



KERALA INSTITUTE OF TOURISM AND TRAVEL STUDIES
(An Autonomous Institute of Government of Kerala)

Residency Compound, THYCAUD P.O

Thiruvananthapuram -14

Phone: 0471 – 2329468, 2329539

www.kittsedu.org, email: info@kittsedu.org

No. 101/SDP/KITTS/2021-22

NOTICE INVITING TENDER (NIT)

SCHEDULE FOR THE TENDER FOR THE SELECTION OF AUTHORIZED TRAINING CENTRE(ATC) FROM WELL ESTABLISHED REPUTED EDUCATIONAL TRUSTS/ SOCIETIES/ COLLEGES/ INSTITUTIONS/ ORGANIZATIONS FOR CONDUCTING KITTS SKILL DEVELOPMENT DIPLOMA PROGRAMMES.

Tenders are invited from well established reputed Educational Trusts/societies/Colleges/Institutions/Organizations for conducting KITTS skill development diploma programmes at their premises by offering infrastructure in the areas of Travel and Tourism across the state excluding Thiruvananthapuram and Kollam District.

- | | | |
|-------------------------------------------------------|---|-------------------------------------------------------------|
| 1. Description of Tender | : | Selection of Partners
(As per the details enclosed) |
| 2. Tender Enquiry No. | : | 101/SDP/KITTS/2021-22 |
| 3. Tender fee and EMD Amount | : | Rs.15100/-(including GST) and
Rs.85000/- (Excluding GST) |
| 4. Last date to submit Pre-bid queries | : | 25.06.2021 |
| 5. Date of Pre-bid meeting | : | 26.06.2021 at 14:30 Hrs |
| 6. Place of Pre-bid meeting | : | KITTS , Residency Compound, Thycaud |
| 7. Last date for response to pre-bid queries | : | 26.06.2021. |
| 8. Due Date & Time of tender/bid submission (online): | : | 01.07.2021 16:00 Hrs |
| 9. Due Date of Submission of Documents (offline) | : | 05.07.2021 10:30 Hrs |
| 10. Date & Time of tender/bid opening (online) | : | 05.07.2021 11:00 Hrs |

Thiruvananthapuram
11.06.2021

DIRECTOR
KITTS

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EOI are invited for selection of Authorized Training Centre(ATC) from reputed Educational Trusts/Societies/Colleges/Institutions/Organizations for conducting KITTS skill development diploma programmes at their premises by offering infrastructure in the areas of Travel and Tourism across state excluding Thiruvananthapuram District.

Tender Conditions

All tenders/bids shall be accepted only through online mode (<https://etenders.kerala.gov.in>) along with manual submission of the documents.

1. KITTS is an autonomous institute under the Department of Tourism, Government of Kerala catering to the needs of the global tourism industry. This ISO certified (9001: 2008) institute conducts various programmes and training programmes for both students and professionals in the Tourism industry. KITTS invites applications from well established reputed Educational Trusts/Societies/Colleges/Institutions/Organizations to become ATC by offering infrastructure to conduct various Skill Development Diploma programmes in the areas of Travel and Tourism.

Among the various programmes the skill development programmes identified to run initially by KITTS along with its technical consultant, based on the terms and condition as approved by KITTS executive committee at these premises are

1. Diploma in Airport Operations
2. Diploma in Logistics Management

The validity of this arrangement will be for a period of three years from the date of agreement.

Roles and Responsibilities

A. Educational Trusts/ Societies/ Colleges/ Institutions/ Organizations for conducting / Colleges/ Organizations

- 1- Recruit Counselor and Marketing executives in consultation with KITTS for these programmes at the location. (All expenses which include Salaries, Boarding Charges, Conveyance, Employ Benefits, and Incentives etc. to be borne by the institutions from their share.)
- 2- Ensure students admissions and minimum batch strength for each batch prescribed by KITTS and achieve the target given by KITTS.
- 3- All Administrative overheads viz. Electricity, Cleaning, Rent, Maintenance cost, Telephone, Internet etc. are to be borne by the institution.
- 4- Provide infrastructure facility for the delivery of the programme, such as
 - a. Classrooms
 - b. Projector and computer
 - c. Basic furniture & fixtures
 - d. Issue of applications & selection of students for these programmes
- 5- Marketing and publicity for student mobilization at centre level.
- 6- Marketing of programmes should be made only with the approval of KITTS.
- 7- No other similar programmes can be conducted at ATC.
- 8- Providing placement opportunities for the students by conducting regular campus drives. The expenses for conducting the placement programmes are to be borne by the ATC.
- 9- Facilitate the exams and expenses related to the same.

