inviting Request For Proposal**

Managing Director, KINFRA invites RFP (Request for Proposal) in two cover bid system for the following work in the prescribed form, from competent and eligible agencies/firms who fulfill the eligibility criteria prescribed.

SI No	RFP No	Name of work & Location	EMD	Period of Operation of Weighbridge	Last date of submission of RFP document, EMD, RFP Document Fee & Other documents as specified	Time & Date of opening of Technical Bid
1	2	3	5	6	7	8
1	KINFRA/MFP/WB-RFP/01/2022-23	Selection of Operating Agency to Operate, Maintain & Manage of Weighbridge for Primary Processing Centres at KINFRA Small Industries Park, Koratty, Nellad and Kalpetta	Rs 14,750.00/-	10 Years	26/04/2022 at 2.00PM	26/04/2022 at 2.30 PM

## **A. Eligibility Criteria**

### **Essential Criteria and Conditions**

- ❖ At least 3 years of experience in O&M contracts/ service business/utility services (utilities such as O&M of weigh bridge/pumping/Water Treatment Plants, Effluent Treatment Plant setc)

### **Desirable Criteria and Conditions**

- ❖ An annual service turnover of Rs 5 lakhs.
- ❖ Bidders should have GST Registration

## **B. Qualification &**

### **Experience Operator**

1. Minimum educational qualification of Plus Two (or tenth standard with predegree) from any recognized Board of Education with at least two years experience in any Govt./Private institution in data entry work or operation of computer operated equipments.
  2. A general knowledge regarding the Operation & Maintenance of a Weigh Bridge is a prerequisite.
1. The intending bidder must read the terms and conditions of **RFP document** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
  2. Information and Instructions for bidders posted on website shall form of bid document.
  3. The tender document(s), may be downloaded free of cost from KINFRA's website [www.kinfra.org](http://www.kinfra.org). No payment is required for downloading the tender documents from the above website however a bid submission fee, as mentioned below in this document, is required to be remitted through Demand Draft and submitted along with bid documents. Only those bidders fulfilling eligibility criteria, on the date of bid submission, shall submit bids.
  4. Tender fee of **Rs 2360.00 (inclusive of GST 18 %)** shall be remitted through a Demand Draft payable at Thiruvananthapuram and drawn in favor of Managing Director, KINFRA and submitted along with RFP documents to KINFRA.
  5. Earnest Money Deposit (EMD) amounting to **Rs 14,750.00** (Rupees Fourteen Thousand Seven Hundred and Fifty only) to be remitted by the bidder through a Demand Draft payable at Thiruvananthapuram and drawn in favor of Managing Director, KINFRA. The EMD of all unsuccessful Bidders will be returned after issuing the work order to the successful Bidder.

6. **Security Deposit**, the amount collected at the time of executing contract agreement, will be the **quoted amount payable** in the first 12 months and the deposit will be retained till 3 months after the expiry of contract agreement. The successful bidder shall make an interest free security deposit either by demand draft or in the form of bank guarantee from a scheduled bank towards the due performance of the obligation of the Operator under the agreement and for recovery of any damages caused to the weigh bridge, building or its fittings.
7. All bids submitted shall consist of a Technical Bid and a Price Bid and should be submitted in two separate sealed envelopes, super scribed "Technical Bid for Selection of Operating Agency for operation, maintenance and management of Weighbridges for Primary Processing Centres in KINFRA small Industries Park, Koratty, Nellad and Kalpetta" (Ref Annexure B) and "Price Bid for Selection of Operating Agency for operation, maintenance and management of Weighbridges for Primary Processing Centres in KINFRA small Industries Park, Koratty, Nellad and Kalpetta" (Ref Annexure C) respectively, which will then be enclosed in one single sealed envelope clearly super scribed "Technical Bid & Price Bid for Selection of Operating Agency for operation, maintenance and management of Weighbridges for Primary Processing Centres in KINFRA small Industries Park, Koratty, Nellad and Kalpetta of KINFRA Mega Food Park at Palakkad". **This sealed cover shall be addressed to The Manager (Technical), KINFRA Hitech Park, Kalamassery, Opposite Cooperative Medical college, HMT Colony PO, Kalamassery, Phone: 0491 2559790. Tenders shall be received upto 2.00 PM on 26/04/2022.** Bids submitted by facsimile or telex will not be accepted.
8. The bidder is advised to submit the bids well before the stipulated date & time. In this regard, KINFRA shall not be responsible for any kind of such issues faced by bidder.
9. The bidders, who submit their bids for this tender shall accept that they have clearly understood and agreed the terms and conditions including the Form/ Annexures of this tender. Mention of price details at any place other than the designated place, shall disqualify the bid and the bid shall be summarily rejected.
10. The Bid should be duly signed by the bidder. The bid shall be typed or written in indelible ink. The bidder shall initial any corrections/ amendments made to the bid. Any material change to a submitted Bid, must be received before the Bid due date. Material changes in the Bid will not be permitted after the bid due date.
11. The bidder should have an annual service turnover of Rs.5 lakhs.
12. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of bidders qualifying the technical bid shall be communicated to them at a later date.
13. The competent authority on behalf of Managing Director, KINFRA does not bind itself to accept the highest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.



