

**TENDER DOCUMENT**

**FOR  
EMPANELMENT OF TAXI  
OPERATORS TO AVAIL  
TAXI SERVICES**

**KARNATAKA STATE TOURISM DEVELOPMENT CORPORATION LTD**  
Corporate Office: Ground Floor, BMTC-TTMC Building, Yeshwanthpur, Bangalore-560022

**Telephone No: 080 4334 4386**

**(Tender documents consists of 18 Pages)**

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**NOTICE INVITING TENDERS FOR EMPANELMENT OF TAXI OPERATORS TO  
AVAIL TAXI SERVICES**

We are one of the States owned Tourism Development Company having its corporate office at BMTC-TTMC building, Yeshwanthapur, Bangalore-560022.

Karnataka State Tourism Development Corporation Ltd (KSTDC) invites Sealed Tenders as mentioned hereunder in the attached prescribed format from reputed Taxi Operators to provide taxi services as and when needed for various package tours and tourist on Rate Contract Basis.

Interested parties may submit their bids in sealed envelopes duly super-scribed as “**TENDER FOR EMPANELMENT OF TAXI OPERATORS**”. The Bidder/Tenderer is requested to self attest all the papers comprising the Bid application and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the Bid application keeping in view of the terms and conditions of this Tender Document and the tender is liable to be rejected, if any changes in the terms and conditions are proposed. The Bidder/Tenderer has to submit **Earnest Money Deposit (EMD)** of Rs.5,000/- (Rupees Five Thousand Only) through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of “**Managing Director, KSTDC**” payable at Bangalore. Tenders without the Earnest Money Deposit (Demand Draft Only) will be deemed rejected.

Interested Taxi Operators can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria and Annexures to be attached with bids, against a written request on their own letter head from the Office of Manager (Tour), KSTDC, Bangalore along with Cash payment / submission of a **non-refundable Demand Draft** only of Rs.500/-drawn on any Nationalized / Scheduled Bank in favour of “**Managing Director, KSTDC**” payable at Bangalore on all working days (Monday to Friday) between 10.00 A.M. to 3.30 P.M. The time schedule of tendering is specified as below:-

1	Issue of Tender Document / Tender Notification.	05.02.2019
2	Tender Document Fee (Non-Refundable)	Rs. 500/- (Rupees Five Hundred Only)
3	Last date and time for submission of Tender	12.02.2019 @ 11.00 HRS
4	Date and Time of opening Tender	12.02.2019 @ 17.00 HRS
5	Earnest Money Deposit (EMD)	Rs. 5,000/- (through Demand Draft

		Only) (Rupees five Thousand Only) – to be placed along with bid application in the sealed envelope. <b>Payment of EMD amount through any other mode is not acceptable.</b>
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The Tender Document can also be downloaded from the website [www.kstdc.co](http://www.kstdc.co) and the same will be accepted along with the Tender Fee of Rs. 500/- (Rupees Five Hundred Only) through a separate Demand Draft, only drawn on any Nationalized / Scheduled Bank favoring “Managing Director, KSTDC” payable at Bangalore, which is required to be placed in the envelope containing Bid application.

All amendments / information with respect to this Tender will be uploaded on the Company's Website [www.kstdc.co](http://www.kstdc.co) and also be published in any 2 newspapers as well as District Tender Bulletin. All Tenderers are therefore advised to visit the website regularly for updates.

Managing Director, KSTDC, reserves the right to reject all or any tender without assigning any reason, whatsoever.

**ELIGIBILITY CRITERIA**

1. The Bidder/Tenderer should be based in Karnataka and operating their business from Karnataka. **Attach photo-copy of proof.**
2. The Bidder/Tenderer should have a minimum experience of 5 Years as Taxi Operators. **Attach photo-copy of proof.**
3. The Bidder/Tenderer must own a fleet of atleast 20 (Twenty) or more taxies in the State with valid All India Permit.
4. The Bidder/Tenderer should have rendered satisfactory taxi services to at least two Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or any Private Corporate Establishment of repute. **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.**
5. The Bidder/Tenderer should furnish List of Clients to whom satisfactory taxi services are given during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificates from concerned Clients/Companies.
6. The Bidder/Tenderer should have minimum average annual turn-over of Rs. 20 Lakhs from the Taxi business.
7. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors, who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained.