KITTS

1. Will identify the potential Educational Trusts/ Societies/ Colleges/ Institutions/ Organizations to be the ATC based on evaluation criteria and norms fixed by KITTS through E-Tender process.
2. Provide delivery of the programme by the Technical Consultant thus ensuring the quality and control of the operations.
3. Preparation of Question papers, conduct of exams and Evaluation of the answer sheets and issue of security based certificates based on the existing norms set by KITTS. The exam procedure is maintained and conducted by Exam Board constituted by KITTS.
4. Internships and Placement assistance shall be provided.
5. Providing common branding activities.
6. Collection of fees from students.

Major Conditions and Criteria

1. Relevant Experience in conduction of similar programmes.
2. Minimum target given by KITTS at each district, at least 2 batches in both programmes in a year. The failure of this condition will be considered as a breach and KITTS will have right to terminate the contract by giving 30 day's notice.
3. The whole right to collect the programme fees directly from the students will be vested with KITTS. This right will not be transferred to the ATC at any circumstances. If the ATC collect any type of fees from the students, it will be breach of contract and KITTS will proceed for legal remedies.
4. Institution having proven track record with minimum 5 years experience in education venture. (Programmes above Plus Two level)

Revenue Sharing Conditions

- As per this model, KITTS will share 25% of the fees (collected directly by KITTS from students) with the approved institute and 75% fee shall be retained by KITTS.
- KITTS will charge the proposed sign up fees of Rs.3,00,000/- from the institution for a period of three years and further renewal will be based on the decisions taken at that time. For multiple locations separate sign up fees to be paid for each location.

Selection will be based on the technical qualification of the bidders. If there is more than one technically qualified proposal, KITTS will select the best proposal based on the basis of the technical evaluation of the bids. Depending on the technical evaluation KITTS will have the liberty to allocate more than one ATC to certain districts with specified parameters as decided by KITTS.

CENTRE REQUIREMENTS (*infrastructure requirement for partners*)

CENTRE REQUIREMENTS	AREA IN SQF.
<input type="checkbox"/> RECEPTION	50
<input type="checkbox"/> COUNSELING	50
<input type="checkbox"/> CLASS ROOM -1	300
<input type="checkbox"/> CLASS ROOM -2	300
<input type="checkbox"/> LIBRARY	50
<input type="checkbox"/> FACULTY ROOM	50
<input type="checkbox"/> CENTRE MANAGER	50

<input type="checkbox"/> ADMINISTRATION/ACCOUNTS	50
<input type="checkbox"/> LOBBY	50
<input type="checkbox"/> TOILET	50

TOTAL **1000**

This is the minimum infrastructure requirement needed to conduct these diploma programmes.

MANPOWER REQUIREMENTS(MANDATORY)

COUNSELOR/PLACEMENT COORDINATOR: Graduate from any background with a charming personality and a flair for selling. Experience in similar field or technical exposure would be an added merit.

MARKETING EXECUTIVE: Young graduates who are mobile. Need to be smart, enterprising and good sellers. Need to undertake all outdoor publicity activities.

Eligibility Criteria for selection of PARTNERS.

- 1- Educational Trusts/Societies/Colleges/Institutions/Organizations with proven track record in conducting similar skill development programmes.
- 2 Selection will be given to Educational Trusts/ Societies/ Colleges/ Institutions/ Organizations only Operating in Kerala.
- 3- The same should have track record of student placement and should produce the details of the past placement records.

