

KINESCO POWER AND UTILITIES PVT LTD

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Notice Inviting Tender (NIT)

(Technical Bid)

(KINFRA - 06)

Tender No	:	KINESCO/OM/03/2018-19
Name of Work	:	Operation and Maintenance of KINESCO Electrical Distribution Licensee areas at Kakkanad, Kalamassery and Palakkad for one year.
PAC	:	Rs.66,72,000/- per year [Rs.5,56,000/- per month]
EMD	:	Rs.50,000/-
Period of Completion	:	12 Months
Bid Submission Fee	:	Rs. 2,950(inclusive of GST)

GENERAL GUIDELINES

1. This set of “General Conditions of Contract” is applicable to both types of tenders i.e.” Percentage rate tenders and Item rate tenders”. Accordingly, alternative provisions for conditions of the General Rules and Directions are given in this book. The appropriate alternatives will be applicable in specific cases depending on whether this is used for percentage rate tender (KINFRA-7) or item rate tender (KINFRA-8). “General Conditions of Contract” shall be available in downloadable manner from website “www.kinfra.org”
2. KINFRA-6 abridged from KINFRA-7/8, Schedules A to F, special conditions/specifications and drawings will be issued to intending tenderers only. The standard form will not be issued along with the Tender Documents but the same shall form part of the agreement to be drawn and signed by both parties after acceptance of tender. The standard form shall be available in downloadable manner from website “www.kinfra.org”
3. The intending tenderers will quote their rates in Schedule Aie. Schedule of Quantities.
4. The Proforma for registers and Schedules A to F are only for information and guidance. These are not to be filled in the Standard Form. The Schedules with all blanks shall be separately issued to all intending tenderers for filling and returning in the manner prescribed. The Schedule A can be downloaded from website www.etenders.kerala.gov.in

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

Chief Executive Officer, KINESCO Power and Utilities Pvt Ltd (KPUPL), invites item rate online tenders in Two cover bid system for the following work in the prescribed form, from competent and eligible contractors/firms doing similar nature of work.

NIT No	Name of work & Location	Estimated cost put to bid	EMD	Tender Fee	Last date of submission of Tender document	Time & Date of opening of Technical Bid
1	2	3	4	5	6	7
KINESCO/OM/03/2018-19	Operation and Maintenance of KINESCO Electrical Distribution Licensee areas at Kakkanad, Kalamassery and Palakkad for one year.	Rs.66,72,000/- per year [Rs.5,56,000/- per month]	Rs.-50,000/-	Rs. 2,950/- (inclusive of GST)	23/08/2018 at 5.00 pm	31/08/2018 at 10.30 am

- 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. Rate Quoted by the bidder shall be monthly rate (for 1 month).

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

Cover 1

- I. NIT
- II. Copy of Class A Contracting License issued by Kerala State Electrical Inspectorate (KSEI) valid till completion of contract period.
- III. Certificate of Registration for GST.
- IV. A declaration has to be submitted that the tenderer has not been debarred from tendering by any authority.
- V. Certificate proving that the bidder has carried out Operation & Maintenance of Sub-stations having a capacity of 66 kV or above during the past **seven years**.
- VI. Certificate proving that the bidder has carried out operation/maintenance of a distribution network.
- VII. Copy of Pan Card.
- VIII. Copy of Work Order received from previous clients.
- IX. Acceptance letter and Declaration form prepared in contractor's letter head duly signed.
- X. Letter of under taking prepared in contractor's letter head duly signed.
- XI. Memorandum of Association, Article of Association.
- XII. Certificate of Incorporation of Organisation.
- XIII. Completion certificate from various Clients.

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 KINESCO, Ground Floor, KINFRA Park Office, Kakkanad on or before opening date and time of bid.

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

Chief Executive Officer, KINESCO Power and Utilities Pvt Ltd (KPUPL), invites item rate online tenders in Two cover bid system for the following work in the prescribed form, from competent and eligible contractors/firms doing similar nature of work.

