KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION(KINFRA)

(A statutory body of Govt of Kerala)

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

Tel: 0471-2726585| **Fax**: 0471-2724773 | **Email**: kinfraannexe@gmail.com | **Web**: www.kinfra.org

Notice Inviting Tender (NIT)

Technical Bid

(KINFRA - 06)

Tender No	**:**	**KIN/IECC/KKD/O&M/59/26-27**
Name of Work	**:**	**Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.**
PAC	**:**	**Rs.18,90,204/- [For One Year] (Excluding GST)**
EMD	**:**	**Rs.47,260/-**
Period	**:**	**1 year**
Bid Submission Fee	**:**	**Rs.2950 /- (inclusive of 18% GST)**

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION

(A Statutory Body of Govt. of Kerala)

KINFRA HOUSE, TC NO.31/2312, SASTHAMANGALAM P.O,
THIRUVANANTHAPURAM

Tender No	:	**KIN/IECC/KKD/O&M/59/26-27**
Name of Work	:	**Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.**
Location	:	**KINFRA International Exhibition cum Convention centre, Kakkanad**
Last date of Submission	:	**21.11.2026 at 5 PM**
Name of Bidder	:	
Address of Bidder	:	

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Tender Notice

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA), Thiruvananthapuram, Kerala

e-Tender

KINFRA invites item rate, online tender from registered, competent, experienced and technically sound contractors/firms for the following work:

Name of work: Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.

PAC	Bid fee	EMD	Last Date
Rs.18,90,204/-	Rs. 2950/- (Including 18% GST)	Rs. 47,260/-	21.11.2026 at 5 PM

The tender document(s), can be downloaded from the e-Government Procurement (e-GP) website (www.etenders.kerala.gov.in). For more details visit the web site **www.kinfra.org**.

Place: Thiruvananthapuram
Date: 04.11.2026

Sd/-
Managing Director, KINFRA

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 A ie. 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

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 doing similar nature of work.

NIT No	Name of work & Location	Estimated cost put to bid	EMD	Period	Tender Fee	Last date of submission of Tender document	Time & Date of opening of Technical Bid
1	2	3	4	5	6	7	8
KIN/IECC/KKD/O&M/59/26-27	Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.	Rs. 18,90,204/- for one year	Rs. 47,260/-	12 months	Rs. 2950/- (Inclusive of 18% GST)	21.11.2026 at 5 PM	23.11.2026 at 2 PM

1. The intending bidder must read the terms and conditions of tender 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). 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.
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 shall not be responsible for any kind of such issues faced by bidder.
6. 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. Pre-Bid Meeting shall be held in the office of **KINFRA International Exhibition cum Convention Centre, Kakkanad (Ph:) at 11 AM on 09.11.2026** to clear the doubts of intending tenderers, if any. The bidders can also attend the pre-bid meeting in online, the link will be shared with them, if they request through email iecc@kinfra.org. For those who are not able to attend the pre-bid meeting shall send all their queries, if any, in the above mail id on or before **09.11.2026, 11 AM**, (**Contact no. 8089253369**). All Clarifications for the queries of bidders, if any, will be uploaded in e-tender website as addendum.

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

Cover 1

I. NIT
II. Registration certificate of the company
III. The bidder shall possess a valid Electrical Contractor Licence (OR) If a particular electrical work under the scope requires a licensed electrician/authorised electrical contractor, the contractor should arrange the same.
IV. The bidder shall posses a valid plumbing contractor licence (OR) If a particular plumbing work under the scope requires a licensed plumber/authorised plumbing contractor, the contractor should arrange the same.
V. Certificate of Registration for GST.
VI. Copy of Pan Card.
VII. Copy of Work order / Completion certificate of Operation & Maintenance (O&M) services covering Electrical, HVAC and Plumbing/PHE systems in a commercial building / convention centre / exhibition centre / hotel / hospital / institutional building or similar facility, for a minimum period of one year during the last five years preceding the date of submission of bid.
VIII. Details of Net worth
IX. Details of annual financial turnover during last 3 consecutive financial years ending 31.03.2026.
X. Provisional statement of accounts for the FY 2025-26
XI. Details of EMD submitted
XII. Acceptance letter and Declaration form prepared in contractor's letter head duly signed.
XIII. A declaration has to be submitted that the tenderer has not been debarred from tendering by any authority.

Cover 2

I. BoQ (Price bid)

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

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 doing similar nature of work.