The ATC who is desirous of contributing their service to KITTS shall quote the expected share percentage out of fees to be collected from the students to be given to KITTS in the Financial Bid (which is equal to 75%).

1. Bidders shall submit the following documents in the Technical Bid.
 - a) Profile of **Educational Trusts/Societies/Colleges/Institutions/Organizations** along with the response form.
 - b) Registration/ incorporation certificate, PAN, TAN, **GST** registration details.
 - c) Management Consent letter to become the partner.
 - d) Copy of supporting credentials.
 - e) Experience - with details of training programmes conducted by the applicant.
 - f) Site inspection Fees as DD in favor of “Director KITTS, Trivandrum” payable at Trivandrum

- i. South Zone(Kollam, Pathanamthitta, Alappuzha and Kottayam) – Rs.15000/-
- ii. Central Zone(Idukki, Ernakulam, Thrissur and Palakkad) – Rs.20000/-
- iii. North Zone(Malappuram, Kozhikkode, Wayanad, Kannur, and Kasargod) – Rs. 25000/-

2. The selection will be made from among the Educational Trusts/ Societies/ Colleges/ Institutions/ Organizations situated in the State of Kerala.
3. The last date for receipt for the E-tender is 01/07/2021 at **4.00 PM**. The Technical bid will be opened on 05/07/2021 at **11.00 AM**.
4. Tender documents and tender schedule may be downloaded from the E-Tender Website www.etenders.kerala.gov.in. A bid submission fee of Rs.15100/- and EMD of Rs.85000/- should be remitted online. All bids/tenders documents are to be submitted online on the e-GP website. Technical bid and financial bid shall be submitted in the designated online cover. Tenders/bids shall be accepted through online mode on the e-GP website and all technical bid documents along with site inspection fee as DD in favor of “Director KITTS, Trivandrum” payable at Trivandrum should be submitted manually on or before 05/07/2021 at 10.30 AM. Late tenders will not be accepted. Failure of submission of any of the two modes (E-Tender and Manual documents) considered as ineligible.
5. Financial Bids of only those firms who qualify in the Technical Bid will be opened at the time and date intimated to them through E-Procurement website.
6. The application bid from the tenderers will be scrutinized with reference to the qualification criteria prescribed in the document. The Financial bids of only those applicants will be opened who fulfill the minimum eligibility criteria after the verification of Technical Bid.
7. Bid of applicants found incomplete will not be considered and the applicants will be excluded from the selection procedure.
8. A final agreement has to be executed in Kerala Stamp paper worth Rs.200/- within a week from the date of selection otherwise it will lead to cancellation of work order.

DIRECTOR
KITTS

Instruction to Applicants and Bidders

1. Scope of Application and Bid

Kerala Institute of Tourism and Travel Studies, hereinafter referred to as KITTS, invites online bids from well established reputed Educational Trusts/Societies/Colleges/Institutions/Organizations across the state for **SELECTION OF ATC TO CONDUCT KITTS DIPLOMA PROGRAMMES** in the areas of Travel and Tourism.

2. Payment

KITTS shall collect fees from each students of each programme and the agreed percentage of share shall be made to the Partner on monthly basis after the receipt of the fees from the students.

3. Eligible Applicants and Bidders

This invitation for Technical and Financial Bid is open to all eligible parties as per the qualification criteria.

4. Cost of Application and Bidding

The Applicant and Bidder shall bear all costs associated with the preparation and submission of the Application and Bid. KITTS will in no case be responsible or liable for these costs regardless of the conduct or outcome of the application and Bidding Process.

5. KITTS is not responsible for the incompleteness of the Application form and Bidding Documents and their addendum if they were not obtained directly from KITTS.

6. The Applicant Educational Trusts/SOCIETIES/Colleges/Institutions/Organizations and Bidder is expected to examine all the instructions, forms, terms and specifications in the Application form and Bidding documents. Failure to furnish all information or documentation required with the application and bidding documents may result in the rejection of the Application and Bid.