14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the agencies who resort to canvassing will be liable for rejection.
15. The competent authority on behalf of Managing Director, KINFRA reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
16. The bids submitted shall become invalid and the fee shall not be refunded if:
  - a) The bidder is found ineligible.
  - b) The bidder does not submit all the documents as stipulated in the bid document.
  - c) The bids not accompanied by EMD and tender cost will be summarily rejected.
- 17. The bid for the work shall remain open for acceptance for a period of One hundred twenty (120) days from the date of opening of technical bid.** If any bidder withdraws his bid before the said period or issue of work order, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to KINFRA, then KINFRA shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.
18. This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-  
the Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as submitted at the time of invitation of bid and the rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

**IMPORTANT INFORMATION**

<b>S. No</b>	<b>Information</b>	<b>Details</b>
1	Date of Issue of RFP Document	05/04/2022 Download from KINFRA website www.kinfra.org
2	Last date of submission of Bid	26/04/2022, 2.00PM
6	Earnest Money Deposit(EMD)	Rs. 14,750.00/-
7	Bid Submission Fee (Non-refundable)	Rs 2,360.00 (inclusive of GST)
9	Technical Bid Opening	26/04/2022, 2.30 PM

## **INVITATION FOR BIDDING**

### **INTRODUCTION**

- 1.1. Kerala Industrial Infrastructure Development Corporation (KINFRA), a Statutory Body established by Govt. of Kerala has been the leader in providing industrial infrastructure for the State of Kerala. It has established a chain of Industrial Parks across the length and breadth of the State which include industry specific theme-based parks/special economic zones. For the Food Processing Industry, five Food Parks namely, KINFRA Food Processing Park (KIFPRO) at Kakkancherry, Special Economic Zone (Agro Food Processing) at Kakkancherry, Food Zone at KINFRA Small Industries Park (KSIP) at Mazhuvanoor, KINFRA Food Park at Adoor, and Seafood Park at Aroor have been established.
- 1.2. KINFRA is setting up Mega Food Park under the Mega Food Park Scheme (MFPS) of Ministry of Food Processing Industry (MoFPI), Government of India. The primary objective of the scheme is to provide modern infrastructure facilities along the value chain from the farm to the market. This major facility called the Centralized Processing Center (CPC) consisting of developed land for food processing units is located in an area of about 79.42 acres at Elapully and Pudussery villages near Walayar in Palakkad. The CPC is also provided with a number of common processing facilities. The CPC is further supported by four Primary Processing Centers at Mazhuvanoor (Ernakulam District), Koratty (Thrissur District), Kakkancherry (Malappuram District) and Kalpetta (Wayanad District) for undertaking pre-processing activities of produce from farmer to facilitate the linkage of agriculture production in the region with the food processing activities.
- 1.3. KINFRA Mega Food Park has excellent connectivity being located in the industrial belt of Palakkad region (*road connectivity with national highway NH 544 @ 5.5 kms, and with state highway SH 52 @ 9 kms; railway connectivity with Palakkad Junction railway station @ 20 kms; seaport connectivity with Kochi seaport @ 162 kms; airport connectivity with Coimbatore airport @ 40 kms*)
- 1.4. The Park provides basic enabling infrastructure like road network, sewerage system, power supply, water distribution system, as well as common processing facilities etc. The developed land is allotted to food processing units on long term lease basis.
- 1.5. The Weighbridges set up in KINFRA Small Industries Park, Koratty, Nellad and Kalpetta common facilities for the Primary Processing Centres as well as for the food processing industries in the Park and those in the region around the Park available against payment of user fee. The weighbridges provided can be utilized for weighing raw materials of food processing units, in-process materials, finished products and consumables/other items.

