

**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT
CORPORATION (KINFRA)**
(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010
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Tender Notice

Tender No	: KINFRA/KRAP/07/2017-18
Name of Work	: Maintenance and renovation works for the Standard Design Factory building at KINFRA Rural Apparel Park at Rajakumari
PAC	: ₹ 37,98,615/-
EMD	: ₹ 50,000/-
Period of Completion	: 6 Weeks
Bid Submission Fee	: ₹ 2,500/- + GST (18%)

Information & Instructions to the Bidders for e-tendering (Forming part of Bid Document)

Managing Director, KINFRA invites **Item rate** online tenders in **two cover bid** system for the following work in the prescribed form, from competent and eligible contractors/firms with appropriate class of registration in State Govt. Departments/CPWD/Indian Railways/MES/BSNL/PSUs, who fulfil the eligibility criteria prescribed.

NIT No	Name of work & Location	Estimated cost put to bid	EMD	Period of Completion	Last date of submission of Tender	Time & Date of opening of Technical Bid	Class of registration	Tender Cost
1	2	3	4	5	6	7	8	
KINFRA/KRAP/07/2017-18	Maintenance and renovation works for the Standard Design Factory building at KINFRA Rural Apparel Park at Rajakumari	₹ 37,98,615/-	₹ 50,000/-	6 Weeks	29/08/2017 at 5:00 pm	02/09/2017 at 10:00 am	KPWD C class & Above (or equivalent Class)	₹2,500/- + GST (18%)

- The intending bidder must read the terms and conditions of KINFRA-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and Instructions for bidders posted on website shall form part of bid document.
- The tender document(s), may be downloaded free of cost from the e-Government Procurement (e-GP) website (www.etenders.kerala.gov.in). No payment is required for downloading the tender documents from the above website however a bid submission fee, as mentioned below in this document, is required to be remitted through online payment mechanism for e-procurement system of Govt. of Kerala. Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the e-GP website.
- All bids shall be submitted online on the e-GP website only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through e-GP system under any circumstances. However signed copies of documentary evidences as the proof of eligibility criteria shall be submitted to KINFRA in hard copies also.
- The e-GP system shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, KINFRA shall not be responsible for any kind of such issues faced by bidder.
- Ineligible bidders or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this

tender. If such instances are noticed, the same shall be treated as “fake bidding” by the respective bidder and such bidder shall be blacklisted as per KINFRA rules in force. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including the Form/ Annexures of this tender. Mention of price details at any place other than the designated place, shall disqualify the bid and the bid shall be summarily rejected.

7. Tender duly signed using bidder’s valid Digital Signature Certificate shall be submitted online on e-GP website www.etenders.kerala.gov.in
8. General Conditions of Contract (KINFRA- 7/8) shall be available in downloadable manner from www.kinfra.org and shall form part of bid document.
9. The technical bid shall be opened first on due date and time as mentioned above.
10. The time and date of opening of Price Bid of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.

List of Documents to be scanned and uploaded within the period of bid submission:

Cover 1

- I. NIT
- II. Registration Certificate of the Contractor.
- III. Certificate of Registration for GST.

Cover 2

- I. BoQ (Price bid)

All bidders shall submit signed copies of documentary evidences as the proof of eligibility criteria in hard copies also in sealed cover at the office of KINFRA House, Sasthamangalam on or before opening date and time of bid.

e-Government Procurement (e-GP) - Notice Inviting Tender (KINFRA- 6)

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1.1.1 Registration of contractors should be valid on the last date of submission of bids. In case the last date of submission of bid is extended, the registration of contractor should be valid on the original date of submission of bids.

1.1.2 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids. For composite bid, besides indicating the combined estimated cost put to bid, should clearly indicate the estimate cost of each component separately. The eligibility of bidders will correspond to the combined estimated cost of different components put to bid.