7. Document comprising the Technical Bid and Financial Bid

- i. The Technical bid and the Financial Bid submitted by the Applicant and Bidder shall be in two separate parts.

Part I: This shall be named Technical Bid and shall consist of Envelope marked “Application for SELECTION OF ATC TO CONDUCT KITTS SKILL DEVELOPMENT DIPLOMA PROGRAMMES.

- a. The Technical Bid
- b. Qualification and experience of the Applicant.
- c. Site inspection fee as DD in favor of “Director KITTS, Trivandrum” payable at Trivandrum
- d) Profile of Educational Trusts/SOCIETIES/Colleges/Institutions/Organizations along with the response form.
- e) Incorporation certificate, PAN,TAN,GST registration details.

- f) Consent letter to become the partner.
 - g) Copy of supporting credentials.
 - h) Experience - with details of training programme conducted by the applicant.
2. An affidavit affirming that information of the **Educational Trusts/ SOCIETIES/ Colleges/ Institutions/ Organizations** that has been furnished in the Technical Bid and Financial Bid are correct to the best of knowledge and belief of the head of the **Educational Trusts/ SOCIETIES/ Colleges/ Institutions/ Organizations**, in non-judicial stamp paper worth Rs.200/-
3. Such other information as may be specified in the Application and Bidding Data Sheet.

Part II: This shall be named Financial Bid and shall consist of

- a. Financial Bid (in e-tender format)
 - i. The Bidder shall complete the **Price bid** as per format given for download along with this tender.

Application and Bidding Data Sheet

The following specific data for the services to be rendered shall compliment, supplement or amend the provisions:

<u>Sl. No.</u>	<u>Item</u>
1.	The address of KERALA INSTITUTE OF TOURISM AND TRAVEL STUDIES <i>(An Autonomous Institute of Government of Kerala)</i> Residency Compound, THYCAUD P.O Thiruvananthapuram -14 Phone: 0471 – 2329468, 2329539 www.kittsedu.org, email: info@kittsedu.org
2.	Roles and Responsibilities of the Technical Consultant will be as mentioned
3.	Tender fee – Rs.15100/- which is non-refundable, EMD Amount: Rs.85000/-
4.	Last date to submit Pre-bid queries and uploading Corrigenda Date: 25.06.2021
5.	Date of Pre-bid meeting Date: 26.06.2021 at 14:30 Hrs
6.	Place of Pre-bid meeting Venue: KITTS ,Residency Compound , Thycaud Tvm-14
7.	Last date for response to pre-bid queries Date: 26.06.2021
8.	Due Date & Time of tender/bid submission (online) Date: 01.07.2021 at 16:00 Hrs
9.	Date and Time of Opening of Technical Bid of Tender for the Selection of Technical Consultants Date: 05.07.2021 at 11:00 Hrs Venue: KITTS, Thycaud, Trivandrum-14

Eligibility Criteria (Essential)

Eligibility Criteria Application for SELECTION OF ATC TO CONDUCT KITTS DIPLOMA PROGRAMMES.

Selection criteria are intended to assess the competence of the tendering organizations to achieve the required project outcome and are used to rate each of the tenders.

The eligibility criteria are selected from the following:

1. Relevant experience in running skill based programmes
2. Past performance

Guidance information on criteria is set out below:

1. Relevant Experience running skill programmes

1. Previous experience of the Tenderer needs to be assessed in relation to the fields of expertise required to achieve the intended outcomes of the project. Recent experience is more valuable than historic experience. The tenderer previous experience in technical areas comparable to the tendered project, the scale of past projects and the role undertaken within those projects should be considered.

Information required should include a list of relevant projects undertaken with the following:

- i. Description and relevance to the tendered project
- ii. Project details with details of the client organisation.
- iii. Duration of project
- iv. Placement record.

2. Past Performance

The tendering organisation's performance in completing the past projects in terms of the quality standards required, time performance, within budget, claims history, project management, and product value need to be assessed.

Extension/ Renewal to the contract gives an indication of performance capability. Similarly, the satisfaction of previous clients regarding the management of the project and project outcome provide useful subjective information on performance of the tenderer.