NIT No	Name of work & Location	Estimated cost put to bid	EMD	Period	Tender Fee	Last date of submission of Tender document	Time & Date of opening of Technical Bid
1	2	3	4	5	6	7	8
KIN/IECC/KKD/O&M/59/26-27	Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.	Rs.18,90,204/- for one year	Rs. 47,260/-	12 Months	Rs. 2950/- (Inclusive of 18% GST)	21.11.2026 at 5 PM	23.11.2026 at 2 PM

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 shall not be responsible for any kind of such issues faced by tenderer.
4. Qualification of Bidders:

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

- The bidder should have satisfactorily completed Operation & Maintenance (O&M) services covering Electrical, HVAC and Plumbing/PHE systems in a commercial building / convention centre / exhibition centre / hotel / hospital / institutional building or similar facility, for a minimum period of one year during the last five years preceding the date of submission of bid.
- The bidder shall possess a valid Electrical Contractor Licence (OR) If a particular electrical work under the scope requires a licensed electrician/authorised electrical contractor, the contractor should arrange the same.
- The bidder shall posses a valid plumbing contractor licence (OR) If a particular plumbing work under the scope requires a licensed plumber/authorised plumbing contractor, the contractor should arrange the same.

5. **The bidder should have satisfactorily completed at least one similar O&M contract of minimum one year duration having an annual contract value of not less than ₹ 10 lakhs during the last five years preceding the date of submission of bid.**
6. The bidder should have in his custody the appropriate personnel as listed in the relevant form, for employment in the KINFRA IECC areas.
7. The tenderers who have earlier failed to execute the work order(s) of the KINFRA and or black listed by KINFRA/any of the distribution utility shall not be eligible to participate in this tender.
8. 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)
9. KINFRA reserves the right to waive minor deviation, if they do not materially affect the capacity of the tenderer to perform the contract.
10. 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.

Other Information.

1. 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 KINFRA in Additional Conditions (Refer 'Contract Period').
2. The site for the work is the KINFRA International Exhibition cum Convention Centre at Ernakulam District.

3. The bid document consists 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 General Conditions of Contract (KINFRA - 7/8) shall be available in downloadable manner from www.kinfra.org and shall form part of bid document.
4. 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.2,950 /- (inclusive of 18% GST)** shall be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.
5. Pre-Bid Meeting shall be held in the office of **KINFRA International Exhibition cum Convention Centre, Kakkanad (Ph:) at 11 AM on 09.11.2026** to clear the doubts of intending tenderers, if any. The bidders can also attend the pre-bid meeting in online, the link will be shared with them, if they request through email iecc@kinfra.org. For those who are not able to attend the pre-bid meeting shall send all their queries, if any, in the above mail id on or before 09.11.2026,11AM, **(Contact No. 8089253369)**. All Clarifications for the queries of bidders, if any, will be uploaded in e-tender website as addendum.
6. The last date of submission of tender is at **5 PM on 21.11.2026**.
7. The bid submitted shall be opened at **2 PM on 23.11.2026**
8. Earnest Money Deposit (EMD) amounting to **Rs.47,260/-** (Rupees Forty Seven Thousand Two Hundred and Sixty only) to be remitted online through e-GP site by the tenderer.
9.

a) **Performance Guarantee**

The amount collected at the time of executing contract agreement as performance guarantee will be 5% of the contract value (agreed PAC). The amount deposited will be retained till the expiry of Defect Liability Period of Three years plus three months. At least 50% of this deposit shall be submitted 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. Applicable Government orders amended time to time shall prevail.

b) **Additional Performance Guarantee**

Additional performance guarantee will be required in all cases where quoted rate falls below 10% of the estimate cost. **As per G.O.(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.

At least 50% of Additional Performance Guarantee shall be in the form of Treasury Fixed Deposit and rest in the form of Guarantee issued from any Nationalised 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.

