



KERALA TRAVEL MART SOCIETY

38/1912, Elamkulam Road (Kaloor-Kadavanthra Road), Cochin - 682017. Telefax : 91-484-2203156
E-mail: ktm@keralatravelmart.org Website: www.keralatravelmart.org

Quotation Notice

Competitive Quotations in sealed cover are invited from experienced Event Managers/Suppliers/Vendors for the works as noted below to reach this office on or before 03.00 pm on 26/05/2025. The quotations will be opened @ 11.00 am on 28/05/2025 for category A and @ 03.00 pm on 28/05/2025 for category C

Sl No	Particulars	EMD (By way of DD or Bank Guarantee)	Time of Completion/Supply	Remarks
A	Infrastructure Development at event Venue-	1,00,000 (Rupees one lakh only)	Halls should be ready in all manners by 05.00 pm 12/08/2025	Event Venue- Le Meridien Kochi Inaugural Venue- Grand Hyatt Kochi Bolgatty
B	Inaugural Venue		The venue should be ready in all manners by 10.00 AM on 14/08/2025	The agency selected for 'Category A' above will be entrusted with the works at the inaugural venue, if any, also on a pro rata basis.
C	Requirement of Vehicles	1,00,000 (Rupees one lakh and fifty thousand only)	Various types of vehicles for use at the B2B event- powered by Kerala Travel Mart from 14 th – 20 th Aug 2025.	Central Govt or Kerala Govt. approved tour operator/transport operator - Preference will be given to KTM Society Members. Requirement of vehicles will be intimated in advance.

For more details, please visit www.keralatravelmart.org or contact the Office of the Kerala Travel Mart Society

Kochi
Secretary,
12/05/2025
Travel Mart Society

Kerala

63/456, Kaloor Kadavanthra Road
Kochi- 682017
Ph: 0484-2203156
Email: ktm@keralatravelmart.org



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QUOTATION NOTICE

Part 1

1.0. Introduction:

Kerala Travel Mart Society is the largest Tourism Body of Kerala having members from across all spectra of Travel, Tourism & Hospitality industry viz. Hotels, Resorts, House Boats, Home Stays, Serviced Villas, Tour Operators, Theme Parks etc. This sector in Kerala is in the forefront in revenue generation to the exchequer and in employment generation.

1.1 Objectives:

The 'Wedding & MICE Conclave- Powered By Kerala Travel Mart', conducted under the aegis of Kerala Travel Mart Society, is scheduled to be held from 14th – 16th Aug 2025 in Kochi. At this juncture, KTM is looking for well established, professional agencies to partner with it in organizing a B2B event on MICE in Kochi. The Agency should be able to assist Kerala Travel Mart Society to maintain the brand equity of Kerala Tourism.

The categories for selection are:

1. Venue set up for the inaugural function at the Grand Hyatt Bolgatty Kochi
2. Venue set up for the exhibition at Le Meridien Kochi
3. Vehicles for transportation (Preference will be given to KTM Society Members)

1.2 How to apply:

Pre-qualification Criteria (PQC)

- a) Agency/Firm should be a business entity having GST Registration, with a standing of minimum 3 years. *(Self-attested copy of GST Registration certificate or Certificate of incorporation countersigned to be attached)*
- b) Should have a turnover of minimum Rs. 5.00 crore from event management activities for each year for the last 2 Financial Years (ie.2022-23, 2023-24). *(Self-attested copy of audit certificate from Statutory Auditor for the Turnover for each year to be attached)*
- c) Should have a fully functioning office with a dedicated team in Ernakulam for the last two calendar years and continuing as such. *(copy of lease agreement or any other relevant document proving the criteria should be attached)*

The agencies that possess the eligibility criteria may submit quotation to The Secretary, Kerala Travel Mart Society, 63/456, Kaloor - Kadavanthra Road, Kochi- 682017, Ph: 0484-2203156, email: ktm@keralatravelmart.org on or before 03:00 PM on 26/05/2025.

Technical Bid and Financial Bid should be submitted in separate envelopes superscribed as Technical Bid/ Financial Bid for selection to Category (Venue set up/ Transportation) in respect of (Name of Agency)

1.3 Selection Procedure:

The procedure for the selection of agencies in all categories will be carried out as detailed below, by a committee constituted by Kerala Travel Mart Society.

(a) Bidding Process:

Kerala Travel Mart Society has adopted a Two-Stage, bidding process (collectively referred to as the "Bidding Process") for selection of the agencies. The first stage of the evaluation referred to as "Technical Bid" and the second as "Financial Bid".