NIT No	Name of work & Location	Estimated cost put to bid	EMD	Tender Fee	Last date of submission of Tender document	Time & Date of opening of Technical Bid
1	2	3	4	5	6	7
KINESCO/OM/03/2018-19	Operation and Maintenance of KINESCO Electrical Distribution Licensee areas at Kakkanad, Kalamassery and Palakkad for one year.	Rs.66,72,000/- per year [Rs.5,56,000/- per month]	Rs:-50,000/-	Rs. 2,950/- (inclusive of GST)	23/08/2018 at 5.00 pm	31/08/2018 at 10.30 am

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.
2. Intending bidder 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.
3. The e-GP system shall not allow submission of tenders online after the stipulated date & time. The tenderer is advised to submit the tenders well before the stipulated date & time to avoid any kind of network issues, traffic congestion etc. In this regard, KINFRA / KPUPL shall not be responsible for any kind of such issues faced by tenderer.

Qualification of Bidders:

Contractors who fulfil the following requirements shall be eligible to apply.

1. Should have satisfactorily completed the works as mentioned below during the last **Seven years ending previous day of last date of submission of bids.**
 - The bidder should have in his custody the appropriate personnel as listed in the relevant form, for employment in the KINESCO licensee areas.
 - The bidder, on their own as prime contractor, should have satisfactorily completed at least **one similar work** of Operation and Maintenance service contract of electrical distribution system including EHT substations and downstream electrics

with value of similar work not less than **Rs. 53.38 lakhs / year** within the last seven years in a single contract as prime contractor.

OR

The bidder, on their own as prime contractor, should have satisfactorily completed at least **two similar works** of Operation and Maintenance service contract of electrical distribution system including EHT substations and downstream electrics with value of each similar work in a single contract not less than **Rs. 40.03 lakhs / year** within the last Seven years as prime contractor.

OR

The bidder, on their own as prime contractor, should have satisfactorily completed at least **three similar works** of Operation and Maintenance service contract of electrical distribution system including EHT substations and downstream electrics with value of each similar work in a single contract not less than **Rs. 26.68 lakhs / year** within the last Seven years as prime contractor.

2. Contractor should possess a valid 'A' grade license issued by the Kerala State Electricity Licensing Board with a minimum of 7 years experience in Operation and Maintenance service contract of electrical distribution system including EHT substation.
3. The tenderers who have earlier failed to execute the purchase order(s) of the KINESCO and or black listed by KINESCO/any of the distribution utility shall not be eligible to participate in this tender.
4. A declaration from the contractor to the effect that he has not been debarred from tendering by any authority.
"I/we hereby declare that I/we have not been Black listed, debarred/suspended by any Central/State Govt Depts. / Central/State Govt PSUs, Autonomous and statutory bodies under State or Central."
(Scanned copy to be uploaded at the time of submission of bid)
5. Agreement shall be drawn with the successful bidders on prescribed Format which is available www.kinfra.org. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
6. The time allowed for carrying out the O&M will necessarily be 12 Months from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, as mentioned by KINESCO in Additional Conditions(Refer 'Contract Period').
7. The site for the work is the electrical licensee areas of KINESCO at Kakkanad, Kalamassery and Palakkad.

8. The bid document consist of schedule of manpower of various categories that will be required for the O&M works and the set of terms and conditions of the contract to be complied with and other necessary drawings and documents except Standard General Conditions of Contract Form can be seen on website www.etenders.kerala.in
9. General Conditions of Contract (KINFRA- 7/8) shall be available in downloadable manner from www.kinfra.org and shall form part of bid document.
10. Tender documents and tender schedule may be downloaded free of cost from the e-GP Web site www.etenders.kerala.in. Tender fee of **Rs.2,950/- (inclusive of GST)** shall be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.
11. The last date of submission of tender is on **23/08/2018 at 5.00 pm.**
12. The bid submitted shall be opened on **31/08/2018 at 10.30 am.**
13. Earnest Money Deposit (EMD) amounting to **Rs. 50,000/- (Rupees Fifty Thousand only)** to be remitted online through e-GP site by the tenderer.
14.
 - a) **Performance Guarantee**, the amount collected at the time of executing contract agreement, will be 5% of the Contract Value and the deposit will be retained till the end of contract period. At least 50% of this deposit shall be collected by Treasury Fixed Deposit in favour of KINESCO Power & Utilities Pvt Ltd and the rest in the form of Bank Guarantee. The validity of BG and the Treasury Deposit shall be up to end of contract period plus 3 months.
 - b) **Additional Performance Guarantee** will be applicable as per Govt orders wherever required 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% up to 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. This will be released on completion of the contract in all respects certified by CEO.
15. The bid submitted is treated as invalid if:
 1. *The bidder is found ineligible*
 2. *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.*

