

# **INVITATION FOR EXPRESSION OF INTEREST**

## **SELECTION OF TRAVEL AGENCY FOR INVEST KERALA GLOBAL SUMMIT 2025**



**KERALA BUREAU OF INDUSTRIAL PROMOTION**

2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O.

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Email: [kbip@keralaindustry.org](mailto:kbip@keralaindustry.org)

Website: [www.keralaindustry.org](http://www.keralaindustry.org)

## **I. BACKGROUND**

The Department of Industries & Commerce, Government of Kerala is organising the **Invest Kerala Global Summit 2025 at Grand Hyatt, Bolgatty, Kochi from February 21 to 22, 2025.**

The Summit aims to showcase Kerala's potential as a sustainable and responsible investment destination, with a focus on creating business opportunities across a wide range of sectors. The Summit will bring together global leaders, diplomats, investors, policymakers industry experts, etc and is designed to foster discussions, build connections and explore new business opportunities across various sectors.

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) 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 2025 in connection with the Invest Kerala Global Summit 2025 being organised by Department of Industries & Commerce, Government of Kerala from February 21 to 22, 2025 at Grand Hyatt, Bolgatty, Kochi.

## **II. INVITATION**

Expression of Interest (EoI) is invited for offering the services as an Agency for 'Invest Kerala Global Summit 2025' along with the details of the applicant and documentary proof for the items mentioned in the eligibility criteria is invited from the interested Agencies.

## **III. EOI NOTICE**

On behalf of Department of Industries & Commerce, Government of Kerala, Kerala Bureau of Industrial Promotion (KBIP) intends to engage the services of Travel Agency with prior experience for 'Invest Kerala Global Summit 2025' being organised from February 21 to 22, 2025 at Grand Hyatt, Bolgatty, Kochi.

- i. KBIP invites technical and financial bids from Travel Agencies for transportation arrangements in connection with 'Invest Kerala Global Summit 2025'.
- ii. Interested Agencies may download the Expression of Interest from the website [www.keralaindustry.org](http://www.keralaindustry.org) or [www.kbip.org](http://www.kbip.org)

## **IV. IMPORTANT DATES**

<b>Sl. No.</b>	<b>Information</b>	<b>Details</b>
1	<b>Last date and time for submission of Expression of Interest (Technical Bid)</b>	<b>February 3, 2025</b>
2	Place, date and time for making Technical Presentation	Shortlisted Agencies will be informed by Email/Letter
3	Place, date and time for opening of Financial Bid	
4	Officer in-charge for correspondence and address for communication	Shri. Suraj S. Chief Executive Officer

		<p style="text-align: center;">Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala. Tel/Fax: +91-471-2321882, 2322883 E-mail: kbip@keralaindustry.org</p>
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## **V. SCOPE OF THE WORK**

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

- Supply of Air-Conditioned Vehicles with Drivers as per the requirements on hired basis.
- Vehicle Management – Arranging transport for VIPs / Speakers / Delegates / Guests / Officials as per the requirements.
- Coordination with Reception at Cochin International Airport Limited (CIAL) / Railway Stations and Hotels for transport to receive and send off VIPs/Speakers/Delegates/Guests/Officials.
- Setting up Reception cum Travel Desks at Cochin International Airport Limited (CIAL), Nedumbassery (Separate Desks to be setup at both Domestic and International terminals) with necessary accessories and manning the desks.
  - ✓ Obtaining clearance from Airport Authority for setting up Travel Desks in Cochin International Airports (separate Desks to be setup at both Domestic & International Terminals).
  - ✓ Travel Desks shall be arranged with Laptop facility, chair, table and shall be branded with the event theme.
  - ✓ All the Travel Desks shall be ready by February 20, 2025 to function positively at 7.00 AM onwards.
  - ✓ The Travel Desks shall function till 10.00 PM on February 22, 2025.
  - ✓ The required staff shall be made available at all the Travel Desks, round the clock, to ensure smooth handling of the arriving Dignitaries.
- A Travel Control Room Team shall be arranged at the Venue (*Hyatt, Bolgatty, Kochi*) from 9.00 AM on February 21, 2025 to 9.00 PM on February 22, 2025.
- Air Ticket / Railway Ticket arrangements, if required.
- Tour Operations, if required.

## **VI. ELIGIBILITY CRITERIA**

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

- i. The Applicant Agency shall be a registered and well-established Car Rental/Travel Agency/Firm.

- ii. The Applicant Agency shall have registered office in Kerala and shall be able to co-ordinate activities at Ernakulam.
- iii. The Agency shall have a minimum 3 years' experience in the field of Car Rental/ Travel Agency with Tax returns. The copy of audited balance sheet for the Financial Years 2021-22, 2022-23 & 2023-24) to be submitted along with the EoI.
- iv. Preference will be given to Agencies which have undertaken similar activities.
- v. The Agency shall be able to mobilize sufficient number of latest models of Vehicles with Drivers. A requirement of 100 Nos. vehicles is expected during the Event, expandable to 150 Nos. (70% Innova Crysta). 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 vehicles so offered, year of manufacture etc.
- vii. The Agency shall 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 shall not be changed unless requested by the appropriate authority. The vehicle shall 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 break 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 also have the expertise and experience in arranging air tickets/railway tickets, tour operations, local sightseeing, etc. as per the requirements.
- xv. No charges other than that specifically agreed upon will be paid.

## **VII. EVALUATION CRITERIA**

The selection process for the Agency will be as per the details given below:

1. Short listing based on the eligibility criteria on receipt of EoI.
2. Short listed Agencies will be invited for a Technical presentation (Power Point Presentation) on the activities & experience of the Agency, track record, availability of required vehicles, etc. as mentioned in the EoI, before the Selection Committee for the selection of qualified Agencies.
3. Price bid will have to be submitted in separate sealed cover ONLY by the qualified and selected Agencies.
4. Financial Bids of qualified and selected Agencies received in complete and within the stipulated deadline shall be opened by the Selection Committee in the presence of the Agencies who wish to be present at the time of opening of the Bid.
5. ***The selection will be based on the lowest rate quoted for the maximum required vehicle i.e. Innova Crysta. The selected Agency shall match the lowest quoted rate of other qualified Agencies for the other category of vehicles.***
6. Lowest bid, found suitable as per the specifications required, shall be referred to the Competent Authority for final decision. The decision of the Competent Authority shall be final.
7. 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.

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 Invest Kerala Global Summit 2025' addressed to the **Chief Executive Officer, Kerala Bureau of Industrial Promotion (KBIP), 2, Vidhya Nagar, Opposite Police Ground, Thycaud P.O., Thiruvananthapuram - 695014, Kerala and should reach by 17.00 hours on or before February 3, 2025.**

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.

Government of Kerala/Kerala Bureau of Industrial Promotion (KBIP) reserves all rights to reject any or all the EoIs received, without assigning any reason or may call for fresh EoIs without assigning any reason whatsoever or if it appears appropriate in the public interest.

For any further details, it is requested to contact:

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