**TERMS & CONDITIONS AND INSTRUCTIONS FOR BIDDERS**

1. The rates quoted by the Bidder/Tenderer shall be valid for a period of two years from the date of empanelment of Taxi Operator.
2. The Bidder/Tenderer is required to clearly indicate their name, address and contact details on the sealed envelopes.
3. The Bid application should be sealed and duly super-scribed as **“TENDER FOR EMPANELMENT OF TAXI OPERATORS”** and Addressed to Manager (Tours), KSTDC Corporate office, BMTC-TTMC Building, Yeshwanthapur, Bangalore-560022 on or before 12.02.2019 at 11.00 HRS.
4. The Tenderer/Bidder has to submit Earnest Money Deposit (EMD) of Rs. 5,000/- through Demand Draft only (**payment through cheque or any other mode is not acceptable**) in favour of “Managing Director, KSTDC” payable at Bengaluru along with the Bid application. Tenders without the Earnest Money Deposit will be deemed rejected.
5. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
6. The Bidder/Tenderer are hereby informed that the Company will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of assessing the competence of Bidders/Tenderers. The decision of the KSTDC in this regard shall be final and binding on the Bidders/Tenderers.
7. All the copies of the documents mentioned in the Eligibility Criteria, Annexures I to IV and other necessary documents are required to be attached with the Bid application.
8. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
9. On Empanelment of Bidder/Tenderer as Taxi Operator for providing taxi services, the Earnest Money deposited by them with the Bid application shall be retained as Security Deposit with the Company.

10. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.
11. Tender applications will be opened on the scheduled date and time given in the “Notice Inviting Tender”. The Bids will be evaluated on the basis of documents/information furnished and eligibility criteria. The decision of the Managing Director, KSTDC in this regard shall be final and binding on the Tenderers.
12. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
13. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.
14. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
15. Tenders/Bids must be submitted to the Manager (Tour), KSTDC, Corporate office, BMTC-TTMC Building, Yeshwanthapur, Bangalore by the date and time stipulated in the Notice Inviting Tender in a sealed cover and put inside the Box kept for the Tender. The Company may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder will be the same. The information thereof will be available on the Company's Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
16. The Contract with the Bidder/Tenderer can be cancelled by the KSTDC by giving one month's notice in writing without assigning any reason, whatsoever.
17. In case the Bidder/Tenderer desires to cancel the contract, he is required to give one month notice in writing to the KSTDC.
18. Managing Director, KSTDC, Bengaluru reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

**SCOPE OF SERVICE AND PAYMENT TERMS**

1. The rates quoted by the Bidder/Tenderer in the Bid for providing taxi services will be valid for atleast two years from the date of Empanelment of Bidder / Tenderer. No revision in rates shall be allowed during the Rate Contract Period.
2. The rates quoted by the Bidder/Tenderer should be inclusive of driver charges, fuel and all maintenance costs.
3. All taxes, toll tax and parking charges incurred by the Bidder/Tenderer during the course of providing taxi services/journey will be reimbursed by the Company on actual basis. These charges are to be paid by the driver of Bidder/Tenderer on duty and shall be claimed by the Bidder/Tenderer along with the bill on completion of tour/trip.
4. The taxi used for Outstation Trips, the minimum average running limit of taxi will be 300 Kms. per day.
5. The next package rates will be applicable only if both the time limit and Kilometer limit of lower package exceeds.
6. The Taxies should be in a perfectly maintained condition with presentable look and should not be more than Four years old.
7. The Bidder/Tenderer will submit/raise bills soon after completion of the Tours/trips along with the User / Tourist Certification Slip certifying the KMs reading and time of usage. The bills shall be settled within 15 days from the date of receipt of bill by the Company. The time will be rounded off to hour.
8. The driver driving the Taxi must have a valid driving license and the Company would have no liability, whatsoever. Also taxies must have all India permits etc. as per relevant R.T.O. Rules and regulations and insured all the time under M.V. Act.
9. In case of accident, the KSTDC would have no liability, whatsoever.
10. The Taxies sent should be insured comprehensively with maximum coverage for all passengers according to the carrying capacity of the vehicle.
11. The time consumed from garage to reporting place should be actual, subject to a maximum of half an hour.



12. The drivers of Taxi sent must be provided mobile phones and Uniforms. The Vehicle/Taxi Number and Mobile Phone Number of Driver be conveyed through SMS or call on the Cell Phone of both the User/tourist and the authorized departmental official well in advance for their information.
13. The Drivers deputed for duty will maintain his behavior as becoming of Gentleman and would extend help in bringing the goods / suitcase of the User/Tourists loading / unloading, if need be.
14. For local running night charges are not payable.
15. The behavior of the driver should be polite, cordial, obedient and never convicted by any Law Agencies. In case of any misbehavior, in addition to taking legal action, the Tenderer will be penalized for the same and the decision of the Competent Authority of the company in this regard shall be final and binding on the Tenderer.
16. The driver, in addition to safe driving of the car, would receive/a lighten the occupants in a very respectful manner and would obey the instructions of the occupants.
17. On receipt of rates from the Bidders/Tenderers, the Company's authorized officials may visit the office/garage of the Bidder/Tenderer for inspection of fleet of cars available with them. The lowest rates received from eligible Bidder/Tenderer for each type of vehicle and for each slab would be offered to all eligible Bidders/Tenderers for their consideration and acceptance. The Bidders/Tenderers who are ready to provide taxi services on these rates and accept the rates in writing would be empanelled as Taxi Operators by the company for providing taxi services.
18. The empanelment will be confirmed by the Company in writing only on receipt of confirmation from the eligible Bidders/Tenderers that the rates offered are acceptable to them.
19. The rates offered or agreed would be valid for atleast a period of two years from the date of acceptance by the eligible Bidders / Tenderers.
20. The bidder shall quote the rates for both SUV (like Innova Crysta) and Sedan Cars (like Toyota Etios, Swift D'zire etc). The Bidder quoting the lowest in each of the category shall be empanelled separately.