Both the Technical & financial Bids should be submitted simultaneously **on or before 03.00 PM on 26/05/2025.**

- (i) **Technical Bid:** The Technical Bids will be opened by the evaluation committee and marks will be given based on the criteria detailed in the technical bid document. The Technical Marks obtained will be referred to as Technical Scores (St). Agencies will be ranked on the basis of the Technical Score (St), and only agencies who have scored 60 or more marks, will be qualified for financial evaluation.
- (ii) **Financial Bid:** The Financial Bids of the agencies that have scored 60 or more Technical Score (St) will be opened on the date shown in the schedule of process/informed by the KTM Society. The lowest Financial Proposal (Fm) will be given a Financial Score (Sf) of 100 points. The financial scores of the other Financial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

in which Sf is the Financial Score, Fm is the lowest Financial Proposal, and F is the Financial Proposal under consideration.

Combined Technical and Financial Score

For final evaluation and selection, the Agencies will be ranked in accordance with their combined Technical (St) and Financial (Sf) scores with weightage. Since tourism destination marketing requires domain knowledge with creative competence, the Technical Score (St) will be given 70% weightage and Financial Score (Sf) will be given 30% weightage, so that the combined Score will be:

$$S = S_t \times T_w + S_f \times F_w;$$

Where S is the Combined Score, and Tw and Fw are weights assigned to Technical Score and

Financial Score respectively, ie
0.70:0.30.

(b) Earnest Money Deposit: The agencies should deposit an Earnest Money Deposit (**EMD**) of Rs.2,00,000/- (Rupees Two Lakhs only) for category A and Rs.1,00,000/- (Rupees One Lakh only) for category C, by way of Demand Draft in favour of the “Kerala Travel Mart Society”/ Bank guarantee for equal amount along with the submission of Technical & Financial Bids, on the following conditions.

- i. Bids not accompanied by the EMD will be rejected.
- ii. EMD will be refunded not later than 180 days from bid due date, without any interest, except in case of the 2 highest-ranked bidders. EMD of the 2nd ranked bidder shall be refunded on signing of the agreement with the selected bidder. The selected bidder's EMD shall be returned upon completion of the work entrusted with him/them.
- iii. The EMD will be forfeited, if the applicant fails to abide by the conditions laid down in this document or any other reasons significant in this process.

1.4 Selection of the Agency:

(a) The Agency with highest Combined Technical & financial Score (S) will be selected under each category, based on the above QCBS system. In the event of two or more agencies obtain same highest Combined Technical & financial Score (S), the agency with maximum technical score will be selected.

1.5 SCHEDULE OF SELECTION PROCESS – PHASE I

Sl. No.	Event Description	Date
1	Date of publication of Quotation Notice	14/05/2025
2	Last date of receipt of Quotation	26/05/2025 @ 03.00 pm
3	Date & Time of opening of the Quotation	28/05/2025 @ 11.00 am for category A and 28/05/2025 @ 03.00 pm for category C

1.6 General Terms of Bidding

1. All documents submitted by the Applicant(s) will be treated as confidential.

2. Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s) and may terminate the selection process at any time without thereby incurring any liability to any Applicant.
3. Failure by any Applicant to provide all the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's proposal in its entirety.
4. Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Applicant or termination of its Contract at any stage.
5. A recommendation for award of Contract will be rejected if it is determined that the recommended Firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Authority will declare the applicant ineligible, either indefinitely or for a stated period of time and will be blacklisted.
6. Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the firm/Agency the appropriate tax deduction certificate evidencing payment of such taxes.
7. The Bidders cannot prescribe any time limit for the validity of all the rates quoted in the financial bid.

1.7 Risk – Purchase Clause: If the agency, after entering into the Service Agreement with the KTM, fails to abide by the Terms and Conditions of this document or fails to complete the work within the specified time or at any time repudiates the contract, KTM Society will have the right to:

- a) Forfeit the EMD.
- b) In case of completion through alternative sources and if price is higher, the agency will pay the balance amount to KTM Society.
- c) For all purposes, the work order issued by KTM Society and accepted by the Agency will be considered as a formal contract.

