**VYTTILA MOBILITY HUB   
SOCIETY**

**COLLECTION OF BUS TERMINAL MAINTENANCE AND SECURITY CHARGES FOR VYTTILA MOBILITY HUB FROM THE USERS OF VARIOUS FACILITIES LIKE VEHICLE PARKING, BUS ENTRY AND TOILET**

**TENDER DOCUMENT**

**Tender No: VMHS/A1/363/2016**

Vyttila Mobility Hub Society

“Sreevalsam”, 2nd floor,

RSAC Road, Oppo. Mobility Hub

Kaniyampuzha Road

Vyttila – 682019.

Phone: 0484 2306511

www.vyttilamobilityhub.com

email: vyttilamobilityhubsociety@gmail.com

**COLLECTION OF BUS TERMINAL MAINTENANCE AND SECURITY CHARGES FOR VYTTILA MOBILITY HUB FROM THE USERS OF VARIOUS FACILITIES LIKE VEHICLE PARKING, BUS ENTRY AND TOILET**

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**Tender no. VMHS/A1/363/2016**

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Tender Doc. No. : VMHS/A1/363/2016

This tender document is

issued to:

Tenderer's name : ……………………………………………................

Tenderer's address : ……………………………………………………….

……………………………………………………….

……………………………………………………….

Telephone no : ……………………………………………………….

Fax no : ……………………………………………………….

Fee for this tender document is Rs. 5000/- + tax 5% (Rupees Five Thousand + tax 5%).

Sale of this tender document is against Cash.

Official receipt no. …………………………………….dated ……………………………

Issued by : Managing Director

Vyttila Mobility Hub Society

“Sreevalsam”, 2nd floor,

RSAC Road, Oppo. Mobility Hub

Kaniyampuzha Road

Vyttila – 682019

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**TENDER FOR COLLECTION OF BUS TERMINAL MAINTENANCE AND SECURITY CHARGES FOR THE BUS TERMINAL AT VYTTILA MOBILITY HUB** **FROM THE USERS OF VARIOUS FACILITIES LIKE VEHICLE PARKING, BUS ENTRY AND TOILET**

**Tender Doc. NO: VMHS/A1/363/2016**

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**BID SYNOPSIS**

|  |  |  |
| --- | --- | --- |
| 1 | Tender no. | VMHS/A1/363/2016 |
| 2 | Name and address of owner | Managing Director, Vyttila Mobility Hub Society, Vyttila |
| 3 | Name of the work | Tender For “Collection of Bus Terminal Maintenance and Security Charges For Bus Terminal at Vyttila Mobility Hub” |
| 4 | Place of service | Bus Terminal at Vyttila in Ernakulam District, Kerala |
| 5 | Scope of service | Tender For “ Collection of Bus Terminal Maintenance and Security Charges For Bus Terminal at Vyttila Mobility Hub |
| 6 | Period of service | 2 years |
| 7 | Cost of Tender document | Rs.5000/- + 5% tax |
| 8 | Date of issue of tender  documents | From 15.06.2016 to 30.06.2016 during working hours between 10.00am to 4.00pm. |
| 9 | Pre bid meeting | N.A |
| 10 | Tender document issuing  authority | Managing Director, Vyttila Mobility Hub Society (VMHS), Vyttila, Kochi |
| 11 | Last date of receipt of tender | On or before 3.00 PM on 01.07.2016 |
| 12 | Tender opening | At 3.30 PM on 01.07.2016 |
| 12 | Place of submission of tender | At the Office of Vyttila Mobility Hub Society  “Sreevalsam”, 2nd floor, RSAC Road, Oppo. Mobility Hub, Kaniyampuzha Road Vyttila – 682019 by Indian Speed post or registered post. |
| 13 | Tender receiving authority | Managing Director, Vyttila Mobility Hub Society, Vyttila, Kochi |
| 14 | Earnest money deposit | Rs. 50,000/- in the form of Crossed Demand Draft from a Nationalised/Scheduled Bank in favour of the "Managing Director, Vyttila Mobility Hub Society" payable at Ernakulam |
| 15 | Validity period of tender | 120 days from the date of opening of the bid |
| 16 | Security Deposit | 1. 1. Amount equivalent to three months quoted amount inclusive of EMD in the form of Crossed Demand Draft from a Nationalised/ Scheduled Bank in favour of the "Managing Director, Vyttila Mobility Hub Society" payable at Ernakulam. 2. Bank Guarantee of Rs.20,00,000/- from any scheduled Bank in favour of MD, VMHS valid for a period of 30 months. |
| 18 | Mobilisation period | 15 days from the date of selection Notice |