## **BIDDING**

- 2.1 KINFRA wishes to select an Operating Agency for operation, maintenance and management of Weighbridges for Primary Processing Centres at KINFRA small Industries Park, Koratty, Nellad and Kalpetta through a transparent, competitive two-bid process and invites Technical Bid including business development plan & Price Bid from interested parties in accordance with this "Request For Proposal (RFP)". This RFP has been prepared to assist prospective Bidders in taking suitable decision regarding the bid.
- 2.2 KINFRA invites offers from Bidders for operating, maintaining and managing the Weighbridges for Primary Processing Centres at KINFRA small Industries Park, Koratty, Nellad and Kalpetta as per the conditions stipulated in the RFP document.
- 2.3 KINFRA shall fix a **Minimum or Reserve Monthly Lease Price for each of Weighbridges at Koratty, Nellad and Kalpetta**. The Bidder shall quote an amount higher than the minimum or reserve monthly lease price. Bids below the fixed minimum or reserve monthly lease price would be summarily rejected. The bidder who quotes highest bid would be selected. The Bidders can bid for all three Weighbridges or one or more Weighbridges.
- 2.4 In this RFP, the term "Bidder" refers to the interested party for operating, maintaining and managing the Weighbridges for Primary Processing Centres at KINFRA small Industries Park, Koratty, Nellad and Kalpetta and who submits Technical Bid including business development plan & Price Bid for the weighbridge operation as per this RFP. Bidders should provide information as sought therein in the prescribed format in order to accurately establish their qualification for operation of the Weighbridges at KINFRA.
- 2.5 Correspondence in response to this RFP as well as related queries must be addressed to **The Manager (Technical), KINFRA Hitech Park, Kalamassery, Opposite Coperative Medical college, HMT Colony PO, Kalamassery**

## **PROFILE – Weigh Bridge**

### **Weighbridge Details:-**

<b>WEIGHBRIDGE KORATTY (PITLES Type) Koratty</b>	
Capacity	40 Ton
Brand	Essae Model
Standard Weight 20KG	50 Nos
Platform	9MX3M

Loadcell	6 Nos(Digital)
PC	1 No
LaserPrinter	1 No
UPS	1 No
WeighbridgeCabin	9Sqm
<b>WEIGHBRIDGE(Pittype)NELLAD</b>	
Capacity	40Ton
Brand	EssaeModel
StandardWeight20KG	50 Nos
Platform	9MX3M
Loadcell	6Nos(Digital)
PC	1 No
LaserPrinter	1 No
UPS	1 No
WeighbridgeCabin	9Sqm
<b>WEIGHBRIDGE(PitType)KALPETTA</b>	
Capacity	40Ton
Brand	EssaeModel
StandardWeight20KG	50 Nos
Platform	9MX3M
Loadcell	6Nos(Digital)
PC	1 No
LaserPrinter	1 No
UPS	1 No
WeighbridgeCabin	9Sqm

### **SCOPE OF SERVICES TO BE OFFERED BY OPERATING AGENCY**

- 3.1 The Operating Agency will operate, maintain and manage the facility for a minimum period of 10 years (initially for 5 years and renewable for further 5 years based on satisfactory performance).
- 3.2 The Operator will manage the day to day operation of the weighbridge and will keep the weighbridge in proper working condition.
- 3.3 The Operating Agency shall be responsible for breakdown repair and periodic maintenance of the weighbridge facilities.
- 3.7 The Operator will adhere to all the Terms and Conditions mentioned in this RFP document.

### **SELECTION PROCEDURE**

- 4.0 Selection of the Operating Agency for operation, maintenance and management of Weighbridge will be through a transparent, competitive two-bid process consisting of Technical Bid and Financial Bid

### **Pre-Qualification Criteria**

- 4.1 The Technical Bid (Annexure B) would be evaluated on the basis of the following eligibility criteria and valid documents furnished by the bidder. The financial proposal of only pre-qualified bidders would be opened.
- 4.2 The bidders must be Companies incorporated in India or registered partnerships in India or proprietary concerns.
- 4.3 At least 3 years of experience in *O&M contracts/ service business/utility services (utilities such as O&M of weigh bridge/pumping/Water Treatment Plants, Effluent Treatment Plants etc)*
- 4.4 Bidder should have GST Registration
- 4.5 An annual service turnover of Rs.5 lakhs.
- 4.6 The technically qualified bidders, who satisfies the eligibility criteria as above will be evaluated on the basis of the price bid. The Price Bid (Annexure C) will have only one unconditional offer,

i.e. the monthly lease rental payable by the bidder. All other financial conditions shall be fixed and no deviations shall be allowed. They are as follows:

- (i) 'Minimum or Reserve Monthly Lease Rent' for Weighbridge at KINFRA Small Industries Park, Koratty is fixed as Rs. 5020.00.**
- (ii) 'Minimum or Reserve Monthly Lease Rent' for Weighbridge at KINFRA Small Industries Park, Nellad is fixed as Rs 5680.00.**
- (iii) 'Minimum or Reserve Monthly Lease Rent' for Weighbridge at KINFRA Small Industries Park, Kalpetta is fixed as Rs 5680.00.**

Bidders are required to quote above minimum or reserve monthly lease rent and any quote below this amount will be summarily rejected.

- Lease rent to be paid monthly in advance plus applicable GST or such rates as fixed by Govt. of India/Kerala from time to time on or before the 7<sup>th</sup> day of each month. If there is any delay in payment, the Agency shall pay interest @12.50 % per annum from date of bill till date of payment.
- **Lease rent will be escalated once every year @12%.**
- **Lease deposit (Security Deposit) of 12 months lease (quoted amount) to be deposited on signing the contract**
- Operation, maintenance and management contract shall be for a period of 5 years, renewable for a further period of 5 years on satisfactory performance.
- GST will be applicable for lease rent (quoted amount/contract value).

4.5 The **Technical Bid** should be submitted with a covering letter as per Annexure A and should include all the required details in the form as given in Annexure B.

- Documents proving that the bidders must be companies incorporated in India or registered partnership in India.
- Documents showing business plans with details such as targeted number of year wise weighments as well as targeted revenue for a period of 5 years.

4.6 The **Financial Bid** shall be submitted in the format given as in Annexure C.

- 4.7 The technical qualification documents will be evaluated to assess if the applicant satisfies the minimum eligibility criteria required to qualify to bid for operating and maintaining the Weighbridge. The financial bids of the proposals received would be opened and evaluated of only those bidders who satisfy the above eligibility criteria.
- 4.8 The bid will be selected on the basis of the highest monthly lease rent bidder.
- 4.9 The Successful Bidder shall be issued Work Order. After issue of the work order and acceptance of the same by the Successful Bidder within 7 (seven) days, the Successful Bidder shall enter into an O&M Contract with the KINFRA within 10 (ten) days of receipt of work order and carry out his further responsibilities/obligations.

#### **TERMS&CONDITIONS**

- 5.1 The Weighbridge will be given to the Operating Agency for operation, maintenance and management of the facility. No external additions, alterations, modifications to the existing weigh bridge/control room shall be made in any manner without the written consent of KINFRA. Any additional equipment/requirement desired by the Operating Agency shall be procured, installed and maintained at Operating Agency's own cost with prior consent from KINFRA.
- 5.2 The Operating Agency shall maintain the Weighbridge, control room buildings, and supporting equipment, electrical installations etc handed over by KINFRA in good tenable condition and shall compensate KINFRA for any damages to such properties with its replacement value.
- 5.3 The Operating Agency shall offer prompt and efficient weighing services in a professional manner to weigh materials such as in-process materials, finished products, consumables and other items. The Operating Agency shall operate, maintain and manage the Weighbridge on all seven days of the week without interruption. The Operating Agency shall ensure all safety requirements are complied with during weighing operations.



- 5.4 The Operating Agency shall fix the charges for Weighment operations and receive payments for services related to Weighment operations. The Operating Agency shall also ensure that the charges fixed by it are intimated to KINFRA and approved by it. The Operating Agency shall display the rates for weighment at conspicuous place in the premises, such that they are easily noticeable by the customers.
- 5.5 Ensuring proper monitoring of the calibration status of the weighing machine by regular calibration using the test weights. The Operating Agency shall be responsible for ensuring compliance with all the regulatory requirements including certificates from the respective regulatory Department.
- 5.6 The Operating Agency ensure maximum availability its clients.
- 5.7 The Operating Agency shall ensure necessary documentation associated with weighment operations such as receipts, logbook, Weighing register etc including details of customers. The Operating Agency shall maintain proper records related to accounts and the same should be made available to KINFRA or its authorized representative on a monthly basis. KINFRA or its authorized representatives shall have the right to inspect such accounts or its records.
- 5.8 The Operating Agency shall not sublet, under let, lease, assign or transfer the operation of the Weighbridge to any other agency and shall not encumber the properties by way of pledge, hypothecation, mortgage, charge, lien, lease, leave and license or in any other manner without authorization from KINFRA. The Operating Agency shall not sell, mortgage, hypothecate or otherwise deal in, create security interest over or use in any way the stocks under its custody.
- 5.9 The Operating Agency shall employ his own employees for running the Weighbridge and KINFRA will not be liable for any claim in respect of such employees.
- 5.10 There is no employer and employee relationship between KINFRA and the employees engaged by the Operating Agency, and employees engaged by the Operating Agency shall be his own employees for all statutory laws such as Minimum Wages, Gratuity Act, Payment of

