



**ENERGY MANAGEMENT CENTRE -KERALA**

Department of Power, Government of Kerala, Thiruvananthapuram, Kerala – 695 017  
www.keralaenergy.gov.in

**Invitation of Expression of Interest**

For the Empanelment of Electric Vehicle Manufacturers / Authorized Dealers for the supply of Electric Cars in outright purchase for Individual (Personal)/Commercial Use in Kerala

**PART I**

**TECHNICAL BID**

Notification No. EMC/338/2021-ETB-1(EED)-EoI-1 dated 20/07/2021

Date of Publishing	20 <sup>th</sup> July 2021
Online Pre-submission meeting	1 <sup>st</sup> August 2021
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Shortlisting	25 <sup>th</sup> August 2021

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## **I. NOTICE**

Notification No. EMC/338/2021-ETB-1(EED)-EoI-1 dated 20/07/2021

The Government of India (GoI) is transitioning towards large scale deployment of cleaner mobility solutions in the country including deployment of Electric Vehicles and Electric Vehicle Charging Units as per G.O.(Ms).No.58/2018/Trans dated 29.09.2019. The Government of India (GoI) is promoting Electric Vehicle (EV) adoption in India and has recently announced its target to reach 25% of EV adoption by 2030. Government of India is also giving utmost priority for the use of electric vehicles and also making aware the public about the benefits of electric vehicles. As part of this, Bureau of Energy Efficiency, Ministry of Power, Government of India has launched "Go Electric" campaign for creating awareness on e-Mobility ecosystem & benefits of electric cooking through Information, Communication and Education (ICE) activities across India. Shri. Nitin Gadkari, the Hon'ble Union Minister for Road Transport & Highways, Micro, Small & Medium Enterprises in the august presence of Shri. R. K. Singh, the Hon'ble Union Minister of State (IC) for Power and New & Renewable Energy, Minister of State for Skill Development and Entrepreneurship launched the "GO ELECTRIC" Campaign on 19th Feb 2021 at Vigyan Bhawan, New Delhi.

More than 95% of the vehicles registered in Kerala per year are petrol or diesel vehicles. Despite the standards, these vehicles are causing pollution and lead to an increase in global warming. Today, transportation is ready for yet another technological leap with the advent of vehicles running on electricity that are eco-friendly. Kerala, known for environmental sensitiveness and biodiversity, the State can maintain its texture, and sustainable development could be achieved by the use of electric vehicles. In view of this, Kerala EV policy was developed and it aims at 1 million EVs on the road by 2022.

As part of the "Go Electric" campaign, EMC is in the process of launching a scheme for the sale of electric 4 wheelers to the Government Departments/ Officials. As part of this, EMC has decided to prepare the list of Empanelled Manufactures / Authorized Dealers for supply of Electric Cars on outright purchase basis for Individual (Personal)/Commercial Use in Kerala. Hence Expression of Interest in accordance with the attached Pre- qualification criteria and financial terms & conditions are invited from reputed Agencies with GST and valid Registration under Registrar of Firms as on date of submission of offers.

If required number of agencies could not be listed during initial process of empanelment, the applications received on or before 25<sup>th</sup> of every six months (half

yearly based on the Financial Year calendar) will be processed and provisional list will be published by 25<sup>th</sup> of next month. After completing the necessary formalities of empanelment, the qualified agency will be listed in Empanelled list published by EMC.

The offers have to be submitted based on the qualification criteria and as per the bid submission guidelines. Price offers have to be submitted for the supply of Electric Cars to E-Vehicle project implemented by EMC. The guidelines and documents for Expression of Interest can be downloaded from the website ([www.keralaenergy.gov.in](http://www.keralaenergy.gov.in)) of EMC. The application submitted on or before 5:00 p.m of 15<sup>th</sup> August 2021 at the office of **The Director, Energy Management Centre - Kerala, Sreekrishna Nagar, Sreekariyam PO Thiruvananthapuram -695017, Kerala** will be considered for empanelment as the first instance and there after this process will continue in every six months later with the conditions to consider only the applications received on or before 15<sup>th</sup> of sixth month. The validity of the empanelled list will be for three years and it shall be renewed in every three years by considering the performance of the agency. This list will be updated as and when required.

Thiruvananthapuram

20/07/2021

Sd/-

Director

**II. ABSTRACT**

Notification No	Notification No. EMC/338/2021-ETB-1(EED)-EoI-1 dated 20/07/2021
Superscription	Invitation of Expression of Interest for Electric Car Manufactures / Authorized Dealers for the supply of Electric Cars on outright purchase for Individual (Personal)/Commercial Use in Kerala
Date of release of Invitation	20/07/2021
Date of opening of EOI	11:00 A.M 25 <sup>th</sup> August 2021.
Place of opening Submission by Agencies	Director, Energy Management Centre , Sreekrishna Nagar, Sreekariyam PO, Thiruvananthapuram -695017, Kerala
How to obtain the application form	To be downloaded from the website of EMC
Mode of Submission	Technical and Financial bids to be submitted in sealed envelope as per the given instructions.