**NOTICE INVITING TENDER**

1. **Introduction**

Bus Terminal at Vyttila located in 8 Acres of land at Vyttila, Kochi is part of the proposed Vyttila Mobility Hub. VMHS intends to collect the Bus Terminal Maintenance and Security Charges on contract basis for the following purposes at the rates prescribed against it.

|  |  |  |
| --- | --- | --- |
| Sl.No: | Purpose | Fee (Rs)/Vehicie/day |
| 1. | Entry of buses to the terminal for a day. (for both Kerala State RTC & Private buses) | 20/- |
| 2. | Night parking of buses in the terminal (for both Kerala  State RTC & Private buses) | 50/- |
| 3. | Entry of buses to the terminal for a day.(for interstate buses other than Kerala State Road Transport Corporation buses) | 50/- |
| 4. | Night parking of buses in the terminal (for interstate buses  other than Kerala State RTC) | 100/- |
| 5. | Parking of Cars/jeeps in the parking area specified in Annexure I. |  |
|  | 1. Up to Four hours | 10/- |
|  | 1. Up to Twelve hours | 20/- |
|  | 1. Up to Twenty Four hours | 30/- |
| 6. | Parking of Two wheelers in the parking area specified in Annexure I |  |
|  | 1. Up to four hours | 5/- |
|  | 1. Up to Twelve hours | 10/- |
|  | 1. Up to Twenty four hours | 20/- |
| 7. | Charges for usage of toilets (Gents and ladies) | 2/- |

1. **Scope of Work**
2. It consists of collection of "Maintenance and Security Charges" of the bus terminal for Vyttila Mobility Hub at the rate specified in the above table.
3. It includes necessary arrangements for collecting the same with sufficient number of   
   collection staffs.
4. To make timely payments to VMHS.
5. Adhere to all statutory norms and also the conditions in this document.
6. **Notice Inviting Tender:**

On behalf of Vyttila Mobility Hub Society (VMHS/Owner) its Managing Director invites tenders from qualified agencies for “the collection of Maintenance and Security Charges" of Bus Terminal for Vyttila Mobility Hub for various purposes at the rates prescribed in this tender.

**Pre-Qualification Criteria**

1. The tenderer should have experience in collecting toll/user fee for a minimum period of 1 year worth Rs.3,00,000 per month for a single work within the last five years in Government/Public Sector Undertakings/reputed private organizations. Experience certificate from the employer/owner specifying period of contract and contract amount in original regarding minimum 1 year experience of toll collection/user fee collection shall also be submitted along with the tender.

The average annual turnover of the tenderer during the last three financial years should not be less than Rs. 20 lakhs. Copies of the Balance Sheet, Profit & Loss account audited by Chartered Accountant and self attested copies of Income Tax Returns for the last three years ( 2012-13, 2013-14 & 2014-15) shall be submitted along with tender. (In case the accounts for the year 15-16 is audited and the income tax return is filed as on date, the copies of documents for last three years including 2015-16 shall be sufficient.)

**Other conditions:**

1. The tenderer's firm should have valid PAN and Service tax registration.
2. The tenderer's firm should have PF, ESI and other applicable statutory registration.
3. The tenderer whose services/contract were prematurely terminated or blacklisted by Govt. organization /PSU will not be considered.
4. Joint bidding/Consortium based offers will not be accepted.
5. The tenderer should not have any cases registered against him/her.

VMHS reserves the right to short list the applicants who meets the pre-qualification criteria for running the above facilities depending on their resources, experience and past records of successful operation.

The tender shall be submitted along with Earnest Money Deposit of Rs.50,000/- in the form of   
crossed demand draft from a Nationalised/Scheduled bank in favour of Managing Director, Vyttila Mobility Hub Society payable at Ernakulam. Tenders without the EMD will be summarily rejected.

The officers of owner, if necessary, will visit the area and on the basis of their report,   
Managing Director, Vyttila Mobility Hub Society, reserves the right to reject the offer without further consideration.

