

Kochi Metro Rail Limited (KMRL) 8<sup>th</sup>  
Floor, Revenue Tower, Park Avenue,  
Kochi - 682 011, India.  
Phone: 0484-2380980  
E-mail: contactus@kmrl.co.in

Cochin Smart Mission Limited  
10<sup>th</sup> Floor, Revenue Tower, Park Avenue,  
Kochi - 682 011, India.  
Phone: 0484-2350355, 2380980  
E-mail: csmltenders@gmail.com

**TnD No.:** CSML/ TND / 2018 /64 /045

**Dt:** 23/05/2018

**To:**

**All participating Bidders**

Dear Sir,

**Sub:- Minutes of the Pre Bid Meeting & ADDENDUM-I** for the RFP for Engagement of Agency for Installation and Operation of Public Bicycle Sharing System in Kochi.

Ref: **(1) Tender ID: 1718-0207-TEND**

**(2) RFP: CSML/Mobility/RFP/003 Dated: 06/03/2018**

Other Ref:

(1) CORRIGENDUM 3: CSML/ TND / 2018 /64 /35	Date: 07/05/2018
(2) CORRIGENDUM 2: CSML/ TND / 2018 /64 /27	Date: 18/04/2018
(3) CORRIGENDUM 1: CSML/ TND / 2018 /64 /016A	Date: 05/04/2018
(4) REQUEST FOR PROPOSAL	Date: 06/03/2018

With reference to the above, the **Minutes of the Pre Bid Meeting & ADDENDUM-I** in respect of the above mentioned Request for Proposal (RFP) is herewith enclosed. Bidders shall make note of the same and submit their proposals accordingly.

**Encl: 1) Minutes of the Pre Bid Meeting  
2) ADDENDUM-I**

**Sd/-**  
**Managing Director**  
**Cochin Smart Mission Limited**  
**And Kochi Metro Rail Ltd.**

Minutes of the Pre-Bid meeting held at 10<sup>th</sup> Floor CSML office, on 21-03-2018 at 4:00 PM for the RFP for  
Engagement of Agency for Installation and Operation of Public Bicycle Sharing System in Kochi.

**Attendees of the Pre Bid Meeting**

Sl. No.	Name	Designation	Organization
<b>Representatives of Authority</b>			
1	Mrs. Raji	General Manager	Cochin Smart Mission Ltd (CSML)
2	Mr. Joseph Ciby	Deputy General Manager - Procurement	KMRL
3	Ms. Aparna Vijaykumar	Project Associate	WRI India
4	Mrs. Renuka K	Construction Manager	PMC- Smart City Kochi
5	Mr. Vinobha Sunder Singh	Consultant	PMC- Smart City Kochi
6	Mr. Suneer	Consultant	PMC- Smart City Kochi
<b>Representatives of firm / agency present</b>			
1	Mr. Syed Haseeb Arfath	Managing Director	Signpost India Pvt Ltd and Parxsys Moblit Systems Pvt. Ltd
2	Mr. Hathim Abdul Rasheed	Associate Manager	Zoomcar India Pvt. Ltd
3	Mr. Arun Stanley	Owner	Green aard Services Pvt Ltd Greenbikez

The following clarifications are issued to the queries received through email.

Sl. No.	Pre-Bid Queries				Clarifications
	RFP Document Reference (Clause No.)	RFP Document Reference (Page No.)	Content of the RFP requiring clarification	Change Requested/ Clarification required	
1	NIT	5	Bid Submission End Date 10-04-2018, till 17:30 hrs	Request to extend the bid submission date	Refer Corrigendum-4 published in <a href="http://www.csml.co.in">www.csml.co.in</a> and <a href="http://www.kochimetro.org">www.kochimetro.org</a>
2	Notice inviting Tender	5	The term of the services will be 3 years.	<ol style="list-style-type: none"> <li>The concession period of 3 years is unviable as the minimum breakeven time for the large financial exposure is about 2 to 4 years. We seek a concession period of 8 years with 2 more years extendable based on mutual interest</li> <li>The number of operators must be restricted to one operator to avoid confusion among users and to extend reach, else users will be forced to pay for 2 separate operators if their area of commute is spread and also get used to operation structure of 2 separate technologies/vendors</li> <li>Request to allow more than two operators and follow the MoU model</li> <li>Request to extend the time of operation to 6-8 months</li> </ol>	<ol style="list-style-type: none"> <li>The term of services is extended to 5 years</li> <li>This RfP will support only one operator.</li> <li>Changed to one operator in all relevant clauses.</li> <li>The implementation period is increased to 6 months</li> </ol>
3	Clause under 'The Bicycle Sharing System for Kochi'	12	The operations contract will be issued to two service providers for a period of 3 years.		
4	2	14	The Service contract will be granted for a period of 3 years.		
5	5.1	24	This Contract is being granted for the installation and operation of the Kochi Bicycle Sharing System for a Contract Period of 3 years.		
6	Clause under 'The Bicycle Sharing	11	The proposed system will have 1000 cycles spread over the Smart city area identified by CSML (Central Business Area of Kochi, Fort Kochi and Mattanchery) as well as along the metro		