The information required should include the following information on each project:

- i. Project name
- ii. Client's project manager (name and phone/fax numbers)
- iii. Completion date and extension details.

Response form

(to be filled and submitted alongwith the tender document).

- 1- Does the institution offer: UG & PG
- 2- Has the institution been conferred CPE status by UGC?
- 3- What is the percentage of students getting placed in the Institution?
- 4- Whether Govt./ Aided/ Pvt.
- 5- Year of Establishment
- 6- Land Area of the College
- 7- Location of College
- 8- University to which tenderer is affiliated
- 9- Whether tenderer is conferred with Potential for Excellence (CPE)
- 10- Accreditation Grade, Year and Grade Cycle of Accreditation
- 11- Total Students Enrolled in Undergraduate programme
- 12- Total Students Enrolled Postgraduate programme
- 13- Total existing enrolment of tenderer
- 14- Whether conducting any additional skill programmes
- 15- If yes, no. of programmes offered presently
- 16- Total Enrollments for these additional programmes
- 17- Proposed additional enrolment if KITTS programmes conducted

IV.Evaluation Criteria

A. NAAC Score	
S. No. Indicator	Weights
1 CGPA Above 2.5	20 marks
2 CGPA 2.25-2.4	15marks
3 CGPA 2-2.24	10 marks
4 CGPA below 2	5 marks
B. Conducting Skill development Programmes –	10 Marks
C. Programmes associated with state or central government –	10 marks.
D. Years of existence	
➤ 15 years –	15 marks
10 – 15 Years –	12 Marks
3 – 10 Years –	9 Marks
1- 2 Years –	6 Marks
E. Campus Infrastructure based on inspection marks.	
a. Excellent –	20 Marks
b. Good –	15 Marks
c. OK –	10 Marks

Tenderer will be ranked on the basis of the Technical Score and only agencies who have scored 50% or more marks, will be qualified for financial evaluation.

KITTS will scrutinize all relevant documents to check credentials and marks will be awarded based on them.

Selection will be based on the technical qualification of the bidders. If there is more than one technically qualified proposal, KITTS will select the best proposal based on the basis of the technical evaluation of the bids. Depending on the technical evaluation KITTS will have the liberty to allocate more than one ATC to certain districts with specified parameters as decided by KITTS.

Financial Bid

(BOQ in excel format for e-tender)

ITEM RATE BOQ

Tender Inviting Authority: **KITTS**

Name of Work: Selection of Partner Institution for **KITTS**

Contract No: 101/SDP/KITTS/2020-21

Bidder Name:			
<u>PRICE SCHEDULE</u>			
Quote required: Percentage of share for each parties from students fees			
Number	Text #	Text #	Number #
<u>Sl. No.</u>	<u>Item Description</u>	<u>Units</u>	<u>Percentage in figures. To be entered by the Bidder</u>
1.	Percentage of share of fees collected from students (considering as 100)	Percentage	KITTS % 75 BIDDER % 25

In case firms quoting the same percentage, the marks scored in technical bid will be taken account of and if that remains the same then KITTS will ask for sealed tenders from the parties concerned.

Special Conditions of Tender

2.0 TERMS OF PAYMENT OF REMUNERATION

2.1 The agreed percentage of fees share shall be made to the Partner on monthly basis after the receipt of the fees from the students and based on the reconciliation of invoice raised by partner institution.

3.0 VALIDITY

The offer should remain firm and valid for acceptance by the College/Group of Institution/ Organization up to a period of 3 years from the date of signing of this agreement.

4.0 EARNEST MONEY/SECURITY DEPOSIT/INSPECTION FEE

4.1 The Bidder shall pay, a tender document fees of Rs.15100/- (Rupees Fifteen thousand one hundred only) and Earnest Money Deposit or Bid Security of Rs.85000/- (Rupees eighty five thousand only). The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD must be paid through e-Payment facility provided by the e-Procurement system

5.0 OTHERS

5.1 The selection will be made from the Educational Trusts/ Societies/ Colleges/ Institutions/ Organizations registered to the State of Kerala.