Tender forms will be available from the office of Vyttila Mobility Hub Society, “Sreevalsam”, 2nd floor, RSAC Road, Oppo. Mobility Hub, Kaniyampuzha Road, Vyttila – 682019 on payment of Rs.5000/- + 5% tax, by cash on all working days between 10.00 am to 4.00 pm from 15.06.2016. to 30.06.2016. The completed tenders shall be submitted to the office of Vyttila Mobility Hub Society,“Sreevalsam”, 2nd floor,RSAC Road, Oppo. Mobility Hub, Kaniyampuzha Road, Vyttila – 682019 on or before 3:00 pm on 01.07.2016. **The filled tender documents should be submitted to VMHS by Indian Speed Post or registered post at the address stated above. Tender will not be accepted directly or through courier service. The tenders will be opened on the same day at 3:30pm in the presence of available tenderers.**

VMHS reserves the right to reject any or all applications without assigning any reason.

**Managing Director, VMHS**

**General Instructions to Tenderers:**

1. **Address to which the tender is to be submitted.**

Vyttila Mobility Hub Society

“Sreevalsam”, 2nd floor,

RSAC Road, Oppo. Mobility Hub

Kaniyampuzha Road

Vyttila – 682019.

1. **last date and time of receipt of tenders,**

On or before 3.00 pm on 01.07.2016 by India Government Speed Post/ Registered

Post.

**3.0 Submission of Tender:**

3.1 **Technical bid and financial bids shall be submitted in separate sealed covers with writing “ Technical Bid” and “Financial Bid” respectively and both these covers shall be inserted in a cover superscribed as "Offer for the Collection of Bus Terminal Maintenance and Security Charges for Vyttila Mobility Hub" and addressed to Vyttila Mobility Hub Society, “Sreevalsam”, 2nd floor, RSAC Road, Oppo. Mobility Hub, Kaniyampuzha Road, Vyttila -682019 by Indian Speed Post / Registered post. Tender will not be accepted directly or through courier service. The VMHS will not be responsible for any delay in receiving the tender document.**

3.2 Tenders, as submitted, shall consist of the following:

* 1. Complete set of tender documents as sold together with Addenda/Corrigenda duly filled in, signed and sealed by the tenderer. The original tender document shall be submitted with seal and sign in all pages.
  2. Earnest Money Deposit in the manner specified.
  3. Power of Attorney in original or a true copy thereof duly attested by a Gazetted Officer in case an authorized representative has signed the tender.
  4. Financial bid duly filled in.

3.3 Tenders shall be submitted in original and without making any additions, alterations and as per details given in other clauses hereunder.

3.4 No alteration or mutilation other than filling in particulars wherever called for, shall be made in the documents. Any changes deviations made by tenderer on the bid document shall not be taken into consideration.

3.5 The tenderer shall go through all documents and each page of the bid document shall be sealed, signed, dated and returned with the bid by the tenderer as a token of having examined and accepted the same.

3.6 All signatures in tender document shall be dated as well as all the pages of all sections of tender documents shall be initialed at the lower-left hand corner, signed wherever required by the tenderer or by a person holding Power of Attorney authorizing him to sign on behalf of the tenderer before submission of tender.

3.7 All corrections, scoring and alterations shall be authenticated by full signature of the tenderer.

3.8 The tender shall contain the name, residence and place of business of person or persons making the tender and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish the full names of all partners in the tender. It should be signed in the partnership's name by all the partners or by duly authorized representatives followed by the name and designation of the person signing. Tender by a Corporation shall be signed by an authorized representative, and a Power of Attorney in that behalf shall accompany the tender. In the case of Company, a self attested copy of the Certificate of Incorporation and article of association shall be furnished. And in the case of firms a self attested copy of the constitution of the firm with names of all partners shall be furnished.

3.9 Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected.

3.10 The tender should be accompanied by a preliminary agreement and affidavit in the formats attached, duly filled & signed by the tender in stamp of value Rs.200/-each. **lf the selected tenderer fails to remit the Security Deposits and to execute the agreement as directed, the EMD furnished by him will be forfeited & the work will be rearranged at his risk & cost and the loss sustained to the VMHS will be recovered from him.**

3.11 VMHS shall have no responsibility for any delay or non receipt of tender documents sent by post. Telex/Telegraphic/Tele-fax offers will not be accepted.

