



ENERGY MANAGEMENT CENTRE- KERALA

SREEKRISHNA NAGAR, SREEKARIYAM P.O, TRIVANDRUM

Phone No.: 2594922, Fax: 0471 2594923

www.keralaenergy.gov.in

No: EMC/146/2024-OA1

03-07-2024

E-TENDER NOTICE FOR PROVIDING MANPOWER OUTSOURCING SERVICES

Energy Management Centre- Kerala invites e-tenders from reputed, registered, professional agencies that provide manpower outsourcing services in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertaking, for **Providing Manpower Outsourcing Services (4 nos of Security cum Attendant, 2 nos of Driver cum Attendant, 2 nos of Office Attendant & 2 nos of Gardener)** for Energy Management Centre – Kerala (EMC) office, Thiruvananthapuram, Kerala on contract basis for a period of One year, shall be extended up to maximum 3 years. Interested eligible Bidders may obtain further information from the office of Energy Management Centre during Office hours.

The bid shall be submitted in two-cover system consisting of technical bid and price bid. The price bid of those who qualify in the technical bid shall only be opened. Detailed terms and conditions as well as technical specifications are contained in the bid document of the above work, which is uploaded in the Kerala Government e-portal www.etenders.kerala.gov.in.

Name of Work	Providing Manpower Outsourcing Services (10 No.s) for Energy Management Centre – Kerala (EMC) office, Thiruvananthapuram, Kerala
TENDER No.	EMC/146/2024-OA1 dated 03-07-2024
Estimated Cost	Rs. 22,00,000/-
EMD	Rs. 50,000.00
Cost of tender form	Rs. 2500.00 + 18 % GST
Date of publishing bid documents	08-07-2024
Document download starting date	08-07-2024
Bid clarification starting date	08-07-2024
Bid clarification closing date	12-07-2024
Bid submission starting date	12-07-2024
Last Date & Time of online Submission of Bid document	25-07-2024, 4:00 PM
Deadline for submission of Hard copy	5-07-2024 4:00 PM
Bid opening date & time	29-07-2024 3.00 PM
Time of completion	30 days
Bid validity	180 days

Thiruvananthapuram
03-07-2024

Director

ENERGY MANAGEMENT CENTRE-KERALA

SREEKARIYAM, THIRUVANANTHAPURAM – 695017

NOTICE INVITING TENDER for Providing Manpower Outsourcing Services (4 nos of Security cum Attendant, 2 nos of Driver cum Attendant, 2 nos of Office Attendant & 2 nos of Gardener) for Energy Management Centre – Kerala (EMC) office, Thiruvananthapuram, Kerala.

Competitive sealed tenders are invited from reputed, registered, professional agencies that services in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertaking, for Providing Manpower Outsourcing Services (10 Nos) *for Energy Management Centre – Kerala (EMC) office, Thiruvananthapuram, Kerala.*

This tender is an e-Tender and is being published online for **Providing Manpower Outsourcing Services (4 nos of Security cum Attendant, 2 nos of Driver cum Attendant, 2 nos of Office Attendant & 2 nos of Gardener) for Energy Management Centre – Kerala (EMC) office, Thiruvananthapuram, Kerala.** The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of Government of Kerala <https://www.etenders.kerala.gov.in>. Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

Tender no: EMC/146/2024-OA1 dated Approved Date

Name of work: – *For Providing Manpower Outsourcing Services (10 No.s) for Energy Management Centre – Kerala (EMC) office, Thiruvananthapuram, Kerala*

Location: *Kerala*

Tender documents can be downloaded from Kerala Government e-portal www.etenders.kerala.gov.in from 08-07-2024 at 5:00 p.m.

Cost of tender document: **Rs. 2500.00 (plus GST @ 18 %) through e-Payment facility provided by the e-Procurement system**

Last date and time for submission of tender – 25-07-2024 at 16.00 hrs.

☐ **Period of Completion: 30 days from the date of Letter of Intent (LOI)**

An Earnest Money Deposit (EMD) of Rupees Fifty Thousand only (Rs. 50,000.00) and the non-refundable Tender document cost of Rs. 2500.00 + 18 % GST, a total of Rs. 52,950.00/- (Rupees Fifty Two Thousand Nine Hundred and Fifty only) shall be remitted as one single transaction and not separate. Separate or split remittance for tender document fee and EMD shall be treated as invalid transactions. Mode of payment other than through e-Payment facility provided by the e-Procurement system online will not be allowed.

Bidder should ensure that tender document fee is remitted only to the account number given in the Remittance form provided by e - Procurement system for that particular tender. Bidder shall ensure the correctness of details entered while remitting the fees.

All the Tender documents are to be submitted online only and in the designated covers on the above website and no manual submission will be entertained. Originals of Bid Agreement in stamp paper, enclosed in a sealed envelope shall be submitted to the Director, EMC before the date and time mentioned. Tenderer shall supply the proof of similar works carried out with its completion certificate issued by the respective clients along with the tender. Also GST Registration, Income Tax Returns, ESI & EPF Registration and financial turnover of the firm for the last 3 financial years should be submitted along with.

The bid shall be opened online at the office of the Energy Management Centre, Sreekrishna Nagar, Sreekaryam, Thiruvananthapuram, 695017, on the date and time mentioned above in the presence of the bidders/ their representatives who wish to attend. All other existing conditions related to the tenders of Energy Management Centre will be applicable to this tender also. The tender details will also be available in the EMC website www.keralaenergy.gov.in the bidding authority reserves the right to modify/cancel any or all bids without assigning any reasons. EMC will not be responsible for any errors like missing of schedule data while downloading by the bidder/ non receipt of document/delay if any.

All bidders participating in the tender should have a valid Digital Signature Certificate from an approved Certifying Authority. More details about the e-tendering procedure will be available from Kerala State IT Mission Centres at Thiruvananthapuram, Ernakulam and Kannur on all Government working days from 10:30 am to 5:30 pm (Phone: 0471 - 2577088, 0471 - 2577188, 0471 - 2577388, 0484 - 2336006, 0484 - 2332262, 0497-

2764788, 0497- 2764188).

Further details can be had from

The Director

Energy Management Centre

Department of Power

Sreekrishna Nagar

Sreekaryam P.O

Thiruvananthapuram – 695017

Email: emck@keralaenergy.gov.in

Note: - If any of the dates mentioned above happens to be a holiday, the actual dates for the same will be the next working day. No separate intimation in this regard will be issued.

Tender closes for bidding on 25-07-2024 days at 16.00 hrs

Director

Energy Management Centre

Sreekrishna Nagar,

Sreekariyam,

Thiruvananthapuram,

Kerala, - 695017

Thiruvananthapuram

03-07-2024