**THE KARNATAKA STATE TOURISM DEVELOPMENT CORPORATION LTD**  
**Corporate Office: Ground Floor, BMTC-TTMC Bus Stand, Yeshwanthpur, Bangalore-560022.**

**BID APPLICATION**

<b>Sl.No</b>	<b>Description</b>	<b>Particulars</b>
1	Name of the Firm / Taxi Operator / Travel Agency.	
2	Address of the Firm / Taxi Operator / Travel Agency.	
3	Year of Establishment	
4	Whether the Firm / Travel Agency is proprietorship / partnership / limited Company. <b>(Attach proof with Registration Number)</b>	
5	(A)Name of authorized contact Person/official	
	B) Mobile / Landline Number	
	(C) Fax Number	
	(D) E-mail ID	
6	PAN Number of the Firm/Travel Agency/Manpower providing Agency (Attach self –attested photo-copy of the PAN Card)	
7	Goods and Service Tax Number of the Firm/Travel Agency/ Manpower providing Agency (Attach self-attested photo-copy of the Goods & Service Tax Number)	
8	Experience in the filed of providing taxi services (Attach certificate of Experience and satisfactory completion of work awarded from concerned Establishments/ Companies)	
9	Bank Account Details of the Firm	
	A. Bank Account No	
	B. Bank Name & Address	
	C. IFSC Code	
	D. MICR Code (Attach photo-copy of the cancelled Cheque)	
10	List of existing clients along with proof which should include atleast two	

	Government/Public Sector undertaking or any Private Company or Corporate Establishment having minimum Rs. 30 Lakhs paid-up capital during the last three financial years i.e. from 2015-16, 2016-17 and 2017-18. (Attach certificate from clients)	
11	The Tenderer should have minimum average annual turn-over of Rs. 20 lakhs and should have earned profit during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. (Attach certificate from Chartered accountant in this regard)	
12	The tenderer should have atleast a fleet of 20 or more taxies. (Attach copies of the Registration Certificate of taxis)	
13	Enclose Demand Draft of Rs. 5,000/- as Earnest Money Deposit. Payment through cheque or any other mode is not acceptable.	Demand Draft No : _____ Date of Demand Draft: _____ Demand Draft Amount: _____ Bank Name: _____
14	Enclose Demand Draft of Rs. 500/- as Tender Fee, in case Tender document is downloaded from our website. Payment through cheque or any other mode is not acceptable.	Demand Draft No : _____ Date of Demand Draft: _____ Demand Draft Amount: _____ Bank Name: _____
	SIGNATURE WITH STAMP	:
	NAME OF THE FIRM	:
	NAME OF AUTHORIZED PERSON	:
	CONTACT NO	:
	E-mail ID	:
	DATE	:

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**CHECK-LIST OF DOCUMENTS PLACED ALONG WITH BID APPLICATION**

SL. NO	DOCUMENTS TO BE ATTACHED WITH BID APPLICATION	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs.5,000 /- (Rupees Five Thousand Only) in the form of Demand Draft only <b>(payment through cheque or any other mode is not acceptable)</b> issued by any scheduled commercial bank in favour of “MD KSTDC”.		
2	Tender Fee of Rs. 500/- (Rupees Five Hundred Only) in the form of Demand Draft only in case the Tender Document is downloaded from Company's Website <b>(payment through cheque or any other mode is not acceptable)</b> issued by any Scheduled commercial bank in favour of “MD KSTDC”.		
3	Proof of the Tenderer/Bidder being based in Karnataka and their operation in these areas. Attach self-attested copy of proof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of the Goods & Service Tax Registration Number (If applicable).		
6	Copies of Experience Certificate of minimum five years in providing taxi services issued by clients/organizations. <b>(Attach Photo-copy of proof)</b>		
7	The Tenderer should have rendered satisfactory taxi services to atleast two Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute during the last three years. (Attach Certificate of Experience for providing satisfactory taxi services from concerned Establishments /Companies)		
8	<b>Non-relationship Certificate</b> for participation of near relative of employee in the Tender <b>as per Annexure II.</b>		
9	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company or Corporate Establishment. <b>(Attach Certificate from clients / organizations as per Annexure III)</b>		
10	The Tenderer/Bidder should have minimum average annual turn-over of Rs. 20 Lakhs and should have earned profit		