3.12 The tender documents are not transferable.

3.13 VMHS reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.

3.14 The tenderer is expected to visit the place and see the facilities and gain full knowledge about the entire area and facilities offered and requirements before bidding.

3.15 VMHS will not be responsible for any damage or loss suffered by the Tenderer on account of lack of people enjoying the facility or any other reason whatsoever and VMHS will not compensate the tenderer in any manner.

3.16 The Tenderer shall be solely responsible for providing the service and collecting payment from the users at rates approved by VMHS.

3.17 VMHS will not be responsible for assurance of business. The tenderer shall be responsible for attracting the users to the facilities.

3.18 The tenderer shall fix a Board of reasonable size, prominently informing users regarding the rates for usage at the entrance of Pay & Park(minimum 1.8x1.2 mtrs size), Toilets and at Toll booth counter. Any direction given in this regard shall be strictly complied by the Tenderer.

3.19 No reduction in user fee amount will allowed in case loss occurs to the tendered due to Harthal/strike or loss of any other nature.

3.20 If required by VMHS the tender should be prepared to extend the validity of the agreement for toll collection, at the rate quoted by him till the new tenderer has taken over the charge of site for user fee collection, after the expiry of contract period without reduction of rate/compensation for this extension.

3.21 VMHS shall not be responsible for any damage or loss caused to the person or property of VMHS or third party by the commission or omission of tenderers or his staff and the contractor shall pay damages on occurrence of any such incident. The contractor shall replace any staff found to be misbehaving with the officers of VMHS or Users of facility, upon such direction given by MD, VMHS.

**4.0 Earnest Money Deposit:**

4.1 Earnest Money of Rs.50,000/- accompanying the tender will be accepted only in the form of crossed Demand draft drawn from a Scheduled/Nationalised Bank in favour of Managing Director, Vyttila Mobility Hub Society payable at Ernakulam.

4.2 Cash or Cheque or Insurance Guarantee or Fixed deposit receipt in lieu of the aforementioned form of Earnest Money will not be accepted.

4.3 No interest will be paid for the period during which the Earnest Money lies in deposit with the Owner.

4.4 Earnest Money will be adjusted against the Security Deposit to be remitted by the selected applicant.

4.5 EMD of the unsuccessful tenderers will be returned after finalization of the contract with the successful tenderer. The decision of Managing Director, VMHS will be informed only to the successful applicant and the EMD of others will be returned after finalization of the contract.

**5.0 Security deposit:**

**The selected tenderer shall furnish following security deposits:**

1. Amount equal to three month’s quoted amount including EMD. This shall be remitted in the form of Crossed Demand Draft drawn from a Nationalised/Scheduled bank in favour of the Managing Director, Vyttila Mobility Hub Society payable at Kochi.
2. Bank Guarantee for Rs.20 Lakhs from any scheduled bank, in favour of Managing Director, VMHS, valid for a period of 30 months.

**The above Security Deposits shall be furnished within 10 days from the date of Selection Notice**.

The security deposit will be paid back, without interest, at the end of the contract period. The Security deposit will be forfeited if the tenderer fails to remit the amount quoted along with applicable Taxes on the dates prescribed in the principal agreement.

**7.0 Agreement:**

An agreement shall be signed in the format furnished by the VMHS within 15 days from the date of Selection Notice. The cost of the stamp paper shall be borne by the tenderer.

**8.0 Evaluation of past/present performance :**

The Tenderers past/ present performance of similar works and adherence to statutory rules will be evaluated by VMHS on the basis of visits/reports/documents information gathered by VMHS. If VMHS finds that the past / present performance of the tenderer with respect to any of the above is not satisfactory, his bid is liable for rejection. The decision of the Managing Director, VMHS in this regard will be final and conclusive.

**9. 0 One tender per tenderer :**

This tender shall not be transferred to another tenderer. One tenderer shall submit only one tender.

**10.0 Tender Evaluation Process**

The technical bids willbe evaluatedand those who are found eligible will be short listed on the basis of Pre-Qualification criteria and financial bids of only short listed bidders will be opened, either on the same day or at a later date as intimated by the owner at that time.