5.2 Though partners are selected for a period of three years, after the third year KITTS will have the right to extend the contract up to 3 (three) years after assessment of the performance of the selected parties on mutually agreed terms and rate and conditions.

5.3 Bids of applicants found incomplete which includes non submission of relevant documents substantiating the claims will not be considered and the applicants will be excluded from the selection procedure.

5.4 During the contract period if the partner service is not found beneficial or satisfactory, KITTS has the right to cancel their service and the firm will be held liable for all the loss sustained in this respect by KITTS on account of the default on their part.

5.5 The Partner should not collect any fee or any charge from the students and any breach on the same will lead to terminate the agreement.

5.6 The Partner shall not Sub Contract or outsource or transfer the contract to any third party for the conduct of the programme.

- 5.7 The Partner shall not be permitted to start/conduct any other business in the KITTS allocated premises or under KITTS brand during the contract period.
- 5.8 KITTS shall have the right to cancel this agreement if the partner fails to start the programme at by june 2020. Or within Three month of signing the agreement. KITTS shall have power to cancel the agreement and allocate the same to the next bidder as per the tender.
- 5.10 KITTS reserves the right to accept or reject any bid in whole or any part without assigning any reason thereof. Any revision in price/terms and conditions of the tender submitted after opening of the tenders shall not be accepted by KITTS.
- 5.11 The tender documents are not transferable.
- 5.12 TENDERS NOT SUBMITTED STRICTLY IN ACCORDANCE WITH CONDITIONS MENTIONED HEREIN ABOVE ARE LABLE TO BE REJECTED. TELEX/FAX TENDERS SHALL NOT BE CONSIDERED.
- 5.13 Submission of bid does not guarantee any right for qualification, and not withstanding anything contained in the terms and conditions acceptance of financial / technical bid will be on the sole discretion of KITTS based on the past experience and technical back ground of the applicants or its associates which found most suitable for KITTS for implementing in the locations.

DIRECTOR
KITTS.

Amendment of TOI document

At anytime prior to the deadline for submission of the application form and other documents, KITTS may, for any reason, modify the EOI document by amendment. Such amendments, if any, shall be notified in the website www.kittsedu.org and such amendments shall be binding on them thereafter.

Acceptance/Rejection of offers

- KITTS will be the final authority to decide on the offers submitted.
- The Director, KITTS reserves the rights to reject any offer without assigning any reason thereof at any stage of the evaluation process.
- The Director, KITTS will be at discretion, to split the offers or procure the educational resources as part/whole.
- The Director, KITTS, reserves the right to cancel the supply order/agreement even after it is awarded selection offer in the event the firm deviates from the agreed terms and conditions.
- An offerer, at any stage of evaluations process or thereafter, in the event of being found after verification by the Project, to indulge in concealment or misrepresentation of facts in respect of claims or the offer, shall be debarred/black listed, for three years from making any dealings with the Project or participating in tendering processes.

The Project may, at its discretion, extend the deadline for submission of offers by amending the EOI document, in which case, all rights and obligations of the Project and the offerers previously subjected to the deadline shall thereafter be the same. Any legal proceeding related to the agreement adjudicated in the Court in Thiruvananthapuram.

Force Majeure:

Both the parties shall bear with the force majeure, which could not be reasonably foreseen.

E-Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the well established reputed Educational Trusts/ Societies/ Colleges/ Institutions/ Organizations for conducting KITTS skill development diploma programmes at their premises by offering infrastructure in the areas of Travel and Tourism across State excluding Thiruvananthapuram.

The tender is invited in **Two cover system** from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A. Online Bidder registration process

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 through email: etendershelp@kerala.gov.in for assistance in this regard.

B. Online Tender Process

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iii. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

- v. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid.