	System for Kochi'		alignment. Two service providers will be selected and allowed to implement a public bicycle sharing system. The project will be implemented by the service provider within a time period of 3 months of signing the bid.											
7		12	b) The operations contract will be issued to two service providers for a period of 3 years.											
8	5.3	25	The timelines should be such that the Service provider is able to start the operations of the system within 3 months of signing the contract.											
9	Clause 3.1.2, under Phase 3: Formal Launch of the System	15	<p>The schedule of 3 phases of installation is given below:</p> <table border="1"> <thead> <tr> <th>Phase</th> <th>Time Line</th> <th>Total Cycles</th> </tr> </thead> <tbody> <tr> <td>Phase 1: On ground testing</td> <td>One week before Phase 3</td> <td>&gt;=500</td> </tr> <tr> <td>Phase 2: User Generation Campaign</td> <td>At least 2 weeks before Phase 2</td> <td>&gt;=1000</td> </tr> </tbody> </table>	Phase	Time Line	Total Cycles	Phase 1: On ground testing	One week before Phase 3	>=500	Phase 2: User Generation Campaign	At least 2 weeks before Phase 2	>=1000	<p>1. Request to allow phased implementation - Phase 1 can be with implementation of 100 cycles and to implement 1000 cycles, 10 phases within 1 year from date of signing the contract can be done. Operation contract shall be for further 2/3years.</p> <p>2. Initial phases will consume more time in creating awareness on using this mode of transport.</p>	<p>The operator will be given an implementation period of 6 months after signing of Service Provider Contract.</p> <p>Refer Sl. No 2. In Addendum I</p>
Phase	Time Line	Total Cycles												
Phase 1: On ground testing	One week before Phase 3	>=500												
Phase 2: User Generation Campaign	At least 2 weeks before Phase 2	>=1000												

			Phase 3: Formal Launch	3 months after signing  of Service Provider Contract/ 1 month after launch of on ground testing (whichever is earliest)	>=1000		
10	1.3.1	12,13	2. The Sole Bidder/ Lead Member shall be into the business of: • Public Bicycle sharing/ rental. • IT / Technology based Taxi or car rental/sharing. • IT / Technology based Two wheeler rental/ sharing.  4. The Bidder (any member in case of consortium) should be associated with bicycle industry (Manufacturers, bicycle share operators etc.) and should have operated and managed at least one (1) nos. of bicycle sharing system using IT/ Technology. They should also have a cumulative fleet size of 500 bicycles in past five (5) years from the last date of bid submission	1. Credentials of turnover and net worth of lead partner be considered 2. We request you to consider adding 'Bicycle Manufacturers' as eligible nature of business for lead member 3. Reduce the cumulative fleet size to 30 bicycles in past five (3) years from the last date of bid submission. 4. The minimum eligibility criteria for qualification should be changed to allow even those projects to be counted that are under execution at the time of bidding.	Revised to add bicycle manufacturer, start-ups in the criteria of qualification.  Refer Sl. No 3. In Addendum I		
11	Clause (a) of 1.3	12	The Capital Cost and the Operation Cost of the project, will be borne by the service provider	Request to provide capital support of 5cr to the operator	No change. Clause (a) of 1.3 holds good.		
12	3.5	18	The space required for the Control Center will be made available by the Authority at Pulinchode Metro Station which may be awarded at Rs.25/Sq. ft. for use as Command Control Centre	Request the authority to provide space for control center	Clauses remain unchanged as the request has already been met in the document.		