10. The bid submitted is treated as invalid if:

I. The tenderer will be ineligible if the tenderer does not possess valid & active registration, on the date of tender submission

II. The tenderer does not upload all the documents as stipulated in the tender document.

11. **The description of the work is as follows:**

The work necessarily includes

- Operation and maintenance of KINFRA International Exhibition cum Convention Centre, Kakkanad.
- The scope of work covers the preventive, routine and breakdown maintenance of the MEP systems installed at the International Exhibition cum Convention Centre (IECC), Kakkanad, including Electrical, HVAC and PHE/Plumbing systems and associated plant, equipment and machinery. The Contractor shall be responsible for the proper operation and maintenance of all MEP installations covered under the scope, attending to complaints and breakdowns, carrying out necessary troubleshooting and rectification works, and ensuring the reliable and uninterrupted functioning of the systems.
- The Contractor shall also be responsible for routine inspection, monitoring, testing, servicing and maintenance of the equipment and systems, maintaining necessary operation and maintenance records, log books and checklists, and submitting daily/monthly/periodic reports to the Engineer-in-Charge. The Contractor shall ensure the deployment of the required qualified and experienced manpower as specified in the tender and shall provide technical assistance during events and other activities conducted at IECC
- The scope shall also include all other operation and maintenance activities reasonably required for the safe, efficient and reliable functioning of the MEP systems at IECC, as specified in the tender documents and as directed by the Engineer-in-Charge.

12. 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 bidders 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 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 local conditions and other factors having a bearing on the execution of the work. He must go through all the drawings, specifications and other tender documents. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

13. The Managing Director, KINFRA 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 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 Managing Director, KINFRA 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.
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 O&M shall remain valid for a period of 120 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 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 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.
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. **Payment Terms**
    a) The contractor on the expiry of each month of the contract period, to submit the monthly bills as per the work order which will be verified with the attendance sheets by the KINFRA 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 all prevailing taxes will be paid additionally as per relevant clause in this tender document.

    b) All the payments will be made through KINFRA funds in due course by Cheque / Online transfer on any of the scheduled banks of or its subsidiaries after receipt, verification and acceptance by KINFRA. Bank charges if any incurred in connection with effecting payments will be to the contractor's account. KINFRA 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 KINFRA.
22. **Quoted rates by the tenderer shall be exclusive of GST** and inclusive of all other statutory remittance. The contractor shall submit taxable invoice in GST format along with each running bill, which will be paid to the contractor by KINFRA. The tenderers shall take in to account the GST input tax credit also while quoting rates for the items.

23. **Breach of Contract**:
    In case the successful tenderers, after having made partial supplies/works, fail to fulfil the contract in full or any of the materials is not supplied, such works/supplies may at the discretion of the KINFRA officers be arranged by means of another tender / quotation or by negotiation or from the next higher tenderer, and the loss if any, caused to KINFRA

thereby shall, together with such sums as may be fixed by the KINFRA towards damages, be recovered from the defaulting contractors.

Even in cases where no alternative works/purchases are arranged for the materials not supplied, the proportionate amount of the security deposit, based on the approved item rate of materials not supplied/works, shall be forfeited and the balance alone shall be refunded.

KINFRA without prejudice to the conditions laid in the General Conditions of Contract may terminate this contract, if the supplier fails to commence the supply within the stipulated time or fails to perform any other obligations under this contract or does not make up its failure with in a period allowed by the purchaser after the receipt of the defaulted notice from KINFRA. After termination of contract, KINFRA will have liberty to arrange alternate purchase of the materials at the risk and cost of the supplier

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)
Item Rate Tender & Contract for Works

(A) Tender for the work of: - **Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.**

(i) To be submitted/ uploaded by.....hours on.....to..... ...../ upload at www.etenders.kerala.gov.in

E -TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F Specifications applicable, Drawings, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for KINFRA for the time specified in Schedule 'F' viz., schedule of quantities and in accordance in all respect with the instructions in writing referred to General Rules and Directions and in the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

We agree to keep the tender open for 120 days from the due date of its opening and not to make any modification in its terms and conditions.

A sum of Rs. 47,260/- has been deposited in prescribed manner as Earnest Money Deposit (EMD). If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that KINFRA shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that KINFRA shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions.
Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of KINFRA, then I/We shall be debarred for tendering in KINFRA in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the

Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date: Signature of Contractor

Witness: Postal Address:

Address:

Occupation:

Certificate of near relatives

Tender No	:	KIN/IECC/KKD/O&M/59/26-27
Name of Work	:	Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.

DECLARATION

(To be submitted by the Contractor regarding near relatives working in KINFRA as per clause 16 of KINFRA-6)

"I ……., s/o Shri……, resident of……. …….. hereby certify that none of my relative(s) as defined in clause 16 of KINFRA-6 is/are employed in concerned Department of KINFRA.

In case at any stage, it is found that the information gives by me is false/incorrect, KINFRA shall have the absolute right to take any action as deemed fit without any prior information to me."