Thiruvananthapuram

20/07/2021

Sd/-

Director

### **III. IMPLEMENTATION PLAN**

#### **1. General**

- 1.1. This Expression of Interest is being invited for preparing the list of Empaneled Manufactures/Authorized Dealers for supply of Electric Cars for Individual (Personal)/Commercial outright purchase in Kerala. The validity of the list will be three years. The validity shall be cancelled/ renewed by considering the performance of the Agency and if any agreement prevailing with EMC if otherwise eligible.
- 1.2. The name of any agency from the empanelment list shall be terminated without notice, in case of their non-existence/ other violations.
- 1.3. This empanelment list will be the one and only one for the supply of Electric Cars in Kerala for Individual buyers for personal use or for business use to be provided by EMC.
- 1.4. The Applicant for the empanelment should not have any pending litigation with EMC or any other Government Departments/ Organizations.

#### **2. Scope of Work**

- 2.1. To Provide brand new Electric Car (minimum 5- seater with ample boot space) for the use of Individual/business use in Kerala.
- 2.2. The Electric Car should have both AC and heating facilities with advance safety features.
- 2.3. Vehicle shall be delivered to the location prescribed by EMC within 45 days from the date of supply order, completing all the registration formalities.
- 2.5. An undertaking in the given format has to be submitted along with EoI. Failure to fulfil this will make them ineligible from getting included in the list of Empanelled Agencies.

#### **3. Role of EMC**

- 3.1. Empanelment of Manufactures/Authorized Dealers for the supply of Electric Cars with 6 - 8-year Warranty/Comprehensive AMC on Outright purchase basis.
- 3.2. Checking the Delivery of Cars within the stipulated time.
- 3.3. Co-ordinating with Empanelled Agency and Government Departments for smooth and speedy implementation of the programme.
- 3.4. Listing of Agencies with price as per requirement.

- 3.5 Providing the electric cars to fleet management operator / agency for allotting the vehicle to the required Individual/ Department

**4. Bidding Procedure**

1. Bid document

Bid documents can be downloaded from the website of EMC ([www.keralaenergy.gov.in/](http://www.keralaenergy.gov.in/))

2. Bid submission

2.1 Bids shall be submitted in two envelopes named:

- i) Envelope A - Pre-qualification & Technical
- ii) Envelope B- Financial offer. It shall contain financial offer for Empanelment for E Cars

2.2 If the bid does not contain the offer in 2 separate sealed envelopes Envelope – A and Envelope-B, the bid will be summarily rejected

2.3 Envelope –A (Pre-qualification and Technical Documents), Envelope-B (Financial offer) should be submitted separately in respective covers, serially numbered and tagged or filed as a bundle with Index and flagged in order, as detailed in next section.

**5. Envelopes and Contents**

- 5A. Envelop A shall contain.

- 5.1. Covering letter for submission as per format (Annexure A) on firm's letterhead- Flag-1
- 5.2. Attested copy of valid GST registration certificate of Agency –Flag-2
- 5.3. Attested copy of registration certificate issued by registrar of companies or other competitive authority under which the firm is registered. Flag-3
- 5.4. Part-I of the document downloaded from website, duly filled, signed and sealed by the bidder on all pages. Flag-4
- 5.5. Copy of Audited statements of accounts for last Two financial years has to be attached as Flag-5
- 5.6. Any ISO, Quality or any Green Certification. Flag 6
- 5.7. Copy of Income Tax Return Filed. Flag 7
- 5.8. Technical evaluation form (Annexure C). Flag 8
- 5.9. An undertaking in the given format to be executed in stamp paper Rs. 200/-. Flag 9

5.10. Brochure and Technical Specification of Electric Cars with the details of all available models, colours, and its rate. Flag 10

5.11. List of Clients. Flag11

5.12. Reference of 5 established clients for reference check. Following should be provided. Flag 12

- Name of Firm/ Company
- Name and Contact number of Person
- Total tenure with the organization
- Number of E Cars supplied.

Apart from the above-mentioned documents, EMC would like to understand the infrastructure and supply chain operations of the company in respect of ecological and sustainable aspect. Therefore, all the companies may also state briefly-

- Benefits of using your electric cars with the existing Petrol/ Diesel cars.
- Existing Green Fleet including Electric Cars.
- Any green initiative towards balancing ecological standards.
- Any self-commitment towards ecological and sustainable Eg- promoting biodegradable products, recyclable items etc.
- Self-Declaration to the effect that the tenderer has not been blacklisted by any company or its contract has been terminated on account of any reasons whatsoever.