			only. The available bare space is 728 Sq. ft, minimum issue would be 440 sq. ft.		
13	3.10	20	2. Such information is to be integrated with any other system of the Authority (Kochi1 App) by Service Provider without any extra cost.	Request to remove the clause on smart card integration.  Complete integration with the app not possible, request to consider providing a link to PBS app can be provided on Kochi1app that will redirect user to PBS app	No Change regarding the integration of Kochi1 app.  Refer Sl. No. 4 in Addendum I
14	3.14 (pt.no.7)	21	The Authority will have complete ownership on the data	Data ownership to remain with operator	No change. Clause 3.14 holds good
15	3.14 (pt.no.5) & 4.10	21 & 26	4. The Service provider shall no later than 14 (fourteen) days after the close of each quarter furnish to the Authority a Quarterly report stating in reasonable detail the compliance with service level benchmarks and other details which will aid in making expansion plans of the system. This will include details of localities/stations with maximum and lowest demand, time of the day when there is maximum demand, steps that can be taken to improve user experience and quality of service including potential location where the bicycle share can be expanded to.  The accepted Service level benchmarks and the corresponding penalties from the Authority to service provider is given below:	Request to waive off SLB's completely for first 6 months of operation	Revised to reflect that no penalties for first 6 months of operation. The operator should share data as mentioned from the start of operations.  Refer Sl. No 5, Addendum I

16	4.1	22	Bicycle- Minimum Specifications – (9) Simple gear system with a minimum of 3 speed gear	Request to consider simple single speed cycles	No change. Clause 4.1 on Page 22 holds good
17	4.2	22	Station attendants to register users and undertake cash or card transactions and store devices, fresh smart cards, keys to bicycle locks and money	Request to remove the clause of station attendants	Revised Refer Sl. No 6, Addendum I
18	Clause 4.2	23	Sl. No 6. One panel of 6ft*6ft for Advertisements at each station	The OOH media at each of the locations is restricted to 6*6 feet, given that OOH revenue will shoulder the project cost by upto 90%, the size of the OOH board at each of the location must be equal to the running length of the docking station site with a 6 feet width to make the project viable. For Example a 10*3 meter docking station site should have OOH board of the size 10*2 metre. This will encourage operators to keep the user fees very low which will in turn drive the usership	Revised to include a larger area  Refer Sl. No 7, Addendum I
19	4.10	27	Row 11, Column Acceptable Service Level, “If the average ridership in the system is more than 4/ bicycle/day”	The minimum rides per cycle per day proposed at 4 is not practical.  In terms of public acceptability a holiday must be infused for the first 3 years of operation on meeting the ride count threshold and thereafter fixed to 2	Revised to reflect that the ridership requirements to be met has been reduced to 2 rides/bicycle/ day in the first year of operation.  Refer Sl. No 8, Addendum I

20	8.6.4	36	A Bidding Consortium is required to nominate a Lead Member for the purposes of interacting with the Authority. The nomination of the Lead Member shall be supported by notarized copies of Memorandum of Understanding and Power of Attorney signed by all the members on a stamp paper of Rs 100/- (One Hundred only), the formats for which are supplied with this RFP.	Shall submit the JV agreement between the 2 parties as Annexure. The clause on submission on other documents such as Power of Attorney, Memorandum of Understanding, or Consortium Agreement should be dropped	Revised to include JV Agreement, Consortium Agreement and PoA made optional  Refer Sl. No 9, Addendum I
21	8.6.3	36	Bid submitted in response to the RFP Document shall be accompanied by a Bid Security of Rs. 2,00,000/- (Rupees Two lakh only) (hereinafter referred to as "Bid Security" or "EMD")	Request to kindly waive/reduce the EMD amount as the value with respect to total contract value seems to be higher	No change.  Clause 8.6.3 on Page 36 holds good
22	8.6.4	36	The lead member of the consortium would be required to hold, initially and at all times during the duration period of the Service Provider Agreement, not less than 51% of the aggregate shareholding of the newly incorporated consortium company.  (Point 5) The lead member of the consortium would be required to hold, initially and at all times during the duration period of the Service Provider Agreement, not less than 51% of the aggregate shareholding of the newly incorporated consortium company.	We request to remove the capping of lead member share (remove the 51% figure)	Revised to reflect that the lead member of consortium should hold majority share of aggregate shareholding.  Refer Sl. No. 10 of Addendum I
23	9.6	43	A bank deposit of Rs. 500 per cycle deployed to be deposited within thirty days of receipt of Letter of Acceptance from the Authority. The minimum deposit amount would be Rs. 500,000 for 1000 bicycles deployed. The Authority will	Request waive off the per bike deposit completely	No change.  Clause No. 9.6 on Page 43 holds good