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

16. **The description of the work is as follows:** The work necessarily includes operation and maintenance of 110 KV substation and distribution system in the licensee areas of KINESCO at Kakkanad, operation and maintenance of 11 KV substation and distribution systems in the licensee areas of KINESCO at Kalamassery and operation and maintenance of 22 kV substation and distribution systems in KIITP and Mega Food Park at Palakkad (pending KSERC approval). The scope covers all the preventive, routine, breakdown maintenance activities of all the substations and associated plant and machinery and the HT and LT distribution networks. The contractor is also responsible for attending complaints from KINESCO's consumers, establishing new metered service connections to the consumers as instructed by the KINESCO office, maintaining and up keeping of necessary records, submission of reports to the engineer in charge on a daily basis, etc. The scope of the work also covers establishing 24 hrs reliability of the power distribution systems of KINESCO and any other operation and maintenance work required to be performed for the proper functioning of the substation and distribution network in all the above mentioned KINFRA Parks.

17. Intending Bidders are advised to inspect and examine the site and shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder 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 bidder shall be responsible for arranging and maintaining at his cost all tools & plants 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 bidder 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 local conditions and other factors having a bearing on the execution of the work.

18. The CEO, KINESCO does not bind herself/himself 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 bidder shall be summarily rejected.

19. 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.

20. The CEO, KINESCO reserves to herself/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.
21. The contractor shall not be permitted to bid for works if he/she is the near relative of an officer of KINESCO posted as Project Officer or Finance Officer.
22. 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.
23. ***The bid for the O&M shall remain valid for a period of 90 days from the date of opening of technical bid.*** 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 KINESCO, then KINESCO 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.
24. 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 KINESCO, then KINESCO 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.
25. This Notice Inviting Tender (NIT) 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.
26. 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.

27. 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.

28. Payment Terms

- a) The contractor on the expiry of each month of the contract period, to submit the monthly bills which will be verified with the attendance sheets by the KINESCO officials. The payment will be monthly, the monthly proportional cost of the annual quoted amount with deductions if any based on the attendance sheet of the staff and GST as applicable will be paid additionally.
- b) All the payments will be made through KINESCO funds in due course by Cheque / Online transfer on any of the scheduled banks of or its subsidiaries after receipt, verification and acceptance by KINESCO. Bank charges if any incurred in connection with effecting payments will be to the contractor's account. KINESCO has all liberty to change the type of payment depending on the prevailing condition. Any increase in taxes and duties on account of crossing limit of turnover as specified by Government rules and regulations or due to delay in supply will not be compensated by KINESCO.

The logo for Kinфра, featuring a large, stylized grey "Kinфра" text above the tagline "INSPIRING GROWTH" in a smaller, grey, all-caps font. A large, light blue arrow graphic points upwards from behind the text.

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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.

1. 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.

2. 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:**
- 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. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. **Opening of Technical Bid and Financial Bid:** The technical bid will be opened at the 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. Only the Price bid of qualified bidders will be opened on a pre-intimated date after the scrutiny of their submitted documents.

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

The Bidder shall pay 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 India (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 bidder is showing "Success" during bid opening.

4. 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.

OTHER INSTRUCTIONS TO BIDDERS

1. All other relevant forms shall be in the format prescribed CPWD Manual.
2. For any details CONTACT:

KINESCO Power & Utilities Pvt Ltd
Ground Floor, C F C Building,
KINFRA Park Office,
Infopark P.O, Kakkanad,
Kochi - 682 042
Contact Number: 0484-241522

3. Important Dates

Last Date of submission	-23/08/2018, 05:00 PM
Technical Bid Opening	-31/08/2018, 10:00 AM

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