- wages Act, Bonus Act, Workmen Compensation act, Employees Provident Fund Act, ESI Act, Shop and Commercial Establishment Act and all other labor laws whether central or State and the Operating Agency shall comply with all the requirements of such laws.
- 5.11 The employees engaged by the Operating Agency shall be courteous in their behavior towards the guests and employees of the KINFRA and if any complaints are received about their behavior, the Operating Agency shall take immediate step to remove such employees from the premises on a notice from KINFRA.
- 5.12 All employees engaged by the Operating Agency shall be given proper identification card with photo to identify them from other employees of other units functioning in the Park.
- 5.13 The Operating Agency should cover his establishment under the Employees Provident Fund and Miscellaneous Provision Act, 1952 (Central Act XIX of 1952) and the Employees State Insurance Act, 1948 (Central Act of XXXIV of 1948).
- 5.14 KINFRA will not be vicariously liable for any act of the Operating Agency and Operating Agency shall alone be liable for violation of any law and the Operating Agency agrees to indemnify KINFRA from all claims.
- 5.15 The Operating Agency will meet all expenses incurred in operation and maintenance of the weigh bridge. These include salaries and wages, cost of utilities (including electricity charges to KSEB as per applicable tariff fixed by KSEB from time to time), all maintenance costs including breakdown maintenance and Annual Maintenance Contracts, calibration expenses, insurance expenses as well as all taxes and statutory payments).
- 5.16 The Operating Agency shall pay the water charges to KINFRA as per tariff fixed by KINFRA from time to time.
- 5.17 All statutory clearances and sanctions, rates, taxes including GST, building tax during the lease period and all assessments, charges, claims, if applicable, demands and outgoing shall be borne by the Operating Agency at his cost.

- 5.18 All expenses incurred in connection with operation, maintenance and management of Weighbridge, including repair and maintenance works shall be borne by the Operating Agency.
- 5.19 The Operating Agency shall not set up any title over the building and or on its equipments, fixtures and other fitting handed over to the Operating Agency adverse to the title of the owner and shall not be entitled to claim any compensation for any addition or modifications made on the building.
- 5.20 All sanctions, permissions, no objections, letters of intent, consent, licenses, statutory clearances, approvals etc. shall be obtained by the Operating Agency at his cost and such documents shall be kept effective and in force during the tenure of the lease period.
- 5.21 The building, equipments, furniture and fittings excluding additional equipments exclusively acquired out of the funds of the Operating Agency if any, shall be kept insured against fire, theft, burglary, tempest, rioting and other possible calamities and the insurance policy shall be kept in the joint names of KINFRA and the Operating Agency and the insurance policy shall be kept renewed and shall be in force at all times during the lease period and the insurance premium shall be borne by the Operating Agency. A copy of the insurance policy shall be furnished to KINFRA within 7 days of its renewal. The additional equipment's exclusively acquired out of the funds of the Operating Agency may be kept insured by a separate insurance policy by the Operating Agency.
- 5.22 The Operating Agency shall maintain the Weighbridge and its premises in good sanitary condition and undertake annual maintenance of the building at his cost at regular intervals.
- 5.23 The Operating Agency shall undertake proper equipment maintenance as per prescribed procedures and maintenance schedules of the manufacturer including preventive maintenance and breakdown maintenance. The Operating Agency shall enter into an Annual Maintenance Contract with the equipment manufacturer and ensure that replacements are done only with genuine spare parts by authorized technicians.