5B. Envelope B Financial Bid

- The Financial bids will be evaluated only in respect of those firms, which meet the pre-qualification and technical bid criteria mentioned above.
- The rate of electric cars available with each Manufacturer/ Dealer shall be mentioned along with the tax implications, insurance, etc. All the models available with their respective rates need to be mentioned. If there is any change in the price of the vehicle depending on the colour of the vehicle, then it must also be mentioned in the price list.

## **6. Empanelment Procedure**

6.1 Expression of interest from pre-qualified agencies (agencies that satisfy Pre-qualification criteria) as decided by EMC will be invited.

6.2 The notification for Expression of Interest will be made available on EMC website.



- 6.3 The offers received up to 5.00 pm on 25<sup>th</sup> of upcoming sixth month (precisely February and August based on the Financial Calendar) will be considered for empanelment.
- 6.4 The qualified agencies shall also enter into an agreement (on Rs 200 Kerala Stamp Paper) with EMC agreeing to supply Electric Cars and its Warranty & Maintenance facility in Kerala.
- 6.5 The price offers for Electric Cars with different models has to be submitted by the agencies in the prescribed format.
- 6.6 Once the list of agencies is published by EMC, each of the agencies has to submit an application for the renewal of registration. Renewable of Empanelment shall be based on evaluation of their performance in the previous years.

## **7. General Terms and Conditions**

- 7.1 Director, EMC reserves the right to add, remove, and clarify any of the terms and conditions contained herein.
- 7.2 All the lists/ announcements including dates related to the empanelment process, will be published on EMC's website ([www.keralaenergy.gov.in/](http://www.keralaenergy.gov.in/)) and EMC will not be responsible for delays or non- receipt of individual communications in this regard, if any.
- 7.3 The Routine service and Maintenance of the Electric Vehicles shall be taken care on weekends or holidays in order to avoid any official duties during week and this will be informed to EMC.
- 7.4 Security Deposit of Rs. 1,00,000/- (One Lakh Rupees Only) shall be paid to EMC at the time of Executing supply order.
- 7.5 Incase of any emergency, or breakdown of vehicle, company shall provide the service the quickly or alternate replacement on temporary basis.
- 7.6 An anticipated number of 100 electric vehicles from all the manufacturers will be required in the first phase. Further to that, the number of requirements will be informed to each manufacturer/ dealer in prior. EMC may opt for pilot role out of the scheme with less number of vehicles to understand and capture the real requirements/ wish list of clientele.
- 7.8 The car batteries should have a free replacement warranty up to 6 years/ 1,00,000 KM to 8 years/ 1,60,000 kms based on the models of the Electric Cars.

- 7.9 Direct Warranty from Manufacturer should be furnished along with Vehicle for outright purchase basis.
- 7.10 The vehicles also carry a free of charge periodic servicing for a period of 6/8 years depending on the electric car.
- 7.11 One portable AC charger shall be provided with each Vehicle with battery capacity below 20 kWh. For battery capacities above 20 kWh, a wall mounted fast charger shall be provided along with Portable Charger.
- 7.12 Brand new Vehicles shall be supplied in this Programme. All the formalities with the registration and de-registration of E-Vehicles with the regional transport authority including Motor Vehicle Tax, insurance and Fast Tag shall be performed would be the Empanelled Agency.
- 7.13 Empaneled Agency would assign one nodal officer for EMC to manage client queries and 24/7 road side maintenance.
- 7.14 The contract agreement will be valid for a period of minimum three years from the date of deployment of the first Electric Car to the client.
- 7.15 Agreement between EMC and Empanelled Agency shall be executed with the successful bidder after evaluation of Technical Bid.
- 7.16 Agency is capable of supplying 1 to 100 vehicles in a single order within 2 months.

## **8. Eligibility Criteria**

### **8A Pre-qualification Criteria**

- 8.1. For participating in the empanelment of Manufactures / Authorized Dealers/, the agency should have valid GST registration certificate– Attested Copy has to be enclosed.
- 8.2. Registration certificate of the firm which is issued by registrar of companies or other competent authority under which firm is registered has to be submitted. The details of the bidder should match with registration certificate. Copy of this certificate has to be submitted.
- 8.3. Dully filled Technical Evaluation Form shall be submitted
- 8.4. Agency should have minimum 1 crores turnover for the last two year. Copy of Audited statements of accounts for last Two financial years has to be submitted.

- 8.5. Client list with details shall be submitted. (Proof of invoice, copy of supply order or any other proof)
- 8.6. Only offers that meet the above criteria shall be considered for technical evaluation.
- 8.7. Authorization for signing the documents has to be submitted by the bidder.