Signature of Contractor

DECLARATION

Tender No	:	KIN/IECC/KKD/O&M/59/26-27
Name of Work	:	Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.

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/ Central.

Signature of Contractor

Proforma Of Schedules

(Operative Schedules to be supplied separately to each intending tenderer)

SCHEDULE 'A'

Schedule of quantities (as per BOQ)

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Nil

SCHEDULE 'C'

Tools to be hired to the contractor.

Nil

SCHEDULE 'D'

Extra schedule for specific requirements/document for the work, if any.

Nil

SCHEDULE 'E'

Reference to **General Conditions of contract** uploaded in www.kinfra.org

Name of work:	**Supply of Manpower for Operations & Maintenance of MEP systems at Kinfra International Exhibition cum Convention Centre (IECC), Kakkanad for a period of one year.**
Estimated cost of work:	**Rs 18,90,204/- [For One Year] (Excluding GST)**
Earnest Money Deposit (EMD) :	**Rs. 47,260/-** (To be returned after receiving performance guarantee)
Performance Guarantee:	5% of awarded value.

SCHEDULE 'F'

GENERAL RULES & DIRECTIONS: NIT shall be read with General Conditions of Contract for KINFRA (available in website www.kinfra.org)		
	Office inviting tender	**Managing Director, KINFRA**

Definitions:		
2(v)	Engineer-in-charge	**Means the Engineer/ Officer of KINFRA who shall supervise and in charge of O&M**
2(viii)	Accepting Authority	**Managing Director, KINFRA**
2(xi)	Standard Schedule of rates	**CPWD DSR Electrical 2018 with Cost Index-1.3559 for Ernakulam Dist. & KSEBL Rate (2020) based on G.O.(P) No.81/2019/Fin dated 09.07.2019.**
2(xii)	Department	**KINFRA**
KINFRA 7/8 - GCC - Clause 1	**General Rules and directions 11(iii)**	**Applicable**
i)	Time allowed for submission of Performance Guarantee from the date of issue of work order	**At the earliest**
ii)	Whether Clause 1 (ii) shall be applicable	**Yes**
Clause 1A	Whether Clause 1A shall be applicable	**No**
Clause 2	Whether Clause 2 shall be applicable	**No**
Clause 2A	Whether Clause 2A shall be applicable	**No**
Clause 3	Whether Clause 3 shall be applicable	**No**
Clause 3A	Whether Clause 3A shall be applicable	**No**
Clause 5 **Clause 5.1** **Clause (5.2,5.3 5.4,5.5)**	Date of start of work will be considered as 10th day from the date of work order or 7th day from the acceptance of work order whichever is earlier Whether Clause 5.1 applicable Whether Clause 5.2 to 5.5 shall be applicable	**No** **No** **No**
Clause 6, 6A **Clause [7,8, 8A, 8B,9,9A, 10,10A,10B, 10C, 10D, 11**	Whether Clause 6 applicable Whether Clause [6A, 7, 8, 8A, 8B, 9, 9A, 10, 10A, 10B, 10C,	**No**

to 17, 18, 18A, 18B, 19,19A, to 19I]	10D, 11, to 17, 18, 18A, 18B, 19, 19A to 19I] will be applicable	
Clause [19J]	Whether Clause [19J] will be applicable	**No**
Clause [19K, 19L, 20 to 31, 33, 34, 36 TO 44]	Whether Clause [19K, 19L, 20 to 31, 33, 34, 36 to 44] will be applicable	**No**
Clause [31A, 32, 35]	Whether Clause [31A, 32,35] will be applicable	**No**
Clause [45]	Whether Clause [45] will be applicable	**No**
	Time allowed for execution of work:	**12 Months**
	Authority to decide Extension of time:	**Managing Director, KINFRA**
	Shifting of date of start in case of delay	**Managing Director, KINFRA**

Additional Conditions

1. SAFETY DURING EXECUTION OF ELECTRICAL WORKS

1. All possible care and precautions shall be taken to prevent any injury or danger to persons, animals and property during the execution of the works.
2. As far as electrical works are concerned all the safety practice as recommended in the following shall be strictly followed:
    I. CEA (Measures relating to Safety and Electric Supply) Regulations, 2023 and its amendments.