C. Documents Comprising Bid

1. **The First Stage (Pre-Qualification or Technical Cover based on 2 cover tender system):**

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

The technical bid cover shall contains

- i. Copy of NIT with sign and seal
 - ii. The Technical Bid
 - iii. Qualification and experience of the applicant company/firm
 - iv. Site inspection fee as DD in favor of "Director KITTS, Trivandrum" payable at Trivandrum
 - v. Documentary evidence in support of the qualifications and experience of the Technical Consultant/Team viz.,
 - a. Profile of Company or Firm
 - b. Details of Industry Partner
 - c. Bio data of Technical Consultants /Stake holders
 - d. Consent letter from Industry Partner
 - e. Copy of supporting credentials
 - vi. An affidavit affirming that information of the company/firms/individual has furnished in the Technical Bid and Financial Bid are correct to the best of knowledge and belief of the head of the company/firm, in non-judicial stamp paper worth **Rs.200/-**.
 - vii. Such other information as may be specified in the Application and Bidding Data Sheet.
 - viii. List of customers
2. **The Second Stage (Financial Cover as per tender cover system)**

The Bidder shall complete the **Price bid** as per format given for download along with this tender.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and rejected.

D Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of Rs.15100/-,only and Earnest Money Deposit or Bid Security of Rs.85000/-. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

1. **State Bank of Travancore (SBT) Internet Banking**: If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
2. **National Electronic Fund Transfer (NEFT)**: If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT payment should be done according to following guidelines:

1. **Single transaction for remitting Tender document fee and EMD**: Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
2. **Account number as per Remittance Form only**: Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.
Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.
3. **Only NEFT Remittance Allowed**: RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid

mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.

4. **Amount as per Remittance form**: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
 5. **UTR Number**: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
 6. **One Remittance Form per Bidder and per Bid**: The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.
- Any transaction charges levied while using any of the above modes of online payment has been borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

E SUBMISSION PROCESS

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

Further details, if any, can be had from the office of the undersigned during office time.

**DIRECTOR
KITTS**

Request letter from the firm to attend the Pre-bid meeting

(Preferably in the letter head of the Applicant)

To

The Director,
KITTS

Sir/Madam,

Sub: KITTS - for conducting KITTS skill development diploma programmes at their premises by offering infrastructure in the areas of Travel and Tourism across State excluding Thiruvananthapuram.

.

Ref: Tender No..... dated on

1. We would like to attend the Pre - Bid meeting to be held on **at 02.30 PM** in the conference Hall of KITTS, to seek clarification about some clauses of the Document.
2. Please keep the clarification on the following point/points ready.
3. We may also seek further clarification at the meeting.
4. Our firm will be represented by Shri.whose signature is attested below
5. Signature of Shri. is

Thanking you

Yours faithfully

Authorized Signatory of the Tenderer

Preliminary Agreement

ARTICLES OF AGREEMENT executed on this the day of 2020
BETWEEN The Kerala Institute of Tourism and Travel Studies (hereinafter referred to as
“KITTS”) of the one part and Shri/Smt. (H.E. name
address of the tenderer) (hereinafter referred to as “the bounden”) of the other part.

WHEREAS in response to the notification No dated the bounden has submitted to KITTS a tender
for the specified therein subject to the terms and conditions contained in the said tender;

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:-

1. In case the tender submitted by the bounden is accepted by KITTS and the Contract for conducting diploma programmes of KITTS is awarded to the bounden, the bounden shall within 7 days of acceptance of the tender execute an agreement with KITTS incorporating all the terms and conditions under which the KITTS accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, KITTS shall have power and authority to recover from the bounden any loss or damage caused to KITTS by such breach as may be determined by KITTS and the amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to KITTS under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable, under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the Centre may deem fit.

In witnesses where of Shri/Smt..... (H.E. name and designation) for and on behalf of the Kerala Institute of Tourism and Travel Studies and Shri/Smt..... the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri (date)

In the presence of witness:

1

2

Signed by Shri (date)

In the presence of witness:

1

2

Affidavit

We hereby declare that the information furnished in the Technical bid and financial bid are correct to the best of our knowledge and belief.

There is no case pending against us and we have never been black listed by any Govt./Semi Govt./Govt. undertaking or by any Autonomous Organization.

Signature of the Head of Tenderer or
Authorized signatory