

## **KINFRA Film and Video Park (KFVP)** (A fully owned Subsidiary company of KINFRA)

Sainik School P.O, Kazhakuttom, Thiruvananthapuram -695 585  
**Tel:** 0471-2418599 | **Fax:** 0471-2417832 | **Email:** kskfvp@yahoo.com | **Web:** www.kinfra.org



### **Notice Inviting Tender (NIT)**

### **Technical Bid**

- Tender No** : KINFRA/KFVP/25/2024-25
- Name of Work** : Operation contract for HVAC plant in Drishya building in SEZ at KINFRA Film & Video Park, Kazhakuttom, Thiruvananthapuram.
- EMD** : Rs.19,865/-
- Bid Submission Fee** : Rs.1,875/- (Inclusive of 18% GST)
- Period of completion** : 12 Months
- PAC amount** : Rs.7,94,592/-per year (i.e., Rs.66,216/- per month)

## 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 reputed 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
KINFRA/KFVP/25/2024-25	Operation contract for HVAC plant in Drishya building in SEZ at KINFRA Film & Video Park, Kazhakuttom, Thiruvananthapuram for a period of one (1) year.	Rs.7,94,592/- per year (i.e., Rs.66216/- per month	Rs.19,865/-	Rs. 1,875/- (Inclusive of 18% GST)	21/11/2024 at 5.00 pm	25/11/2024 at 10.00 am

1. The intending bidder must read the terms and conditions of NIT carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The tender document(s), may be downloaded free of cost from the e-Government Procurement (e-GP) website ([www.etenders.kerala.gov.in](http://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.
4. 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.
5. 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

Film and Video Park shall not be responsible for any kind of such issues faced by bidder.

6. Ineligible bidders 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](http://www.etenders.kerala.gov.in)
8. 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**

1. NIT
2. Documents providing a total of 5 years’ experience from Govt/Public sector organizations or private sector that the contractor shall have undertaken operation contract of HVAC system in a satisfactory manner.
3. GST Registration Certificate.

**Cover 2**

1. BoQ (Price bid)

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### 1. Eligibility Criteria:

- The agency should be a well-established and reputed firm having a total of 5 years' experience in Govt./Public sector organizations or private sector in the operation of HVAC system.
  - The contractor should have a valid GST Registration certificate.
2. The bid document consisting of **Specific Requirement & Condition, Duties and Obligation of the Contractor**, set of terms and conditions of the contract to be complied with and other necessary documents can be seen on website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).
  3. Tender documents and tender schedule may be downloaded free of cost from the e-GP Web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) . Tender fee of **Rs.1,875/- (Inclusive of 18% GST)** shall be remitted through **online payment mechanism** for e-procurement system of Govt. of Kerala.
  4. The technical bid submitted shall be opened at **10:00 am on 25/11/2024**. 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.
  5. Earnest Money Deposit (EMD) amounting to **Rs.19,865/- (Rupees Nineteen thousand Eight hundred and sixty-five only)** to be remitted online through e-GP site by the bidder.

6. **A) Performance Guarantee**, the amount collected at the time of executing contract agreement, will be **5% of the annual 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 KINFRA Film and Video Park 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 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% 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. 50% of Additional Performance Guarantee shall be in the form of Treasury Fixed Deposit and rest in the form of Guarantee issued from any Nationalized Bank/Scheduled Bank/ Kerala Financial Corporation or any other forms prescribed in the Kerala PWD Manual. This shall be collected before executing the agreement in the same form as Performance Guarantee and may be released while passing the final contract bill. This is subjected to change as per government orders issued from time to time in this respect.

*As per GO (P) No.168/2019/Fin dated 07/12/2019, for item rate contracts, if the rate quoted by the bidder for an item of work is "X%" below estimate cost where "X" lies above 10%, the Additional Performance Guarantee for that item of work is equal to (X-10) % of the estimate amount of that item of work. The total Additional Performance Guarantee for the whole work is the total of individual Additional Performance Guarantee for each item of work calculated as above.*

7. 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.*

8. 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.

9. 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.

