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ENERGY MANAGEMENT CENTRE- KERALA

Submittals (to be scanned and uploaded)

Qualification Documents & Agreements

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.

- Details of the client along with address, telephone and FAX Numbers.
- Duly Attested copies of documents relating to the Registration certificate of the firm, PAN Number, GST registration certificate, EPF Registration Certificate, ESI Registration Certificate etc.
- Contract Labor (R&A) Act,1970, Registration Certificate.
- Income Tax Returns for the last 3 Years.
- Copy of the Financial Turnover of the Agency for the last 3 Years.
- Report of financial standing of the Bidder such as Profit and Loss Statements, Balance Sheets and Auditor's Report of the past Three years i.e. 2020-21, 2021-22, 2022-23
- Details of major contract with Central Government/State Governments/PSUs handled by the tendering agency for Providing Manpower Outsourcing Services during the last 5 years in the following format (attested copies of the last 5 years work award may be enclosed).
- Self Declaration on the letter head of the Company duly signed & stamped to that the agency/Contractor has not been Blacklisted by any Govt. /Semi Govt. /PSU in the last 3 years.

II. Cover II- Price Bid

a. BOQ (Price Bid)

Annexure -1
Details of applicant

1. Name of Agency <i>(Attach copy Registration certificate)</i>	
2. Full Address of Reg. Office	

Designation: _____

Seal

Company/Firm: _____

Place: _____

Date: _____

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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
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

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...../- Rupeesonly) 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 re tender arrangement of the Work otherwise, under the provisions of Revenue Recovery Act or otherwise.

India

Witness

Consultant

Signature:

Signature:

Name:

Name:

Address:

Address:

Date:

Date:

Check list of documents to be submitted along with the tender

SI No	Particulars	Complied	Page no/flag
1.	Covering letter duly signed and stamped by the tenderer.		
2.	Duly filled and signed and stamped <u>Annexure 1</u> i.e. details of applicant		
3.	Duly filled and signed and stamped <u>Annexure 2</u> (<i>in stamp paper</i>)		

4.	Duly filled and signed and stamped <i>Annexure 3 (in company letter head)</i>		
5.	Duly filled and signed and stamped <i>Annexure 4</i> ie declaration for non-performance /litigation (in company letter head)		
6.	Tender document duly signed and stamped at the bottom of each page		