    All these publications shall be their latest versions including all the amendments and revisions made up to the date on which reference will be made to them. Where relevant Indian Standard specifications or codes of practice are not available, reference shall be made to the latest versions of relevant B.S. and I.E.C. standard specifications and Codes of Practice.
3. During the time when work is going on at the site, there shall be available at site, persons well-trained in artificial resuscitation and other treatment to be given to any one suffering from electrical shock.
4. All required first aid appliance and materials shall be readily available at the site and shall be quickly accessible for use during an emergency.
5. Any person who requires to be hospitalized shall be taken to the nearest public hospital without any loss of time.
6. Scaffolding provided for workmen shall be strong, stable and safe. They shall be tested for safety and shall be continuously inspected for any possibility of failure or danger.
7. No portable single ladder shall be more than 5m long. The minimum clear width of the runs between the side rails shall be 300 mm and the distance between adjacent rungs shall not be more than 300 mm. Whenever a ladder is used an extra workman shall be engaged to hold the ladder.

2. CONTRACT PERIOD:

Necessarily One year (12 months) from the start date mentioned in the tender or after that till such time KINFRA makes alternate arrangement for the next O&M contract whichever is later. However, the contract is subject to renewal based on satisfactory performance and mutual agreement.

3. TECHNICAL DETAILS OF THE CONTRACT

The **Scope of Operation and Maintenance** services shall cover the routine operation, inspection, monitoring, recording of operating parameters and minor maintenance of the MEP systems and equipment installed at IECC, including the following:

Electrical Systems: HT and LT Cable Panels; HT incoming and outgoing feeders ; two numbers of 630 kVA dry-type transformers; Downstream LT distribution systems; DG sets of 625 kVA, 400 kVA and 250 kVA capacities; solar PV system of approximately 50 kWp capacity;UPS systems including 3 kVA and 6 kVA UPS units; lighting/ light fixtures, wiring, power distribution, earthing and lightning protection systems, AV systems and other associated electrical equipment and auxiliary systems. The Contractor shall carry out routine inspection, monitoring, recording of operating parameters and minor electrical maintenance within the competency of the deployed personnel.

HVAC Systems: Three numbers of approximately 250 TR chillers; chilled water pumps and associated systems; cooling towers and associated pumps; AHUs and FCUs; HVAC control systems and associated equipment. The Contractor shall carry out routine operation, monitoring, recording of operating parameters and minor routine maintenance of the above systems.

Plumbing/PHE Systems: The Contractor shall undertake routine operation and monitoring of plumbing/PHE systems, inspection of pumps, valves, pipelines and associated equipment, minor plumbing maintenance, attending to minor leakages and operational issues, and identification and reporting of major defects requiring specialised intervention.

Fire Protection Systems: The Contractor shall carry out routine monitoring and operation of fire pumps, fire suppression systems, associated valves and equipment. Specialised testing, certification, statutory inspections and major maintenance requiring authorised agencies/OEMs shall be carried out through the concerned specialised agency as directed by KINFRA.

Other Systems: The scope shall also cover routine operation, monitoring and basic maintenance of CCTV systems, Public Address (PA) systems and other MEP-related equipment and systems installed at IECC. The Contractor shall coordinate with external AMC agencies, OEMs and specialised service agencies whenever required, as directed by KINFRA.

4. OBJECTIVES OF CONTRACT

The Operation and Preventive Maintenance envisages all the required tasks to ensure;

a) Maximum system availability/ Service levels as specified by KINFRA.
b) Most efficient, effective and optimum usage of electrical system.

c) Enhance the life expectancy of equipments.

d) Regular operation and maintenance of equipments.

e) Compliance of all safety rules and regulations.

f) Preventive maintenance / scheduled maintenance.

g) Break down maintenance.

h) Assistance to KINFRA IECC in smooth hosting of any events.

i) Maintaining standards of performance as stipulated by KINFRA.

j) Assistance to KINFRA in expansions and modification.

k) Technical and other duties as entrusted by the KINFRA office.

l) Written intimation to KINFRA regarding failures to equipment, breakdown and other events without delay.

4. Duties and obligations of the contractor

The details about the scope of work are described below

1. The O&M staff shall follow the following shift timings for their duty.

Shift	Timing
1st	9.00am to 5.00 pm
2nd	8.00 am – 4.00 pm
3rd	4.00 pm – 12.00 am
Event Duty	As required based on the event

Note: Shift staff are not allowed to take more than one shift duty per day.