A. Event Venue: Le Meridien Kochi

S l. N o	Particulars		Quantity	Rate /unit/ size	Total Amount	Remarks
1.	CSM Hall, Space Frame (Ground Floor), Shani 1 & Shani 2 Halls	Exhibition stalls of sizes 7.5 M x 3.0 M with 3 tables (white octa norm) 6 chairs, two 5/15 Amp power socket, 6 spot lights, vinyl cut letters for the facia name and stall no, one waste paper basket	10 nos			No of stalls may be increased or decreased as per demand and rates will be applied on a pro rata basis

		Exhibition stalls of sizes 5.0 M x 3.0 M with 2 tables (white octa norm) 4 chairs, two 5/15 Amp power socket, 4 spot lights, vinyl cut letters for the facia name and stall no, one waste paper basket	50 nos			Do
		Exhibition stalls of sizes 3.0 M x 3.0 M with one table (white octa norm) 2 chairs, One 5/15 Amp power socket, 2 spot lights, vinyl cut letters for the facia name and stall no, one waste paper basket	40 nos			Do
		A/C at the entire Hall with good quality split A/c Units				Rates will be applied on per ton basis as per demand
		Electricity Supply including Generator System				
		Visitors/Participants sitting area – Single seat sofa- 50 nos, steel cushion chairs – 75 nos, center table				
		General lighting with white metal halides	Sufficient			
		Furnishing at the visitor's sitting area				
		Registration Counter with Maxima System 4M * 3 M	6 nos			
		KTM Office, Information Desk, VIP Lounge with sufficient No of Sofa sets and other seats, First Aid Room,	2500 Sq ft			
2	Dining Hall	Space Frame at the first floor at the convention centre	26.0 m x 12 m			
		Dining Pandal with sufficient masking, A/c, celling fans, lighting etc,				
		Theme work for a Thattukada	400 sq feet			
8	Other items	Proper lighting around premises				
		Erection of white aluminium hanger at alighting area	3500 sq ft			

		Synthetic carpet for A/c hall, Exhibition Hall, Entrance Exit and toilet area	8000 Sq feet			
		Extra generator for registration area- 65 KVA				
		Standby generator for Sagara Hall- 250 KVA				
		250 KVA generator during stall construction days – 20 th – 24 th Sep 2024				
9	CCTV Surveillance					
10	UPS for Wi-Fi devices	14 th -16 th Aug 2025 at the Mart Venues				
10	Security Services	Special Security Services (07.30 AM to 07.30 PM – 15 th – 16 th Aug 2024	Security Officer- 2 Security Guard- 8 Nos			
		Security at Parking area	24 Duty			
		Walky talky with necessary permission from the concerned authority	12 units for 5 days			

**wherever there are changes in the measurement or numbers, a pro rata basis will be applied.

B. Inaugural Venue

The agency selected for 'Category A' above will be entrusted with the works at the inaugural venue (Grand Hyatt, Kochi Bolgatty) also on a pro- rata basis.

C. Requirement of Vehicles

Eligibility – Tour Operator/ Transport Operator recognized/ approved by the Ministry of Tourism, Govt of India OR Tour Operator/ Transport Operator accredited by Department of Tourism Govt of Kerala.

- i) **Flat rate for vehicles at disposal for 4 days/ Total 400 kms/40 Hours within city limits**

Sl No	Particulars	Fixed Flat Rate for 5days/400Kms/40 Hours	Rate for Additional Km	Rate for Additional Hour
1.	A/c Medium Car (Sedan)			
2.	A/c MPV Vehicle (Ertiga/Evalia/Carens/Similar)			
3.	A/c Innova Crista			
4.	A/c Tempo Traveller – 12 Seater			
5.	A/c Tempo Traveller – 14 Seater			
6.	A/c Tempo Traveller – 17 Seater			
7.	A/c Mini Coach -18 -21 seater			
8	A/c Mini Coach – 25- 27 seater			
9	A/c Large Coach -32-35 seater			
10	A/c 42-45 seater Bharat Benz/Scania			

ii) One-way Airport- Cochin Hotel Transfer rates

Sl No	Particulars	Fixed Flat Rate for 5days/400Kms/40 Hours	Rate for Additional Km	Rate for Additional Hour
1.	A/c Medium Car (Sedan)			
2.	A/c MPV Vehicle (Ertiga/Evalia/Carens/Similar)			
3.	A/c Innova Crista			
4.	A/c Tempo Traveller – 12 Seater			
5.	A/c Tempo Traveller – 14 Seater			

6.	A/c Tempo Traveller – 17 Seater			
7.	A/c Mini Coach -18 -21 seater			
8.	A/c Mini Coach – 25- 27 seater			
9.	A/c Large Coach -32-35 seater			
10.	A/c 42-45 seater Bharat Benz/Scania			

iii) City Usage Per Day 8 hours/80Km

Sl No	Particulars	Fixed Flat Rate for 5days/400Kms/40 Hours	Rate for Additional Km	Rate for Additional Hour
1.	A/c Medium Car (Sedan)			
2.	A/c MPV Vehicle (Ertiga/Evalia/Carens/Similar)			
3.	A/c Innova Crista			
4.	A/c Tempo Traveller – 12 Seater			
5.	A/c Tempo Traveller – 14 Seater			
6.	A/c Tempo Traveller – 17 Seater			
7.	A/c Mini Coach -18 -21 seater			
08	A/c Mini Coach – 25- 27 seater			
09	A/c Large Coach -32-35 seater			