			deduct from the deposit requisite amounts on breach of SLB's.		
24	Multiple clauses	The requirement of shed structures at docking stations must be removed as most modern bike share technologies advocate minimum on ground infrastructure	The relevant clauses are not mandatory The operator may propose the relevant system/technology/infrastructure/etc. Subject to conditions of the RfP.	The requirement of shed structures at docking stations must be removed as most modern bike share technologies advocate minimum on ground infrastructure	The relevant clauses are not mandatory The operator may propose the relevant system/technology/infrastructure/ etc. Subject to conditions of the RfP.

## **ADDENDUM-I**

**For**

**RFP for Engagement of Agency for Installation and Operation of Public Bicycle Sharing System in Kochi**

**(Tender ID: 1718-0207-TEND)**

**(RFP: CSML/Mobility/RFP/003 Dated: 06/03/2018)**

Pursuant to **Clause 8., General Instruction to Bidders**, following addenda is issued and it shall form part of the RFP proposal / Bid document.

1	<p>In <b>Notice inviting Tender, Page 5– ‘<u>Word published as</u>’</b> “The term of the services will be <u>3</u> years.”</p> <p><b><u>‘to be read as’</u></b></p> <p>“The term of the services will be <u>5</u> years.”</p> <p><b>Also, in Clause under The Bicycle Sharing system for Kochi, page 12 – ‘<u>Sentence published as</u>’</b> “The operations contract will be issued to <u>two service providers for a period of 3 years.</u>”</p> <p><b><u>‘to be read as’</u></b></p> <p>“The operations contract will be issued to <u>one service provider for a period of 5 years.</u>”</p> <p><b>Also, in Clause 2, page 14 – ‘<u>Sentence published as</u>’</b> “The Service contract will be granted for a period of <u>3</u> years.”</p> <p><b><u>‘to be read as’</u></b></p> <p>“The Service contract will be granted for a period of <u>5</u> years.”</p> <p><b>Also, in Clause 5.1, page 24 – ‘<u>Sentence published as</u>’</b> “This Contract is being granted for the installation and operation of the Kochi Bicycle Sharing System for a Contract Period of <u>3</u> years.”</p> <p><b><u>‘to be read as’</u></b></p> <p>“This Contract is being granted for the installation and operation of the Kochi Bicycle Sharing System for a Contract Period of <u>5</u> years.”</p> <p><b>Also, in Clause under The Bicycle Sharing System for Kochi, page 11 – ‘<u>Sentence published as</u>’</b> “The proposed system will have 1000 cycles spread over the Smart city area identified by <u>CSML (Central Business Area of Kochi, Fort Kochi and Mattanchery)</u> as well as along the metro alignment. <u>Two service providers</u> will be selected and allowed to implement a public bicycle</p>
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sharing system. The project will be implemented by the service provider within a time period of 3 months of signing the bid.”

**‘to be read as’**

“The proposed system will have 1000 cycles spread over the Smart city area identified by CSML (mandatorily in the ABD area) as well as along the metro alignment. One service provider will be selected and allowed to implement a public bicycle sharing system. The project will be implemented by the service provider within a time period of 6 months of signing the bid.”

**Also, in Clause 5.3 under The Bicycle Sharing System for Kochi, page 12 – ‘Sentence published as’** “b) The operations contract will be issued to two service providers for a period of 3 years.”

**‘to be read as’**

“b) The operations contract will be issued to one service provider for a period of 5 years.”

**Also, in Clause under List of Indicative Deliverables, page 25 – ‘Sentence published as’** “The timelines should be such that the Service provider is able to start the operations of the system within 3 months of signing the contract.”