The tenderer who satisfies qualifying conditions stated in the Tender document and offers the highest amount will be awarded the tender. A Selection Notice will be given to the selected tenderer. The tenderer shall enter in to an agreement with the owner within 15 days from the date of Selection Notice. **If the selected tenderer fails to remit the Security Deposits and to execute agreement within the prescribed period the EMD of the tenderer will be forfeited and the work will be rearranged at his risk and cost and the loss suffered to VMHS will be recovered from him. Decisions taken in this regard by the MD,VMHS will be binding on all tenderers.**

The tender may be cancelled or conditions of tender altered at the discretion of the owner at any time. Information regarding this will be communicated to the tenderers.

**11.0 Amount quoted**

The monthly rate quoted by the tenderer shall be the net amount payable to the Owner. All applicable taxes shall be paid by the tenderer in addition to the amount quoted by the tenderer.

**12.0 Statutory Taxes**

Apart from the monthly rate quoted, the Contractor has to remit Income Tax – TCS and Service Tax at applicable rates from time to time.

**13.0 User Fee**

The tenderer shall collect the users Fee strictly at the rates prescribed in this tender. The tenderer shall not collect any fee/tax other than that is specified in this tender.

**14.0 Duration of Contract**

The duration of contract under this tender will be 2 years from the date of agreement. However, MD,VMHS will be free to extend the period till finalization of fresh tenders and execution of agreements and the contractor will be bound to abide by the decision of MD,VMHS.

**15.0 Mode of remittance of fee, interest and fine on delay**

The tenderer shall remit the monthly quoted amount on a weekly pro-rata basis in the office of Vyttila Mobility Hub Society and will obtain official receipt from the VMHS.

The successful tenderer shall remit the quoted monthly amount by equal weekly installments as fixed by MD, VMHS at the time of execution of agreement. In case of default, the contractor shall Pay an interest @18% per annum on all amount not paid on the respective date fixed for the payment from the date on which such amount /amounts falls due for payment.

A fine of Rs.500/- will be imposed for every day of delayed payment after the tenth day of due date as penalty over and above the interest stipulated above.

The selected tender has to pay 'Tax Collected at Source' (TCS) at prescribed rate in force from time to time as per 'Income Tax Act & 'Rules’ additionally along with weekly installments. The selected tender shall also to pay Service Tax at prescribed rate in force from time to time as per Service Tax Rules additionally along with weekly installments.

**16.0 Termination of Contract**

The contract will be terminated if the tenderer fails to remit the fee collected on the specified day of every week as prescribed in the agreement. In such case, fresh tenders will be invited or until such time till the new tenderer is in place, the MD, VMHS shall entrust the collection to any person/agency which is deemed to be fit. Decision of MD, VMHS in this regard will be final. The loss of revenue incurred to the owner in this regard will be realised from the security deposits of the tenderer, whose contract is terminated.

VMHS will have the right to terminate the contract when required under any circumstances. No claim in this regard will be entertained from the tenderer in this regard.

**17.0 Conduct of the Tenderer and its staff**

The tenderer shall not involve in any other activity other than the intended activity.

The operation of the terminal and its premises shall not be disturbed by the tenderer or its staff. The staff of the tenderer shall be polite to the commuters/users of the facility. Complaints received against the tenderer or its staff will be viewed seriously and actions will be taken by the owner.

If the staff is found to be involved in any of the above mentioned activity, the person shall be removed immediately by the tenderer. If action is not taken by the tenderer within 48 hours of such communication by the owner, the contract of the tenderer will be cancelled.

If any damage occurs to any of the property of the owner by any action/omission of the staff of the tenderer, charges for rectification/replacement will be deducted from the security deposit of the tenderer.

The toilets shall not be used as bath rooms. The tenderer shall ensure the intended usage of toilets. If any person is found to be taking bath in the toilets, an amount of Rs. 1000/- will be levied on the tenderer.

Decision of MD, VMHS will be final in these regard.

**18.0 Site visit and Data collection**

The tenderer shall visit the site and be aware of the actual site situation and 'other required details prior to the submission of the tender. The tenderer shall also assess the volume of traffic and number of vehicles, including that on holidays, prior to the submission of the tender. VMHS shall not be responsible for lower income and request for reduction from the quoted amount or compensation if any claimed, will not be entertained under any circumstances. VMHS will not be responsible for accuracy of the data so obtained by the tenderer.

