INVITATION FOR EXPRESSION OF INTEREST

SELECTION OF TRAVEL AGENCY FOR NATIONAL CONFERENCE OF PUBLIC ACCOUNTS COMMITTEE CHAIRPERSONS OF PARLIAMENT AND STATE LEGISLATURES -2026

KERALAM LEGISLATURE SECRETARIAT

VIKAS BHAVAN. P.O

THIRUVANANTHAPURAM-695033

I. BACKGROUND

The Keralam Legislative Assembly is hosting the National Conference of Public Accounts Committee Chairpersons of Parliament and State Legislatures-2026 from November 03 to November 04 in Keralam Legislative Assembly Complex , Thiruvananthapuram. Keralam Legislature Secretariat proposes to select an Agency from the interested Agencies through an open competitive selection process for transportation and travel arrangements, in connection with the Conference.

II. INVITATION

Expression of Interest (EoI) is invited for offering the services as an Agency for 'the National Conference of Public Accounts Committee of Parliament and State Legislatures-2026' along with the details of the applicant and documentary proof for the items mentioned in the eligibility criteria is invited from the interested Agencies.

III. EOI NOTICE

On behalf of the Keralam Legislative Assembly, the Keralam Legislature Secretariat intends to engage the services of Travel Agency with prior experience for 'the National Conference of Public Accounts Committee of Parliament and State Legislatures-2026' being organised from November 3 to 4, 2026 at Kerala Legislative Assembly premises.

(i) The Keralam Legislature Secretariat invites technical and financial bids from Travel Agencies for transportation arrangements in connection with 'the National Conference of Public Accounts Committee of Parliament and State Legislatures-2026'.

(ii) Interested Agencies may download the Expression of Interest from the website www.niyamasabha.org or www.niyamasabha.nic.in.

IV. IMPORTANT DATES

Sl. No	Information	Details
1	Last date and time for submission of Expression of Interest (Technical Bid)	**15-10-2026 5.00 pm**
2	Place, date and time for making Technical Presentation	Shortlisted Agencies will be

3	Place, date and time for opening of Financial Bid	informed by Email/Letter
4	Officer in-charge for correspondence and address for communication	Shri. Shaji C. Baby Secretary in-Charge, Keralam Legislature Secretariat, Vikas Bhavan. P.O., Thiruvananthapuram-695 033, Tel/Fax -0471-2305834, 2513006, 2512002 secretary@niyamasabha.nic.in

V. SCOPE OF THE WORK

On behalf of the Keralam Legislative Assembly, the Keralam Legislature Secretariat intends to engage the services of a Travel Agency with prior experience. The Agency shall ensure the following for the successful conduct of the Event.

- Supply of Air-Conditioned Vehicles with Drivers as per the requirements on hired basis.

- Vehicle Management – Arranging transport for VIPs / Speakers / Delegates / Guests / Officials as per the requirements.

- Co-ordination with the Staffs of the Keralam Legislature Secretariat at Thiruvananthapuram International Airport / Railway Stations and Hotels to receive and send off VIPs/Speakers/Delegates/Guests/Officials.

VI. ELIGIBILITY CRITERIA

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

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

ii. The Applicant Agency shall have registered office in Kerala and shall be able to coordinate activities at Thiruvananthapuram.

iii . Preference will be given to Agencies which have undertaken similar activities.

iv. The Agency shall be able to mobilize sufficient number of latest models of Vehicles with Drivers. A requirement of 200 Nos. vehicles is expected during the Event, expandable to 225 Nos. (150 Innova Crysta or equivalent,). Any additional types of vehicles will be intimated to the selected Agency as per the requirements.

v. The vehicles to be offered shall be in good condition and trouble free with minimum past usage. The documents along with the EoI shall categorically describe the number of vehicles, model of the vehicles so offered, year of manufacture etc.

vi. The Agency shall ensure that the Drivers employed have valid driving License for commercial vehicle. Each Driver shall observe proper etiquette and protocol while performing duty, should wear proper uniform (White shirt) & must carry a mobile phone in working condition, for which, no separate payment shall be made.

vii. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting / ending from / at the venue / hotels / airports / railway stations, as the case may be.

viii. Once the hiring of cars commences from a particular operator, the cars and the driver shall not be changed unless requested by the appropriate authority. The vehicle shall be available at any time of any day / night as desired.

ix. The sole responsibility of maintenance of the vehicles shall be that of the Agency and substitute vehicles shall be made available immediately whenever the hired vehicles break down or requires any repair or maintenance.

x. The meter reading of the hired vehicles will be done on daily basis only and shall be required to be reported to the Officer designated for the purpose.

xi. In case of any accident, all the claims arising out of it shall be met by the Agency.

xii. On awarding the Contract, the Agency shall furnish the details of the vehicles being used and the list of Drivers with mobile phone numbers.

xiii. The Agency shall also have the expertise and experience in arranging tour operations, local

sightseeing, etc. as per the requirements.

xiv. No charges other than that specifically agreed upon will be paid.

VII. EVALUATION CRITERIA

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

1. Short listing based on the eligibility criteria on receipt of EoI.

2. Short listed Agencies will be invited for a Technical presentation on the activities & experience of the Agency, track record, availability of required vehicles, etc. as mentioned in the EoI, before the Selection Committee for the selection of qualified Agencies.

3. Price bid will have to be submitted in separate sealed cover ONLY by the qualified and selected Agencies.

4. Financial Bids of qualified and selected Agencies received in complete and within the stipulated deadline shall be opened by the Selection Committee in the presence of the Agencies who wish to be present at the time of opening of the Bid.

5. The selection will be based on rate quoted for the maximum required vehicle i.e. Innova Crysta. The selected Agency shall match the lowest quoted rate of other qualified Agencies for the other category of vehicles.

6. Lowest bid, found suitable as per the specifications required, shall be referred to the Competent Authority for final decision. The decision of the Competent Authority shall be final.

7. The number & type of vehicles to be provided and the hiring period will be as per the requirements which will be intimated to the Agency, from time to time. Subject to the terms & conditions stipulated herein above, the interested Agencies may send their Expression of Interests (EoI) in sealed envelope superscribed 'EoI for Travel Agency for the National Conference of Public Accounts Committee of Parliament and State Legislatures-2026' addressed to the Secretary in-Charge, Keralam Legislature Secretariat, Vikas Bhavan. P.O., Thiruvananthapuram-695 033, Tel/Fax -0471-2305834, 2513006, 2512002 secretary@niyamasabha.nic.in Kerala and should reach by 17.00 hours on or before October 15 2026. It may also be noted that all the Expression of Interests (EoIs) received after the above referred stipulated time and date shall be liable to be rejected forthwith. The Keralam Legislature Secretariat reserves all rights to reject any or all the EoIs received, without assigning any reason or may call for fresh EoIs without assigning any reason whatsoever or if it appears appropriate in

the public interest. For any further details, it is requested to contact: Estate Officer/Joint Secretary, Legislators' Home, Palayam, Thiruvananthapuram-695033, Email: estateofficer@niyamasabha.nic.in Website: www.niyamasabha.org/ www.niyamasabha.nic.in .