1.1.3 Intending bidders is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:

a) For all works upto Rs 2.5 Crores-Nil

~~b) For works above Rs 2.5 Crore to Rs. 10 Crore~~

~~Three similar completed works each costing not less than the amount equal to 40% of estimated cost.~~

OR

~~Two similar completed works each costing not less than the amount equal to 60% of estimated cost.~~

~~OR~~

~~One similar completed work costing not less than the amount equal to 80% of estimated cost.~~

~~c) For works above Rs. 10 Crore~~

~~Three similar completed works each costing not less than the amount equal to 40% of estimated cost.~~

~~OR~~

~~Two similar completed works each costing not less than the amount equal to 60% of estimated cost.~~

~~OR~~

~~One similar completed work costing not less than the amount equal to 80% of estimated cost.~~

~~AND~~

~~One work of any nature (either part of (i) above or a separate one) costing not less than the amount 40% of estimated cost with some Central/State Government Department/Central Autonomous Body/ Central Public Sector Undertaking.~~

~~A certificate to this effect shall be produced by the bidder from an officer of the rank not below the rank of Executive Engineer in the Government or PSUs/ Chief Project Manager or equivalent in other organisations.~~

2. Agreement shall be drawn with the successful bidders on prescribed Form No. **KINFRA 7/8** (or other Standard Form as mentioned) which is available www.kinfra.org. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **6 Weeks** from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
4. The site for the work is available.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website www.etenders.kerala.in. General Conditions of Contract (KINFRA- 7/8) shall be available in downloadable manner from www.kinfra.org and shall form part of bid document.

6. Tender documents and tender schedule may be downloaded free of cost from the e-GP Web site www.etenders.kerala.go.in . Tender fee of Rs. 2,500/- + GST @18% shall be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.
7. The technical bid submitted shall be opened at 10:00 am on 02/09/2017. The time and date of opening of Price Bid of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.
8. Earnest Money Deposit (EMD) amounting to Rs. 50,000/- (Rupees fifty thousand only) to be remitted online through e-GP site by the bidder.
9.
 - a) **Performance Guarantee**, the amount collected at the time of executing contract agreement, will be 5% of the contract value (agreed PAC) and the deposit will be retained till the expiry of Defect Liability Period. Atleast 50% of this deposit shall be collected in the form of Treasury Fixed Deposit and the rest in the form of Bank Guarantee. The validity of BG shall be up to 3 Months after defects liability period mentioned in Schedule F.
 - b) **Additional Performance Guarantee** will be required in all cases where quoted rate falls below 10% of the estimate cost. The 10% standard exemption will be applicable to all estimates quoted below estimate cost. If the rate quoted by the contractor is x% below estimate cost (x lies above 10% upto quoted rate) the additional performance guarantee for an amount equal to (x-10) % of the estimate amount shall be obtained from the contractor. This is subjected to change as per government orders issued from time to time in this respect.
10. **Performance Security Deposit:** It is the retention amount deducted from the running bill of the contractors in addition to the Performance Guarantee. This will be @2.5% of the gross amount of each running bill so that the amount so retained shall be 2.5% of the value of the work done till then. This can be released against Bank Guarantee on its accumulation to a minimum amount of Rs. 5 lakhs subject to the condition that the amount of Bank Guarantee except last one shall not be less than 5 Lakhs. This amount will be released after passing of final bills as in the case of refund of deposit. The validity of each BG shall be up to actual completion period of work plus 3 months.
11. **The bid submitted is treated as invalid if:**
 - a) *The bidder is found ineligible*
 - b) *The bidder does not upload all the documents as stipulated in the bid document. However if he has submitted hard copies of all the required certificates, duly signed in a sealed cover, before the appointed date and time of opening of bid, his bid will be considered.*

c) Any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted by the lowest bidder in the office of bid opening authority.

12. **The description of the work is as follows:** Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidders implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by KINFRA and local conditions and other factors having a bearing on the execution of the work.
13. The competent authority on behalf of Managing Director, KINFRA does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
15. The competent authority on behalf of Managing Director, KINFRA reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to bid for works if he/she is the near relative of an officer of KINFRA posted as Project Officer or Finance Officer.
17. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of Kerala is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of Kerala in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission

of the Government of Kerala as aforesaid before submission of the bid or engagement in the contractor's service.