10. The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor.

11. This contract is for a period of one year.
12. 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.
13. 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.
14. ***The bid for the works shall remain open for acceptance for a period of 120 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.
15. Quoted rates by the bidder shall be exclusive of GST and inclusive of all other statutory remittance (Contractor's Welfare Fund etc.). The quoted rate is inclusive of all statutory payments about employment of personnel like ESI, PF, and insurance as applicable.
16. The Contractor is requested to inspect the site of the proposed work and acquaint himself with the site conditions approaches, geological and weather conditions, etc., before quoting his rates. He must also go through all the drawings, specifications, and other tender documents. Any further clarifications in the drawing and documents can be had from KINFRA Film and Video Park, Sainik school PO, Kazhakuttom, Trivandrum - 695 585. No plea shall be admitted after submission of the tender document.
17. A specific requirements and conditions of various items accompany this tender. It shall be understood that the "KINFRA FILM AND VIDEO PARK" do not accept any responsibility for the correctness or completeness of this schedule in respect of items and quantities and this schedule is liable to alteration by deletions, deductions or additions at the discretion of the "KINFRA FILM AND VIDEO PARK" without affecting the terms of the contract.
18. The 'KINFRA FILM AND VIDEO PARK serves the right to increase or decrease the quantum of work at site without assigning any reason.
19. Variations in the quantities said in Section "**Specific Requirement & Condition**" in tender will not be the basis of any claim or disputes. The rates agreed by the contractor shall held good for any amount of variation in the quantities and no claims whatsoever will be entertained on this amount. The contractor shall carry out all works as directed by KINFRA FILM AND VIDEO PARK at the same agreed rates.

20. The work shall be carried out under the direction and supervision of “KINFRA FILM AND VIDEO PARK” or their representatives at site. On acceptance of the tender, the contractor shall intimate in writing the name of his accredited representative who would be supervising the construction and would be responsible for taking instructions for carrying out the work.
21. “KINFRA FILM AND VIDEO PARK” decision about the quality of the material and workmanship will be final and binding. Any material rejected thus shall be immediately removed by the contractor and replaced by materials as per specifications and standards including the standards prescribed by the BIS.
22. The Contractor shall raise his bill only once in a month and the payment will be made within 30 days from the receipt of bill, after verification.
23. KINFRA reserves the right to cancel the contract, if the work is not found satisfactory, with two weeks’ notice to the Contractor. Alternatively, the Contractor can also withdraw from the contract, by giving two months’ notice after citing valid reasons for the same.
24. No part of the contract shall be sublet without the written permission of “KINFRA FILM AND VIDEO PARK” no shall transfers be made by the Power of Attorney authorizing others to carry out the work or receive payment on behalf of the tenderer.
25. The contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause for such delays may be including delays in procuring Government Controlled or other materials.
26. If the “KINFRA FILM AND VIDEO PARK” wants to occupy areas in part, the contractor shall complete the work of these areas in conjunction with the “KINFRA FILM AND VIDEO PARK” and hand over the same to the “KINFRA FILM AND VIDEO PARK” without affecting any of the clauses of contract agreement.
27. Time is the essence of this contract. The date of commencement of work shall be 10<sup>th</sup> day from the date of work order or 7<sup>th</sup> day from the date of receipt of this work order whichever is earlier.
28. Suitable area in the site of work shall be allowed to the contractor free of cost for storing his tools and materials.
29. The Contractor shall take necessary insurance to cover the entire Workmen’s Compensation Act and in respect of any other person on account of accident at site.
30. The rate quoted will be deemed to include the labour, all leads and lifts, royalties, over heads, contingencies, profits etc.

## 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](http://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](http://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](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://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](mailto: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](http://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:** As per NIT
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](http://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](http://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.
- vi. Time of opening of financial bids of pre-qualified bidders 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:

All online payments specified in the tender document shall be made through Multi Option Payment System (MOPS) as per the requirement.



## Steps for making tender payments in e-tender system via SBI MOPS gateway

(SBI AND NON SBI ACCOUNT HOLDERS)

- Step 1** :- Click “Pay Online” when you reach the payment page while Online Bid Submission.
- Step 2** :- Click “Confirm to Pay” to proceed with the payment gateway.
- Step 3** :- Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit.  
*Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.*
- Step 4** :- Check and Follow the **Terms and Conditions**, and then **Submit**.
- Step 5** :- Bidders may choose their respective bank for accessing Internet Banking Facility

### **a) SBI**

- i. Bidders with SBI account may click SBI option to proceed to its Net Banking Page.
- ii. Bidders may enter SBI Net banking user ID and Password and Click on Login to proceed.
- iii. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click Confirm button, to transfer payment. After account debit, MOPS gateway will automatically re-direct to the e-Procurement System, with the Success transaction.
- iv. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.  
Click Next to go to Bid Preparation details.
- v. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission process.

### **b) OTHER BANKS :**

- i. Bidders with other bank account may click Other Banks option to proceed to SBI Net Banking Page. You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of All Banks.
- ii. After selecting ICICI Retail Banking, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.

- iii. After, successful payment, system will direct you to payment confirmation page.
- iv. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.  
Click Next to go to Bid Preparation details.
  
- v. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission process

**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](http://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](http://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. For any Clarifications contact:

KINFRA Film & Video Park,  
Sainik School. P.O,  
Kazhakuttom,  
Thiruvananthapuram.  
Pin: 695 585  
Tel: 0471- 241 85 99

2. Important Dates:

Last Date of submission	-	05.00 PM on 21/11/2024
Bid Opening	-	10.00 AM on 25/11/2024

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