**19.0 Manpower for collection of fee**

The tenderer shall provide required number of staff for collection of the fee from the location specified. The tenderers shall be the solely responsible for compliance of Labour welfare statutes and for payment of all other obligations like PF, ESI, Gratuity, training & supervision, bonus, uniform, leaves, reliever cost, any special allowances, any other Statutory obligations of its staff. In case of failure and consequent legal actions the contractor shall keep the owner fully indemnified.

**SPECIAL CONDITIONS OF CONTRACT**

Accommodation, transportation and office facility for the tenderer and its staff will not be provided by VMHS. The tenderer shall identify its own premises for the proper functioning in consultation with the VMHS.

The tenderer shall provide sufficient number of uniforms, acceptable to VMHS, for all their staff. The staff shall wear the said uniform while on duty. If the staff is found to be without uniform, an amount of Rs.1000/- per occurrence will be deducted from the security amount deposited with VMHS.

The tenderer shall provide receipts, in printed form at their cost. The format of the same shall be informed in writing to VMHS and shall be got approved.

If the tenderer withdraws during the currency of the agreement, arrangement for collection of fee/retendering will be done at the risk and cost of the tenderer. The amount incurred for collection through another tenderer and cost of retendering will be deducted from the security deposit.

The fee for bus entry specified is for a day and no separate charges can be levied for multiple entries of the same bus.

VMHS will have the right to allocate the area designated for collection of fee for special functions. On such days, collection of fee may not be permitted. The tenderer will not be compensated for the revenue loss on those days.

The tenderer shall not collect fee for vehicles parked in any other area other than the designated area allotted by VMHS.

Designated area for night parking of buses is the idle parking bus bays on the western side of loan turf median. The designated car/two wheeler parking area is by the side of Kaniyambuzha road as detailed in Annexure I. Parking of buses in the terminal area shall be done strictly in compliance of the instructions given by officers of owner or its security personnel / Police Officers and Motor Vehicle authorities. Night Parking of buses will not be allowed in areas other than on the area designated.

Night parking of buses, other than those conducting service through Vyttila Mobility Hub will not be allowed.

All cases arising out due to loss of property/vehicles etc shall be attended by the tenderer and

VMHS shall be relieved and indemnified from all such cases.

The tenderer shall coordinate with other contractors staff employed in the same premises.

Cleanliness and Security is given at most priority. The tenderer shall keep the designated area clean and secured at the cost of the tenderer. Additional manpower required for such cleaning and security purposes shall be provided by the tenderer and the cost for the same shall be included in their premium quoted. Nothing extra will be paid by VMHS.

Security of the items in the toilets shall be done by the tenderer at their cost. Lost/damaged items shall be replaced by the tenderer at their cost. If the replacement is not done promptly within two working days, VMHS will make arrangements for replacing the same and the cost will be deducted from the security deposit.

The MD, VMHS may give permission for entry of certain vehicles like vehicles of VMHS, vehicles of consultants, Government vehicles, Auto rickshaws, vehicles of other agencies having their operations in the bus terminal etc. Fee shall not be collected from such exempted vehicles. KSRTC staff are excluded from Toilet Fee. **KSRTC Buses entering the terminal from 8PM - 8AM shall be exempted from the fee.**

VMHS does not guarantee the number of vehicles entering the bus terminal/or its premises. Changes in number of vehicles may occur due to change in traffic pattern/arrangements. VMHS will not be responsible for revenue loss if any to the tenderer. Tenderer shall consider the possible loss due to hartals, strikes etc, while estimating various fees/charges. Hence VMHS will not accept any plea for revenue loss to the tenderer on account of holidays and possible harthal /strike days etc.

**TENDER FOR COLLECTION OF SECURITY AND MAINTENANCE CHARGES FOR SERVICES AT VYTTILA MOBILITY HUB**

**TECHNICAL BID**

Name of the Bidder              :

Type : Individual/Partnership firm/Company/Others(specify)

Office Address                       :

Tel. No                                     :

Fax/ Email address                  :

Name of authorized representative (s)           :

1. Earnest Money deposit   : DD No………………………………dated…………………….drawn on Bank…………………….…………………………………………………………

2. **Details of experience for Pre-qualification:**

Information of Single work done in last five years in Government/Public Sector Undertakings/reputed private organization for a minimum period of one year during the last five years worth Rs. 3,00,000/- per month