2. Operation of MEP equipments and as per OEM recommendations and suggested maintenance practices.
3. Logging and Monitoring of required parameter values of various substation and distribution equipments and feeders.
4. All the transformers and switch gears shall be maintained in accordance with the maintenance schedule given in the relevant code of practices of BIS.
5. Planned Preventive Maintenance (PPM) to be done as per schedules / checklists for equipment and carrying out the PPM activities as per the Schedule /Checklist. The checklist is updated based on KINFRA recommendations. The successful bidder should submit Planned Preventive maintenance schedule for each year of the contract period.
6. Submission of Completed PPM checklists and daily, weekly and monthly reports to KINFRA.
7. Carrying out Preventive / Breakdown Maintenance of Substation and distribution equipment as per OEM recommendations/ PPM Checklists for the equipment. In addition to the PPM, checklists and schedules if any other aspect to be checked, maintained

then the same to be included for proper performance of the system to the complete satisfaction of KINFRA.

8. Logging and Monitoring of required parameter values during PPM of various equipment and maintaining the same within the scope.
9. Trouble-shooting of equipment related problems by carrying out necessary rectification / replacement and putting back the equipment into operation within the stipulated time.
10. Checking the sound levels of various equipments on a predetermined frequency basis and maintaining the same within requirements by carrying out necessary repairs/rectifications.
11. Generating spare consumption reports on a monthly basis and submitting KINFRA
12. Periodically carrying out/ make sure minor painting of Equipment/ pipe lines/Structures/platforms as and when they get damaged / peeled off as per IS standards. Materials for painting will be supplied by KINFRA.
13. Reporting breakdowns /abnormalities to KINFRA.
14. Maintaining minimum critical spares as per minimum stock requirement.
15. Condition Monitoring of Equipment and maintaining the parameters under control by carrying out necessary repairs / replacement.
16. The contractor will operate, manage and maintain the system to suit the KINFRA's requirements for the whole of the Contract Period.
17. The Contractor shall undertake to carry out the works in such a manner as to ensure that the system and equipment are fully functional and performing.
18. The contractor will ensure that there is available at all times a stock of sufficient spare parts for all equipment to ensure that the Contractor is able to carry out the Works and the repairs are carried out in a reasonable time.
19. The Contractor will refer all operational and maintenance management issues for consideration and decision of KINFRA.
20. The primary purpose of carrying out the work is to ensure that the best standards are maintained at all times round the year for the entire contract period.
21. A further purpose of carrying out the work is to ensure that all plant and equipment to be maintained under terms of this contract are maintained to a standard that will ensure that at the end of the Contract Period all the plant and equipment should be handed over in a satisfactory working condition
22. All parts used in maintenance and repair of the proprietary Substation system and ancillary equipments must either be manufactured by original equipment manufacturers or approved in writing for use in the equipment by original equipment manufacturers and no other parts may be used in maintenance and repair of the system and ancillary

equipment. However, IS or other International Standards approved parts of non-proprietary items can be used.

23. The contractor should be prepared to carry out maintenance of equipment as instructed by KINFRA.
24. The Contractor will operate and maintain the equipment and system daily in accordance with Original Equipment Suppliers operation and maintenance specifications as a minimum requirement, and Standard Operating Procedures (SOP).
25. The Contractor will carry out routine checks to ensure continuous and efficient operation of the equipment and system.
26. Daily Operation and Maintenance of the equipment will include routine check-up of and adjustment to the equipment preventive maintenance works and management of any breakdowns.
27. The Contractor will maintain log books and registers in which full and detailed readings are recorded.
28. O&M contractor is responsible for operation of the entire system and all the operation and maintenance shall be performed by suitably trained and qualified persons.
29. Clearing debris after maintenance works to be carried out by contractor.
30. Responsibility for care of the MEP systems shall rest with the selected contractor.
31. The contractor shall submit daily, weekly, monthly and annual reports as required by KINFRA.
32. Any breakdown, loss of material or damage to the system as a result of negligent activity on the part of the Contractor shall be deemed to be unsatisfactory performance and must be immediately repaired to the proper condition.
33. The contractor shall arrange necessary tools, testing equipments and measuring equipments as per the work requirement for the efficient operation and maintenance of the entire system. KINFRA reserves the right to impose penalty if the tools/ meters/ equipment are not provided as per the requirement.
34. The events related technical issues from the venue side can be intimated to O&M staff directly, which shall be attended by the O&M staff without delay. For emergency case specifically for situation where critical equipment or part of network is down, the O&M agency shall ensure that the consultation, assistance, advice and execution of work within minimum time period or as specified in standard of performance. In other cases, the complaint must be attended not later than specified in standard of performance.
35. Conducting and co-ordinating for the periodical inspection by Electrical inspectorate and obtaining the approvals is in Contractor's scope. Anyhow, the required statutory fees will be paid by KINFRA. All the required documents and test reports are to be maintained.