**‘to be read as’**

“The timelines should be such that the Service provider is able to start the operations of the system within 6 months of signing the contract.”

2

**Clause 3.1.2, Phase 3: Formal Launch of the System, Page 15, ‘Sentence and tale published as’** “The schedule of 3 phases of installation is given below:

Phase	Time Line	Total Cycles
Phase 1: On ground testing	One week before Phase 3	<u>&gt;=500</u>
Phase 2: User Generation Campaign	At least 2 weeks before Phase 2	>=1000
Phase 3: Formal Launch	<u>3 months</u> after signing of Service Provider Contract/ 1 month after launch of on ground testing (whichever is earliest)	>=1000

”

**‘to be read as’**

“The schedule of installation will be as follows:

Implementation Plan:

Stage of implementation	Time line	No. of cycles
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	Stage 1 : On ground testing	1 week before stage 3 i.e. formal launch	<u>&gt;=1000</u>
	Stage 2: User Generation Campaign	2 weeks before Stage 3 i.e. formal launch	>=1000
	Stage 3: Formal Launch of Phase 1	<u>6 months</u> after signing of Service Provider Contract/ 1 month after launch of on ground testing (whichever is earliest)	>=1000
	“		
3	<p><b>In Clause No. 1.3.1. Eligibility Criteria for the Bidder - under the column “Qualification Criterion” and row “Company financials and profile” at Page 12– ‘Sentence published as’</b></p> <p>“2. The Sole Bidder/ Lead Member shall be into the business of: • Public Bicycle sharing/ rental. • IT / Technology based Taxi or car rental/sharing. • IT / Technology based Two wheeler rental/ sharing.”</p> <p><b>and same clause and column, row “Prior experience” at Page 13</b></p> <p>“4. The Bidder (any member in case of consortium) should be associated with bicycle industry (Manufacturers, bicycle share operators etc.) and should have operated and managed at least one (1) nos. of bicycle sharing system using IT/ Technology. They should also have a cumulative fleet size of <u>500</u> bicycles in past five (5) years from the last date of bid submission”</p> <p><b><u>‘to be read as’</u></b></p> <p>“2. The Sole Bidder/ Lead Member shall be into the business of: • Public Bicycle sharing/ rental. • IT / Technology based Taxi or car rental/sharing. • IT / Technology based Two wheeler rental/ sharing/ <u>Bicycle Manufacturing.</u>”</p> <p><b>and same clause and column, row “Prior experience” at Page 13</b></p> <p>“4) The Bidder (any member in case of consortium) should be associated with bicycle industry (Manufacturers, bicycle share operators etc.) <u>and/ or</u> should have operated and managed at least one (1) nos. of bicycle sharing system using IT/ Technology. They should also have a cumulative fleet size of <u>100</u> bicycles in past five (5) years from the last date of bid submission <u>or experience of operating a bicycle sharing system in the State of Kerala as on date</u>”</p>		
4	<p><b>In Clause 3.10 User Information System, Page 20– ‘Sentence published as’</b> “2. Such information is to be integrated with any other system of the Authority (Kochi1 App) by Service Provider without any extra cost.”</p> <p><b><u>‘to be read as’</u></b></p> <p>“2. Such information is to be integrated with any other system of the Authority (Kochi1 App) by Service Provider without any extra cost. <u>The operator must share the required APAs with the Authority for integrating with the Kochi1 App.</u>”</p>		

