



## **ENERGY MANAGEMENT CENTRE- KERALA**

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Submittals (to be Submitted in Sealed Cover)

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Qualification Documents & Agreements

## **Submittals of Bids**

Bids shall be submitted in the following designated online covers:

### **I. Cover I- Bid Agreement General Conditions of Contract:-**

Bidder shall submit the following documents for technical qualifications.

- a. Eligibility Details: The firm shall have valid empanelment with corresponding paint manufacturer/company as on bid submission starting date (Details of previous works conducted in past three years (Supply and application of high albedo paint, work orders will not treated as Experience Document).
- b. The details of the applicant as per the format in Annexure 1 of submittals.
- c. The proof of remittance of EMD and tender fee. Tender fees exemption is applicable for MSMEs registered in Kerala with Valid Udhog Aadhaar Number / Udyam Registration, if applicable.
- d. Copy of the bounden agreement as per Annexure 2 of the General Conditions of Contract in Kerala Stamp Paper worth Rs.200/-
- e. Copy of bid form (Annexure 3) in Company Letterhead.
- f. Copy of Declaration letter for non-performance/litigation (Annexure 4) in Company Letterhead.
- g. Copy of balance sheet and Profit & Loss statement for last three years duly certified by Chartered Accountant.

### **II. Cover II- Price Bid**

- a. BOQ (Price Bid)

**Annexure 1**

**Details of Applicant**

1. Name of Organization/firm /consultancy <i>(Attach copy Registration certificate)</i>			
2. Empanelment with the paint manufacturer/company supplying eligible product			
3. Details of similar work	(attach proof)		
4. Annual Turnover for the last three financial years	2020-21	2021-22	2022-23
5. Total years in the field	-----Years		
6. Address (Postal)  Telephone/s (with STD code): Fax No. email ID URL (website /blog)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> Pin code : <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

7. Name of the owner and contact details	<hr/> <hr/> <hr/> Tele/Fax/Email:
8. PAN Number	
9. Service tax/ GST Registration number	

Signature: \_\_\_\_\_

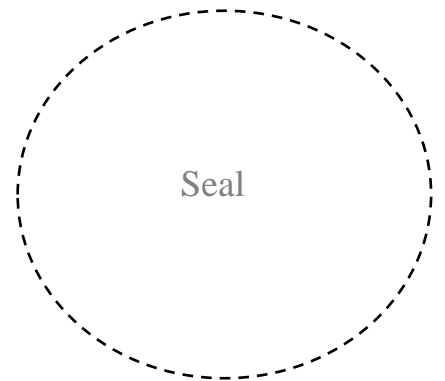
Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**Annexure 2**

**Agreement**

**(To be submitted along with the tender in Kerala stamp paper worth Rs.200/-)**

Articles of agreement executed on this, the..... day of .....Two thousand.....BETWEEN the EMC (hereinafter referred to as EMC) of the one part and Shri.....

..... (Name and address of the tenderer). (Hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No.....dated..... The bounden has submitted to the EMC a tender for the ..... specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the EMC a sum of Rs.....as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the EMC Now THREE PRESENTS WITNESS and it is hereby mutually agreed as follows:

- 1. In case the tender submitted by the bounden is accepted by the EMC and the contract for.....is awarded to the bounden, the bounden shall within.....days of acceptance of his tender execute an agreement with the EMC incorporating all the terms and conditions under which the Government accepts his tender.
- 2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the EMC shall have power and authority to recover from the Bounden any loss or damage caused to the EMC by such breach as may be determined by the EMC by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
- 3. All sums found due to the EMC under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the EMC may deem fit.

In witness whereof ----- (name and designation) for and on behalf of the EMC and -----the bounden have hereunto set their hands the day and year shown against respective signatures.

Signed by----- (date) -----in the presence of

Witness:

- 1-----
- 2-----

**Annexure - 3**

Tender Form

(To be submitted in Company Letter Head)

From

To

The Director  
Energy Management Centre – Kerala  
Sreekrishna Nagar,  
Sreekariyam P.O,  
Thiruvananthapuram,  
Kerala-695017

Sir,

Having examined the specifications and tender schedule, schedule of work and having acquired the requisite information relating to the tender in all respects, I/We \_\_\_\_\_ hereby offer to execute the work as specified in this tender at the rates mentioned in the schedule of work attached in accordance with the specifications, conditions of the tender, the articles of the agreements and such other materials as may be prescribed from time to time.

Should this tender for ..... be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit the E.M.D. and pay the Energy Management Centre - Kerala, the amount mentioned in the said conditions.

I/we ..... have deposited a sum Rs...../- Rupees .....only) as EMD in the form of online payment. Should I/we fail to

execute the agreement when called upon to do so, or to commence work as provided in the conditions, I/we do hereby agree that the Energy Management Centre - Kerala shall without prejudice to any right or remedy be at liberty to forfeit the EMD absolutely and also recover from me /us the entire loss that may be caused to the Energy Management Centre - Kerala by retender arrangement of the Work otherwise, under the provisions of Revenue Recovery Act or otherwise.

I/we agree that arbitration shall not be a means of settlement of any dispute or claim arising out of this contract.

Particulars of online payment:

Signature of the tenderer

Full Name and address:

## **Annexure-4**

### **Declaration letter for non-performance/litigation**

Declaration Letter on official letterhead stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. We are not black-listed by any Central / State Government / Public Sector Undertaking in India

<i>Witness</i>	<i>Consultant</i>
Signature:	Signature:
Name:	Name:
Address:	Address:
Date:	Date:



## **Annexure-5**

### **Check list of documents to be submitted along with the tender**

<b>SI N o</b>	<b>Particulars</b>	<b>Complied</b>	<b>Page no/flag</b>
1.	Covering letter duly signed and stamped by the tenderer.		
2.	Duly signed and stamped <u>Annexure 1</u> that contains terms of reference, scope of work , deliverables and project duration		
3.	Duly filled and signed and stamped Annexure <u>2</u> i.e. details of applicant		
4.	Duly filled and signed and stamped Annexure <u>3</u>		
5.	Duly filled and signed and stamped Annexure <u>4</u> i.e. declaration for non-performance /litigation		
6.	The proof of EMD and Tender fees. Exemption is applicable for MSMEs registered in Kerala with Valid Udyog Aadhaar Number / Udyam Registration, Attach proof if applicable.		
7.	Experience document including financial & Technical		
8.	Tender document duly signed and stamped at the bottom of each page		

## Price Bid

**Name of Work:** Supply and Application of high albedo paint at concrete roof surfaces selected school in Kattakada Panchayat, Thiruvananthapuram.

**Tender No:** \_\_\_\_\_

**Name & Address of the tenderer:**

**BOQ (Price Bid):**

Sl. No	Specification and details	Quantity	Unit Price in Rs/m <sup>2</sup> (Excluding GST)	Unit Price in Rs/m <sup>2</sup> ** (Including GST)
1	Fee for Supply and Application of high albedo paint at concrete roof surfaces selected school in Kattakada Panchayat, Thiruvananthapuram	1 building		
<b>GST @ _____ %</b>				

**Amount in words including GST and all other taxes and duties.** \_\_\_\_\_

\_\_\_\_\_ Only

\*The tenderer shall supply and apply high albedo paint on the roof surfaces selected school in Kattakada Panchayat, Thiruvananthapuram. The invoice shall be raised based on the measured roof area where the paint is applied.

Signature

Seal