36. The scope of work other than the above also mentioned anywhere in the Tender document is applicable during contract period.
37. Annual Maintenance related works to be planned in advance and to be carried out, after obtaining prior approval from KINFRA.
38. Normally services will have to be completed by contractor as per the work completion program notified by KINFRA representative. Contractor shall attend any urgent services immediately. In case of failure to attend to such services immediately, then KINFRA representative shall have the right to deduct for the damages at an amount equal to one day's O&M charges per day of delay of the particular package until rectification and restoration of service plus the cost of the job to be completed by KINFRA through a third party. Contractor shall be informed of the damages and the action taken accordingly. The damages claimed by KINFRA are not subject to negotiation by contractor.
39. The contractor should do such minor modification works/ alterations and additions in the existing system upon the request of KINFRA. The materials for such work will be provided by KINFRA/ the cost will be reimbursed by KINFRA on production of original bills for the purchase of such materials.
40. Contractor shall provide the services of HT/LT cable jointers for repairs and maintenance and the cost will be reimbursed on production of original bills. The jointing kits have to be procured by the contractor and the cost will be reimbursed on production of original bills.
41. Testing of transformer oil and minor topping up of the oil level are in the scope of the contractor and the cost will be reimbursed on production of original bills.
42. The contractor shall maintain the earth pits, watering the earth pits etc. and recording earth resistance values on a periodic basis or as suggested by the KINFRA.
43. The contractor shall take all steps, he is bound under the statutes or otherwise, to ensure safety of the office space and sites allotted to him, the said equipment, all personnel employed by him, all materials, tools and spares and the environment. The contractor shall endeavor to promote safe and healthy working habits among his personnel. All equipments, sites and office spaces shall be kept safe, clean and tidy at all times. The contractor shall take into account any suggestion, instruction or comment made by KINFRA in this regard.
44. The contractor shall follow all instructions issued by KINFRA from time to time, with regard to the operation and maintenance of the said system.
45. The contractor shall generate records for KINFRA as per the requirements of KSEBL, KSERC, CEA, CEI, BEE etc as per the format specified by KINFRA.
46. Co-ordination and providing labour support to OEM personnel for maintenance of equipment in the substation.

47. The contractor shall provide insurance coverage to all the employees engage in this work against unexpected body injury, death or disability arising during their employment.
48. Visit to site: Before tendering, the Contractor is advised to visit and examine the place of work for familiarizing with the site conditions.

5. ELECTRICAL INSTALLATIONS

All electrical work shall be carried out as per IE Act 2003, instructions and requirements of statutory authorities i.e. Electrical Inspectorate, Kerala State Electricity Board Ltd and CEA.

6. COST TO BE MET BY KINFRA

1. Electricity Bill
2. Water utility charge
3. Insurance/ AMC charges for machinery and equipments.
4. Spares and consumables related to O&M.

7. Urgent Works

If any urgency work (in respect whereof the decision of the Engineer-in-charge shall be final and binding) becomes necessary and the Contractor is unable or at once to carry it out, the Engineer-in-charge may by his own or other workmen carry it out as he may consider necessary. If the urgency work shall be such as the Contractor is liable under the Contract to carry out at his cost, all expenses incurred on it by the KINFRA, then shall be recoverable from the Contractor and be adjusted or set off against any sum payable to him.

10. List of persons

List of persons with qualification proposed to be engaged for the operation and maintenance for a period of one year are as follows. Technicians engaged for O&M of MEP systems at IECC should have successfully undergone training as per CEA regulations.

Sl. No.	Post	No. of personnel required.	Shift
1	**Electrician/ Plumber**	2	Shift covering 8am to 12am
2	**HVAC Technician**	1	General shift 9am to 5pm
3	**Additional technician (Electrician/Plumber/ HVAC Technician)**	As per the event chart and requirements by Kinfra	

Available duty shifts and weekly offs should be flexible according to event chart within the agreed contract amount.In addition to this **technicians may be engaged on shift basis as and when required by Kinfra, based on the event schedule**, at the additional staff rate quoted per shift of 8hrs.