**ANNEXURE A**

**FORMAT FOR COVERING LETTER**

Sir,

I/We hereby express my/our interest to be included as an Empaneled Agency for supplying Electric cars in Kerala on Outright purchase basis for Individual (Personal)/Commercial Use in Kerala, as per the terms and conditions, decided by Energy Management Centre (EMC). The order allotted to me/us will be completed within the time frame as per the work order from the EMC.

Yours faithfully

(Signature)

Name

Designation:

Place:

Date :

(Office Seal)

**ANNEXURE B**  
**BID SUBMISSION FORM**

1	Name of the Bidder as in Registration Certificate (Copy of registration certificate has to be submitted)		
2.	Address in Full		
3	Contact Details	Mobile	
		Land Phone	
		Fax No	
		Email	
		Website	
4	Bank account details of Bidder	Account No	
		Name of account Holder	
		Bank	
		Branch Name	
		Address of the Bank	
		IFS Code	
5	GST Registration No (copy of the GST certificate to be submitted)		
6	Name of the authorized signatory (Authorisation to be enclosed)		
7	Designation of the authorized Signatory		
8	List of Service Centres in Kerala Name, Address and Contact Number with Email Address (list to be attached)		

I have read the technical requirements, warranty conditions and the details furnished above are true and correct and complete to my knowledge and belief. All the details furnished are supported by documentary evidence.

Date

Signature of the authorised signatory

Name  
Designation  
(Office Seal)

**ANNEXURE C**

## TECHNICAL DETAILS SUBMISSION FORM OF ELECTRIC CAR

<b>Particulars</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Remarks</b>
Name of Brand				
Model				
Type of Motor (Induction motor/PM Synchronous Motor				
Motor Capacity in kW.				
Max Power (in kW)				
Max Torque (NM )				
Transmission Type				
Battery Type (type of Lithium ion)				
Battery Capacity (kWh)				
Voltage & Rating of Batteries				
Seating Capacity				
AC Charging Standard				
Vehicle warranty				
Battery warranty				
Colours available				

**ANNEXURE D**  
**UNDERTAKING BY THE AGENCY**

(In stamp paper worth Rs. 200/- (Rupees Two hundred only) I

.....(Name, Designation) authorised signatory of

.....(Name and full address of the bidder) hereby undertake that

1. Electric Cars supplied as per the prescribed Technical Specifications.
2. The contract agreement will be valid for a period of minimum 6/8 years from the date of deployment of the first E-Car to the client/ payment of 72/96 monthly lease rentals from the date of deployment of electric vehicles.
3. The Vehicle batteries to carry a free replacement warranty upto 6 years/ 1,00,000 km to 8 years/ 1,60,000 km based on the models of E car.
4. Warranty of Electric Cars with 6/8 year Warranty or warranty with Comprehensive AMC for lease Contract Basis/ Outright purchase basis of E Cars..
5. The Routine service and Maintenance of the E Car shall be taken care on weekends or holidays in order to avoid any official duties during week and this will be informed to EMC.
6. There are no/do not have any pending litigation with EMC OR ANY OTHER Government Departments/ Organizations
7. Our agency/ any of our Directors have not been blacklisted by any of the Govt Departments/ Agencies.
8. All the above terms and conditions are acceptable to me/us.

Date

Signature of the authorised signatory

Name

Designation

(Office Seal)

File No. EMC/338/2021-ETB-1(EED)

**Invitation of Expression of Interest for Empanelment of Electric Car  
Manufacturers / Authorized Dealers/ for supply of Electric Cars and Electric  
Two Wheelers on outright purchase.**

**PART-II**

**FINANCIAL BID**

**EMPANELMENT DOCUMENT**

Notification No. EMC/338/2021-ETB-1(EED)-EoI-1 dated 20/07/2021



**Financial Bid A- Outright Purchase of Electric cars.**

Name of Manufacturer/ Authorized Dealer	
-----------------------------------------	--

Particulars	Option 1	Option 2	Option 3	Option 4	Option 5
EV Brand Name					
EV Model Number					
EV Colours available (if the rate is different for each colour, then the colour needs to be mentioned as option 2, 3, etc.)					
EV Base price (in Rupees)					
Registration Tax (in Rupees)					
Insurance (in Rupees)					
Fast Tag Charges (in Rupees)					
Any other charges, please specify					
On Road price (in Rupees)					

1. The price quoted by the bidder shall be inclusive of GST and other applicable taxes in the Kerala.
2. The price quoted is applicable for the delivery at anywhere in Kerala-

Date

Signature of the Authorized Signatory

Name:  
Designation:  
(Office Seal)