10		A/c 42-45 seater Bharat Benz/Scania			
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iv) Pre/Post Mart Tours

(***Details of all Pre & Post Mart Tours with skeletal itineraries are appended)

Sl. No	Particulars	Fixed Rate as per Itinerary
1	A/c Tempo Traveller – 12 Seater	
2	A/c Tempo Traveller – 14 Seater	
3	A/c Tempo Traveller – 17 Seater	
4	A/c Mini Coach -18 -21 seater	
5	A/c Mini Coach – 25- 27 seater	
6	A/c Large Coach -32-35 seater	

Note:

- Eligibility – Tour Operator/ Transport Operator recognized/ approved by the Ministry of Tourism, Govt of India **OR** Tour Operator/ Transport Operator accredited by Department of Tourism Govt of Kerala.
- Preference will be given to active KTM Society Members.
- The Managing Committee of KTM will have the discretion to accept or reject any quotation considering the profile of the vendor and his/their track record in delivering the required service without any lapse. The following parameters will be taken into consideration while evaluating the quotations.

a. Profile of the Company (Document showing brief profile of the company to be attached)

- b. Previous history of handling large events of similar nature – period from **2017-18 to 2024-25** will be considered (Relevant document to be attached)
- c. Previous history of handling large events organized by Govt of India/ Govt of Kerala or Public Sector Undertakings (Relevant document to be attached)

➤ **All amounts should be quoted in Indian Rupees excluding taxes.**

**** Media - Pre Mart-Tours Itineraries & Buyers’ Post Mart Tours Itineraries are attached for reference.**

The Technical Bid as detailed below is applicable to ‘Category A & B’ and the selection of the vendor for ‘Category C’ would be done based on the Financial Bid after considering the parameters as mentioned in the foot note under ‘Category C’ above.

TECHNICAL BID FOR SELECTION

Name of the Agency M/s.

Sr. No:	Criteria	Turn Over		Maximum Marks	Marks Awarded (For authority use only)
1.	Annual Turnover			30	
a.	From 1 cr to 2 Cr -10 Marks	2022-23 2023-24	- 5 marks - 5marks		
b.	From 2 cr to 4 Cr -20 Marks	2022-23 2023-24	- 10 marks - 10marks		
c.	More than 4 cr-30 Marks	2022-23 2023-24	- 15 marks - 15 marks		
2.	Events Experience	Client	Title of the Event	20	
a.	Tourism/Cultural events Design/Set Up or collateral design				
	(i)				

	(ii)				
b.	Events or Collateral design for other Government Departments/Corporations/PSUs	Client	Title of the Event	12	
	(i)				
	(ii)				
c.	Stand Design/Set Up for any clients for local fairs or festivals other than the above	Client	Title of the Fair	10	
	(i)				
	(ii)				
3	Event Management				
	Any Major Event done for a major client	Client	Event	6	
	(1)				
	(2)				

TECHNICAL BID FOR SELECTION

Name of the Agency M/s.

5.	Awards:	Award/ Authority	Title of the Work and Client	Maximum Marks	Marks Awarded (For authority use only)
1	National/Regional Award for Agency Work			6	
	(1)				
	(2)				
2	State Level Award for Agency Work			4	
	(1)				
	(2)				

TECHNICAL BID FOR SELECTION

Name of the Agency M/s.

7.	Manpower:	Name	Educational Qualification	No. of Years with the Agency	Maximum Marks	Marks Awarded (For authority use only)
	Client Servicing Head				3	
	Creative/Art Director				3	
	Event Manager				3	
	Production Manager				3	
	Grand Total				100	

I, (authorized signatory) hereby certify that the information furnished by we/us above here is correct to the best of our/my knowledge and belief. This bid document consists of number of pages, serially numbered from 1 to and bound together.

Date:

Place:

Seal

Signature
Name & Designation

NOTE:

- *The Managing Committee of Kerala Travel Mart Society reserves the authority to accept or reject any Quotation without notice, if it feels that the vendor is not able to deliver the desired services in a time bound manner without any lapse.*
- *The Managing Committee of Kerala Travel Mart Society reserves the authority to cancel any agreement executed with a selected vendor on noticing his/their inability to deliver the services as desired. In the event of the same, the EMD will be forfeited by the KTM and he/they will be liable to make good the loss sustained by the KTM.*
- *Any agreements arrived upon the above services shall be governed by the Indian Laws and the Courts at Kochi shall alone have jurisdiction to adjudicate upon any dispute.*