5	<p><b>In Clause 4.10 Service Level Benchmarks, Page 26– ‘Sentence published as’</b> “The accepted Service level benchmarks and the corresponding penalties from the Authority to service provider is given below”</p> <p><b><u>‘to be read as’</u></b></p> <p>“The accepted Service level benchmarks and the corresponding penalties from the Authority to service provider is given below. <u>It is to be noted that no penalties may be charged for the first 6 months of operation whereas, the operator should share data as mentioned in the previous clauses during the whole period of operation.</u>”</p>
6	<p><b>In Clause 4.2 Stations (If applicable), Sl. No 5, Page 22– ‘Sentence published as’</b> “Station attendants to register users and undertake cash or card transactions and store devices, fresh smart cards, keys to bicycle locks and money”</p> <p><b><u>‘to be read as’</u></b></p> <p>“Station attendants <u>(as called for by the operator)</u> to register users and undertake cash or card transactions and store devices, fresh smart cards, keys to bicycle locks and money ”</p>
7	<p><b>In Clause 4.2 Stations (If applicable), Sl. No. 6, Page 22– ‘Sentence published as’</b> “The OOH media at each of the locations is restricted to <u>6*6 feet</u>, given that OOH revenue will shoulder the project cost by upto 90%, the size of the OOH board at each of the location must be equal to the running <u>length</u> of the docking station site with a 6 feet width to make the project viable. For Example a 10*3 meter docking station site should have OOH board of the size 10*2 metre. This will encourage operators to keep the user fees very low which will in turn drive the usership”</p> <p><b><u>‘to be read as’</u></b></p> <p>“The OOH media at each of the locations is restricted to 6*6 feet <u>or the area of docking station without any overhanging. 10% space shall be reserved for the utilisation of the Authority.</u> Given that OOH revenue will shoulder the project cost by upto 90%, the size of the OOH board at each of the location must be equal to the running <u>length and height</u> of the docking station site. For Example a 10*3 meter docking station site should have OOH board of the size 10*2 metre. This will encourage operators to keep the user fees very low which will in turn drive the usership”</p>

8	<p><b>In Clause 4.11 Row 11, Column: Acceptable Service Level, Page 27– ‘Sentence published as’</b> “If the average ridership in the system is more than 4/ bicycle/day”, <b>Row 11, Column: Time, Page 27– ‘Sentence published as’</b> “All through the month”</p> <p><b>Row 11, Column: Acceptable Service Level, Page 27– ‘to be read as’</b> “If the average ridership in the system is <u>more than 2 rides/ bicycle/day</u>”</p> <p><b>Row 11, Column: Time, Page 27– ‘to be read as’</b> “All through the month (during first year of operation)”</p> <p><b>Row 12 (to be inserted), Column: Acceptable Service Level, Page 27– ‘to be read as’</b> “If the average ridership in the system is more than 4/ bicycle/day”</p> <p><b>Row 11, Column: Time, Page 27– ‘to be read as’</b> “All through the month (after first year of operation)”</p>
9	<p><b>In Clause 8.6.4 Condition on Bidders, Page 36– ‘Sentence published as’</b> “A Bidding Consortium is required to nominate a Lead Member for the purposes of interacting with the Authority. The nomination of the Lead Member shall be supported by notarized copies of Memorandum of Understanding and Power of Attorney signed by all the members on a stamp paper of Rs 100/- (One Hundred only), the formats for which are supplied with this RFP.”</p> <p><b>‘to be read as’</b></p> <p>“A Bidding Consortium is required to nominate a Lead Member for the purposes of interacting with the Authority. The nomination of the Lead Member shall be supported by notarized copies of Memorandum of Understanding/ <u>JV agreement/ Consortium Agreement</u> and Power of Attorney <u>or Letter of Authorisation to Represent the JV/ Consortium during proceedings</u> signed by all the members on a stamp paper of Rs 100/- (One Hundred only), the formats for which are supplied with this RFP”</p>
10	<p><b>In Clause 8.6.4 Condition on Bidders, Page 37– ‘Sentence published as’</b> “The lead member of the consortium would be required to hold, initially and at all times during the duration period of the Service Provider Agreement, <u>not less than 51% of the aggregate shareholding</u> of the newly incorporated consortium company.”</p> <p><b>‘to be read as’</b></p> <p>“The lead member of the consortium would be required to hold, initially and at all times during the duration period of the Service Provider Agreement, the <u>majority of the aggregate shareholding</u> of the newly incorporated consortium company.”</p> <p><b>Also, in the fifth point of Clause 8.6.4 Condition for Bidders, page 36 – ‘Sentence published as’</b> “The lead member of the consortium would be required to hold, initially and at all times</p>

during the duration period of the Service Provider Agreement, not less than 51% of the aggregate shareholding of the newly incorporated consortium company.”

**'to be read as'**

“The lead member of the consortium would be required to hold, initially and at all times during the duration period of the Service Provider Agreement, majority of the aggregate shareholding of the newly incorporated consortium company.”

Bidders shall make note of the same & submit their Proposals accordingly.

**Sd/-  
Managing Director  
Cochin Smart Mission Limited,  
Kochi Metro Rail Ltd.**