18. ***The bid for the works shall remain open for acceptance for a period of 90 days from the date of opening of bids.*** If any bidder withdraws his bid before the said period or issue of work order, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to KINFRA, then KINFRA shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.
19. This notice inviting Bid shall form a part of the contract document. The successful bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
- a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - b) Standard KINFRA Form 7/8 or other standard KINFRA Form as applicable
20. The orders or circulars issued on technical and financial matters by the Government shall stand automatically incorporated in the tender document issued subsequent to such circulars/orders.
21. **For Composite Bids**
- 21.1.1 The cost of bid document and Earnest Money will be fixed with respect to the combined estimated cost put to tender for the composite bid.
 - 21.1.2 The bidders must associate himself, with agencies of the appropriate class eligible to bid for each of the minor component individually.
 - 21.1.3 The eligible bidders shall quote rates for all items of major component as well as for all items of minor components of work.
 - 21.1.4 After acceptance of the bid by competent authority, Managing Director, KINFRA shall issue letter of award. After the work is awarded, the main contractor will have to enter into one agreement with KINFRA.
 - 21.1.5 Entire work under the scope of composite bid including major and all minor components shall be executed under one agreement.
 - 21.1.6 The main contractor has to associate agency(s) for minor component(s) conforming to eligibility criteria as defined in the bid document and has to

submit detail of such agency(s) to Engineer-in-charge of minor component(s) within prescribed time. Name of the agency(s) to be associated shall be approved by Engineer-in-charge of minor component(s).

21.1.7 In case the main contractor intends to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer-in-charge of minor component. The new agency/agencies shall also have to satisfy the laid down eligibility criteria. In case Engineer-in-charge is not satisfied with the performance of any agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.

21.1.8 The main contractor has to enter into agreement with contractor(s) associated by him for execution of minor component(s). Copy of such agreement shall be submitted to KINFRA. In case of change of associate contractor, the main contractor has to enter into agreement with the new contractor associated by him.

21.1.9 Running payment for the major & minor components shall be made by Managing Director, KINFRA

21.1.10 *The composite work shall be treated as complete when all the components of the work are complete. The completion certificate of the composite work shall be recorded by Engineer-in-charge of major component after record of completion certificate of all other components*

GENERAL GUIDELINES FOR E-PROCUREMENT

Prospective bidders willing to participate in this tender shall necessarily register themselves with e-procurement portal (www.etenders.kerala.gov.in). The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 - 2336006, 2332262 - through email: etendershelp@kerala.gov.in for assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting:** NA
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iv. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in.
- v. **Opening of Technical Bid and Financial Bid:** The technical bid will be opened at same time mentioned in Information & instruction to the bidders. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification.

Time of opening of financial bids of qualified will be intimate later.

C). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees and Earnest Money Deposit. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of Travancore (SBI) Internet Banking:** If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement (RTGS):** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT / RTGS option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT / RTGS either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT / RTGS payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

For RTGS the timings that the banks follow may vary depending on the customer timings of the bank branches and settlement from RBI. Bidders are advised to exercise RTGS mode of payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT / RTGS payment should be done according to following guidelines:

- i. **Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- ii. **Account number as per Remittance Form only:** Account no. entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.

Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT / RTGS remittance.
- iii. **Only NEFT / RTGS Remittance Allowed:** Account to Account transfers, State Bank Group Transfers (GRPT), Payments from NRE Accounts, SWIFT Transfers, IMPS or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT or RTGS (for above 2 lakhs payments

as per RBI guidelines) transaction only and specially instruct the banks not to convert the payment type to GRPT or any other payment mode.

- iv. **Amount as per Remittance form**: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- v. **UTR Number**: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- vi. **One Remittance Form per Bidder and per Bid**: The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bid is showing "Success" during bid opening.

D). SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

Important Dates

Last Date of submission	-	05:00 PM on 29/08/2017
Bid Opening	-	10:00 AM on 02/09/2017