- 5.24 The Operating Agency shall ensure that water in the pit is regularly drained out using the pump provided for this purpose at Kakkanchery and Nellad site.
- 5.25 The Operating Agency shall ensure safe custody of Test Weights (50 Nos. of 20 Kgs. Weight/site). Also shall ensure the calibration of the Test Weights.
- 5.26 KINFRA shall have the right to inspect the premises and building at all reasonable time without notice to take note of the condition of the building, equipments, fittings and fixtures and it is the responsibility of the Operating Agency to repair or replace all damaged furniture and fittings at his own cost.
- 5.27 The vehicles coming for weighing should be parked only at the allotted premises within the earmarked area and shall not cause any inconvenience or annoyance to other units and for the free movements of other vehicles within the Park
- 5.28 The Operating Agency may at any time terminate the agreement before the expiry of the lease period by giving three months' notice to KINFRA otherwise the Operating Agency shall not be entitled to get refund of the security deposit.
- 5.29 The Operating Agency shall be bound by the provisions of the Land Disposal Regulations framed by KINFRA as well as any modifications thereof from time to time.
- 5.30 In case the Operating Agency makes default in payment of the lease rent and any other amount due and the same is not paid on demand by the Operating Agency, KINFRA has the right to proceed against the Operating Agency and all its assets under the provisions of the Kerala Revenue Recovery Act 1968 made applicable to KINFRA as per notification in SRO No 772/2010 dated 2<sup>nd</sup> August 2010 published in Kerala Gazette Extra Ordinary dated 6<sup>th</sup> August 2010.
- 5.31 On the expiry of lease period or otherwise on termination of the lease the Operating Agency

shall surrender vacant possession of the building together with its equipments, fixtures and fittings in good condition and also any future structures constructed by the Operating Agency except additional equipment exclusively acquired out of the funds of the Operating Agency's, with due permission from KINFRA within three months from the date of termination of the agreement and the Operating Agency shall remove all the interior alterations, partitions and other fittings, erections made to the building at the cost of the Operating Agency, within the above three months, failing which KINFRA shall remove such alterations, partitions and other erections and the cost of such removal will be recovered from the Operating Agency or from the security deposit lying with KINFRA.

5.32 In case of any dispute between the parties only the Court in Thiruvananthapuram have jurisdiction to entertain any such dispute.

**ANNEXURE A**  
**Format of Letter by Applicant**

To:  
The Managing Director,  
Kerala Industrial Infrastructure Development Corporation, KINFRA House, TC 31/2312,  
Sasthamangalam, Thiruvananthapuram-695010

Sub: Request For Proposal for Operation, Maintenance and Management of Weighbridge for Primary Processing Centre in KINFRA Small Industries Park, Koratty, Nellad and Kalpetta – Technical Proposal.

Dear Sir,

We, the undersigned Applicant have read and examined in detail the RFP Bid document for operation, maintenance and management of Weighbridge for Primary Processing Centre in KINFRA Small Industries Park, Koratty, Nellad and Kalpetta

We confirm having submitted all the details in support of qualifying criteria as required by you along with this Application and all other necessary documents. In case you require any further information in this regard, we agree to furnish the same.

We hereby declare that the statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that we were never blacklisted by any Central/State Government/PSU/Public Authority or Organization.

We understand that you are not bound to accept all or any RFP bid you receive.

Yours sincerely,

.....

(Company)

.....Name  
Signature

.....

.....Name of Signatory

...

Title of Signatory

.....Date

of transmittal of this form

**ANNEXURE B**

<b>Technical Bid</b> <b>Operation, Maintenance &amp; Management of Weighbridge for Primary Processing Centre in KINFRA Small Industries Park, Koratty, Nellad and Kalpetta</b>	
Name of the Applicant	
Address	
Constitution (Company/Firm/Trust) <i>(if applicable)</i> <b>[To enclose relevant document]</b>	
Details of EMD submitted	
Details of a clear business plan with detailed plan for the operation, maintenance & management of Weighbridges for 5 years. <b>[To enclose Business Plan Document]</b>	
Details of average annual financial turnover during last 3 consecutive financial years ending 31.03.2019. <b>[To enclose Account Statement and Chartered Accountant certificate]</b>	
Details of audited financial results for the last 2 years ending 31.03.2019 as proof of no loss <b>[To enclose Account Statement and Chartered Accountant certificate]</b>	
Contact Person (Name & Designation)	
Telephone	
Email	

*Request for Proposal for selection of Operating Agency for Operation, Maintenance and Management of Weighbridge for Primary Processing Centre in KINFRA Small Industries Park, Koratty, Nellad and Kalpetta*

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Address	
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Note: Additional data may be provided if required, in separate sheets.

I / We hereby declare that all the terms & conditions stipulated by KINFRA with regard to this PROJECT have been gone through carefully and are acceptable to me/us.

**Place:**

**Signature**

**Date:**

**Name & Address of authorized signatory**