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name & address of the organization(employer). | Period of Contract | | Amount of contract  (to be specified whether per month or year) |
| From | To |
|  |  |  |  |  |

(Attach additional sheets if required) (**Certificates in original to be enclosed** )

3. Self attested copies Registration Certificate of:

             PF                                  :           Enclosed/Not enclosed

             ESI                                 :           Enclosed/Not enclosed

             Income Tax PAN             :           Enclosed/Not enclosed

             Service Tax Registration certificate          :           Enclosed/Not enclosed

4. Turnover during last three years:

|  |  |
| --- | --- |
| Year | Turnover in Rupees (in words and figure) |
| 2012-13 |  |
| 2013-14 |  |
| 2014-15 |  |
| 2015-16 |  |

Copies of Balance sheet and profit and loss account audited by chartered accountant along with the self attested copies of Income Tax returns for the above Financial years shall be submitted with the tender as proof of turnover. (Turn over needs to specified for year 2015-16 only if supported by copies of Audited Balance Sheet and Profit Loss Account and returns.)

Full Signature of the bidder with seal

Name of the bidder:

Place:

Date:

**AFFIDAVIT**

**(To be given on a non-judicial stamp paper of value Rs.200)**

I the undersigned do hereby certify that all the statements made in the attachments are true and

correct.

The undersigned hereby authorises and requests any Bank, person, Firm or Corporation to furnish pertinent information deemed necessary and requested by VMHS. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of VMHS. The undersigned also hereby certifies that neither our firms/companies have abandoned any work in India nor any contract awarded to us for such work has been rescinded in the past five years. The undersigned further affirm that no contract of work undertaken by undersigned have been prematurely terminated and that the undersigned have not been blacklisted by Governement/Govt.Organisation/PSU. It is also affirmed that no cases are registered against the undersigned.

The undersigned also hereby authorises VMHS and their authorised representative to conduct any enquiries or investigation to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical capability. This will also serve as authorisation to VMHS representative to contact in person or otherwise, any individual or authorised representative of any institution referred to in the supporting information and obtain such information as may be required by him to verify statements and information provided in this application, or with regard to the resources, experience and competence of Applicant.

The undersigned understands that furnishing of false information could result in disqualification.

Signature of the Tenderer : ……………………………………………………….

Name of the Tenderer : ……………………………………………………….

Address : ………………………………………………………..

………..………………………………………...........

……………………………………………………….

Date:

**PROFORMA OF PRELIMINARY AGREEMENT**

(To be executed on stamp paper of value Rs.200/- and submitted along with tender).

Preliminary agreement entered in to on this……dayofJune2016Between ……………………………….Managing Director, Vyttila Mobility Hub Society (Hereinafter called VMHS on one part) and Shri …………………………………………………………………….............. (name and address of the Contractor) (Hereinafter called the Contractor) on the other part for the execution of the agreement as well as the execution of thework **“**Collection Of Bus Terminal Maintenance And Security Charges For The Bus Terminal At Vyttila Mobility Hub From The Users Of Various Facilities Like Vehicle Parking, Bus Entry And Toilet” and where as in the notice inviting tenders it is stated as follows. Before commencing the work of within 10 days of the date of selection Notice, the contractor shall deposit a sum equal to three months fee including EMD and also provide Bank Guarantee for Rs.20 Lakhs which shall be treated as security for the proper fulfillment of the work and he shall execute an agreement for the work in the form of agreement prescribed by VMHS within 15 days of the selection Notice. If he fails to do this or fail to maintain a specified rate of progress, the EMD/security deposit shall be forfeited to VMHS and fresh tenders shall be called for or the matter otherwise disposed. If as a result of such measures due to the default of the contractor to pay/furnish the requisite deposits, execute agreement, to commence the work, any loss to the VMHS results, the same will be recovered from him as arrears of revenue. But should it be a saving to VMHS the original contractor shall have no claim whatever to the difference. Recoveries to this or any other account will be made from the sum that may be due to the contractor on this or any other contracts or under the Revenue Recovery Act or through other legal measures as MD, VMHS may decide.

