



## **ENERGY MANAGEMENT CENTRE- KERALA**

Submittals

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 in pdf files:-**

Bidder shall submit the following documents for technical qualifications.

- Duly Attested copies of documents relating to the Registration of the firm, Partnership deed, Articles of Association, Commercial Tax Registration /, Latest Income Tax Clearance certificate / PAN number from IT Department, GST registration, excise department registration certificates, etc.
- Details of experience and past consultancy and DPR preparation works completed/on-going for Government/ Private Organisations. (Name of Project, Contract reference, Name and detailed postal address of client, value of item etc. are to be furnished).
- Copy of latest Income tax clearance certificate, PAN card and GST registration.
- In case GST is not available relevant documents to state the same shall be provided.

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

- a. BOQ (Price Bid)

**Annexure 1**

**Details of Applicant**

1. Name of Consultant Company <i>(Attach copy Registration certificate)</i>	
2. Single point contact details with Phone number and e-mail ID	
3. Previous experience in DPR/Project Report preparation for Small/Mini/Micro Hydel Project works in the last three years	(attach proof)
4. Details of similar work plus	(attach proof)
5. Total years in consultancy services	-----Years
6. Address (Postal)  Telephone/s (with STD code): Fax No. email ID URL (website /blog)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> Pin code : <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> _____ _____ _____ _____ _____ _____ _____ _____ / _____ _____ _____ _____ _____
7. PAN Number	
8. Service tax/ GST Registration number	

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

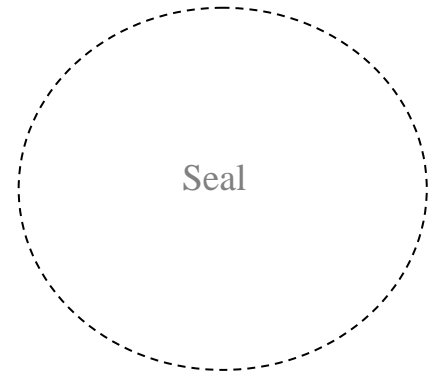
Name: \_\_\_\_\_

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 fulfilment 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 here unto  
set their hands the day and year shown against respective signatures.

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

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

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

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

**Annexure - 3**

Tender Form

(To be submitted in Company Letter Head)

From

To

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 letter head 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

*Witness*

*Consultant*

Signature:

Signature:

Name:

Name:

Address:

Address:

Date:

Date:



**Annexure -5**  
**Price Bid (Cover II)**

Tender Inviting Authority: **Energy Management Centre Kerala**

Contract No: EMC/

Name of the Bidder/ Bidding Firm:

<b>SI No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Total Amount exclusive of GST (Rs)</b>	<b>GST if applicable (%)</b>	<b>GST Amount (Rs)</b>	<b>Total Amount inclusive of GST (Rs)</b>
1	Preparation and Submission of Detailed Project Report (DPR) / Techno Economic Feasibility Report (TEFR) of Kozhichal SHP					
1.1	Preparation of Detailed Project Report, its hydro design and layout of various project features for all civil, electro-mechanical, hydro-mechanical and other related works such as transmission etc., including any additional improvements/alternatives/enhancements of the installed capacity of the project by designing the dimensions of all additional structures such as weirs, water conducting systems, surge shafts, forebay, penstock etc., as required for Kozhichal SHP. The DPR shall comprise of, but not limited to, project introduction, project purpose, infrastructure facilities, surveys and investigations, hydrology, preliminary geology, & detailing of environmental and social impact studies, power potential, hydro-mechanical works, electro-mechanical works, drawings in standard layout. Detailed scope of services have been mentioned in the Annexure B of the tender document.	Lumpsum				
	Total in Figures (inclusive of GST)					
	Total in Words (inclusive of GST)					

## Annexure-6

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

SI No	Particulars	Complied	Page no/flag	Cover
1.	Covering letter duly signed and stamped by the tenderer.			Cover I
2.	Duly signed and stamped <u>Annexure B</u> that contains terms of reference, scope of work , deliverables and project duration			Cover I
3.	Duly filled and signed and stamped <u>Annexure 1</u> i.e. details of applicant			Cover I
4.	Duly filled and signed and stamped <u>Annexure 2</u> i.e. for Earnest Deposit Money			Cover I
5.	Duly filled and signed and stamped <u>Annexure 3</u>			Cover I
6.	Duly filled and signed and stamped <u>Annexure 4</u> ie declaration for non-performance /litigation			Cover I
7.	Tender document duly signed and stamped at the bottom of each page			Cover I
8.	<u>Annexure 5</u> - Price Bid			Cover II