	during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. <b>Attach Certificate from Chartered Accountant as per Annexure IV.</b>		
11	Tenderer / Bidder self-attested copy of the Registration Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm/Company		
	SIGNATURE WITH STAMP :  NAME OF THE FIRM :  NAME OF AUTHORIZED PERSON :  CONTACT NO :  E-mail ID :  DATE :		

**ANNEXURE II**

**FORMAT OF NON-RELATIONSHIP CERTIFICATE**

I/We/Our organization \_\_\_\_\_  
including our parents/Share-holders/Directors hereby certify that none of my/our blood  
relative(s) is/ are employed in KSTDC.

In case at any stage, if it is found that the information given by me/us is false/incorrect,  
KSTDC shall have the absolute right to take any action as deemed fit without any prior  
intimation to me / us.

Signature of the Tendered with Seal :

Name of the Tenderer :

Date :

**ANNEXURE- III**

**LIST OF PRESENT AND PAST CLIENTS DURING THE LAST THREE YEARS**

Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations. This information provided will facilitate evaluation of Technical capability.

<b>Sl.No</b>	<b>Name of the organization with complete postal address mentioning Pvt.Sector/Govt Body/PSU/Public Limited Company</b>	<b>Name and Designation of the Contract Person with Telephone No./Mobile No/E-mail ID</b>	<b>Period for which rate contract was awarded</b>	<b>Nature of work</b>	<b>Annual Turnover</b>
	SIGNATURE WITH STAMP:				
	NAME OF FIRM/TRAVEL AGENT:				
	NAME OF AUTHORISED PERSON:				
	CONTACT NUMBER:				
	E-MAIL ID:				
	DATE:				

**ANNEXURE IV**

**CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST  
THREE FINANCIAL YEARS**

I/We, M/s. \_\_\_\_\_,  
the tendered for Empanelment of Taxi operators and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/Company and profit earned for the last three financial years i.e. 2015-16, 2016-17 and 2017-18 is more than Rs. 20 lakhs. The financial year-wise break-up is given below.

<b>Sl.No</b>	<b>Financial year</b>	<b>Annual turn-over for the year</b>	<b>Profit earned for the year</b>
1	2015-16	Rs.	Rs.
2	2016-17	Rs.	Rs.
3	2017-18	Rs	Rs

SIGNATURE & SEAL OF THE TENDERER



**THE KARNATAKA STATE TOURISM DEVELOPMENT CORPORATION LTD**  
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**RATES QUOTED**

<b>Sl.No</b>	<b>Types of vehicles</b>	<b>Rate per KMs for outstation Trip (Min. 300 KMs per day)</b>	<b>Service charges/GST Taxes included</b>	<b>Total charge per KM for outstation (Min.300 KMs per day)</b>
1	Sedan Cars (Toyota Swift D'zire, Etios etc)			
2	SUV Cars (Innova, Scorpio etc)			

\* BATA for the drivers is included in the above rate.

\* The Interstate Permit, Toll charges and Parking charges are not included.

Signature of the Bidder / Tenderer

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**INSTRUCTIONS AND TERMS AND CONDITIONS FOR SUBMITTING TENDER**  
**APPLICATION**

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Rates quoted
2. The rate should be quoted in Indian Rupees Only.
3. The rates quoted by Bidder/Tenderer should be valid for atleast a period of two years from the date of empanelment as taxi operators. No revision in rates will be allowed during the Rate Contract Period of two years.
4. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
5. No column should be left blank which would otherwise make the tender liable for rejection.
6. The Tenderers/Bidders are advised to refer Scope of Services given in the Tender Document so as to cover all charges to be borne by him/them before quoting rates for providing taxi services as and when required.
7. All the Bidders/Tenderers are hereby informed that on receipt of rates the company officials may visit the office/garage of the Bidder/Tenderer for inspection of fleet.
8. The lowest rates received from eligible Bidder/Tenderer for each type of vehicle and for each slab would be offered to all eligible Bidders/Tenderers for their consideration and acceptance. The Bidders/Tenderers who are ready to provide taxi services on the offered rates and accept the rates in writing would be empanelled as Taxi Operators by the company for providing taxi services
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, and Higher Education Cess etc. will be made from the amount payable as per rules.
10. Goods and Service Tax, if any, will be paid in addition to amount of rate quoted by the Firm / Travel Agency.

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