Now therefore these present witnesses and it is mutually agreed as follows:

1. The terms and condition for the said contract having been stipulated in the said tender form to which the contractor has agreed, a copy of which is appended, and which forms part of this agreement, it is agreed that the terms and conditions stipulated there in shall bind the parties to this agreement, except to the extent to which they are abrogated or altered by express terms and conditions herein, agreed to and in which respect the express provisions herein shall super cede those of the said tender form.
2. The Contractor hereby agree and under take to perform and fulfill all the operation and obligations connected with the execution of the said contract work viz “Collection Of Bus Terminal Maintenance And Security Charges For The Bus Terminal At Vyttila Mobility Hub From The Users Of Various Facilities Like Vehicle Parking, Bus Entry And Toilet”.
3. If the Contractor does not come forward to remit/furnish the specified Security Deposits and to execute the agreement after the issuance of selection Notice within the time duration specified in the Tender document or commits breach of any of the conditions of the contract as stipulated in the Notice Inviting Tender/General Instruction to the Tendered/Special Conditions of contract, VMHS may rearrange the works either by VMHS itself or otherwise get it done through another person/agency, at the risk and cost of the contractor and the loss if any sustained by VMHS due to the same can be realised from the contractor under the Revenue Recovery Act or through other legal measures as if arrears of land revenue as assessed, quantified and fixed by an adjudicating authority consisting of VMHS or any other officer or officers authorised by VMHS after taking into consideration of the prevailing rates and after giving due notice to the Contractor.
4. The contractor further agrees that any amount found due to VMHS under or by virtue of this agreement shall be recoverable from the Contractor from his EMD and his properties, movable and immovable as arrears of land revenue under the provision of the Revenue Recovery Act for the time being in force or in any other manner as MD,VMHS may deem fit in this regard.

In witness whereof Smt……………………………….. Managing Director of Vyttila Mobility Hub Society and Sri.………………………………………………………………(Name of Contractor)

have set their hands on the day and year first above written.

Signed by: …….……. ………… …………………………. (Contractor)

Signed by: ………………………………………………….. (MD VMHS)

In the presence of witness

1. ……………………………………………….
2. ………………………………………………

**VYTTILA MOBILITY HUB SOCIETY**

**TENDER FOR COLLECTION OF BUS TERMINAL MAINTENANCE AND SECURITY CHARGES FOR THE BUS TERMINAL AT VYTTILA MOBILITY HUB** **FROM THE USERS OF VARIOUS FACILITIES LIKE VEHICLE PARKING, BUS ENTRY AND TOILET**

**Tender number VMHS/A1/363/2016 dated 15/6/2016**

**Check list –Please verify the following before the submission of the tender.**

1. The tenderer has gone through all documents and read each page of the bid documents and various conditions therein.
2. The tenderor has visited the site and collected data before quoting rates.
3. Enclosures: Ensured that the following documents are enclosed with the tender.
4. EMD : Rs. 50,000/- in the form of demand draft bearing number……………………… dated ……../06/2016 drawn on …………………………………………………………. Bank, ……………………………………… Branch in favour of the Managing Director, Vyttila Mobility Hub Society payable at Ernakulam.
5. The sealed bid documents including Technical and Financial bid duly signed and dated in every page.
6. Original experience Certificate.
7. Copies of Balance Sheets, Profit and Loss account audited by Chartered Accountant along with self attested copies of Income Tax Returns for the last 3 years.
8. Self Attested Copy of valid PAN and Service Tax Registration Certificate.
9. Self Attested Copies of PF, ESI registration certificates.
10. Power of Attorney in case of signature by authorized representatives.
11. Self attested copy of partnership deed if the tenderer is a partnership firm.
12. Self attested copy of Memorandum of Association and Article of Association if the tenderer is a Company.
13. Affidavit in non – judicial stamp paper of value Rs. 200 duly signed and dated in each page.
14. Preliminary agreement in non – judicial stamp paper of value Rs. 200 duly signed and dated in each page.
15. Ensured that the covers containing Technical and Financial documents and all the above documents are sealed and put into another suitable envelope to be superscribed “ Offer for the collection of maintenance and security charges of bus terminal at Vyttila Mobility Hub” and addressed to Vyttila Mobility Hub Society, “Sreevalsam” 2ND Floor,RSAC Road, Vyttila P.O., Kochi- 682019, Phone 0484-2306511
16. Ensured that arrangements have been made to submit the tender on or before 3.00 pm on 01/07/2016 through India Government Speed Post /Registered post at above address.

Signature :

Date:

Name :