Required minimum qualification/ experience for the post

Sl. No.	Post	Minimum qualification/ experience for the post
1	Electrician	• ITI/Equivalent in Electrical trade • Valid statutory electrical qualification/licence/permit which ever required • Relevant experience in HT/LT systems, transformers, DG sets, UPS and electrical distribution systems. • Need excellent verbal and written communication skills in Malayalam and English, with the ability to collaborate effectively in a team environment. • Need Strong problem-solving abilities with attention to detail and accuracy. • Need knowledge about CEA regulation related to Electricity Transmission, Distribution and Safety.
2	HVAC Technician	• ITI/Diploma or equivalent in Refrigeration & Air Conditioning/HVAC or related trade • Relevant experience in chillers, AHUs, FCUs, pumps, cooling towers and associated HVAC systems.. • Need excellent verbal and written communication skills in Malayalam and English, with the ability to collaborate effectively in a team environment. • Need Strong problem-solving abilities with attention to detail and accuracy.
3	Plumber	• ITI/recognised trade qualification in Plumbing or equivalent • Relevant experience in plumbing/PHE systems. commercial/institutional experience preferred. • Need excellent verbal and written communication skills in Malayalam and English, with the ability to collaborate effectively in a team environment. • Need Strong problem-solving abilities with attention to detail and accuracy.

4	Additional Manpower	• Same qualifications as above is applicable

Documentary proof of qualification and experience shall be submitted before deployment.

11. Penal charges for noncompliance of terms and conditions.

The following the events will result in penal charges. KINFRA will impose penal charges for these events. The amount to be penalised will be decided by KINFRA.

Sl. No.	Item
1	Absence of Electrician
2.	Absence of HVAC Technician
3.	Absence of Plumber
4.	Unauthorised leave of General shift staff
5.	Unauthorised late to appear on duty. (More than 5 minutes per day or more than 60 minutes per month)
6.	Unauthorised early departure without finishing the duty time. (More than 5 minutes per day or more than 60 minutes per month)
7.	Unauthorised absence in middle of duty/shift for personal reasons.
8.	Failure of routine inspections/ operations.
9.	Delay in periodical preventive maintenance.
10.	Nonavailability of tools/ machineries
11.	Unprofessional behaviours
12.	Not keeping substation and surrounding clean.
13.	Not cleaning the work site after the work.
14.	Taking duty under the influence of alcohol or other illegal materials.
15.	Loss of materials due to Theft.
16.	Not keeping the records up to date as per instruction by KINFRA.
17.	For other noncompliance which are not mentioned in this table which are adversely affecting the efficiency and safety of this work.

12. Other instructions

- The contractor shall submit the monthly invoice for the personnel actually engaged by him during that month.
- The contractor shall provide additional technical manpower as and when required as per mutually agreed rate.

- L1 bidder need to submit the details of the personnel to be deputed for O&M with their qualification before the execution of agreement.
- Need to strictly follow the Standard of Performance (SoP) issued by KSERC while attending the maintenance of the electricity system / clearing faults in distribution system

13. List of tools required

List of tools to be provided by successful bidders without any extra charges are as follows.

Tools needed at KINFRA IECC			
Sl. No	Tools	Unit	Qty
1	Combination Plier	No	1
2	Screw driver set	Set	2
3	Screw driver set (Medium)	Set	1
4	Screw driver set (Heavy)	Set	2
5	Spanner set ring (8-32)	Set	1
6	Spanner set double end (8-32)	Set	1
7	Spanner set Box	Set	1
8	Clamp meter	No	1
9	Megger (500V)	No	1
10	Megger (5kV)	No	1
11	Safety belt	No	4
12	HT Gloves	Pair	3
13	Portable Drilling Machine	Set	1
14	Air blower	No	1
15	Hot air blower	No	1
16	Hammer (Small)	No	1
17	Hammer (Medium)	No	1
18	File set	No	1
19	Chisel	No	1
20	Allen Key set	Set	1
21	Wire stripper	No	2
22	Line tester (600V) (small)	No	2
23	Line tester (600V) (long)	No	2
24	Earth resistance tester	No	1
25	Crimping tool (small up to 50sqmm)	No	1
26	Hydraulic crimping tool and die set up to 400sqmm	No	1

27	Earth road (for 110kV)	No	6
28	Safety Helmet	No	10
29	Hand cutter (motorised)	No	1
30	Torch	No	1
31	Emergency Lamp	No	1
32	Rain coat	No	2
33	Knife	No	1
34	Blade set	Set	1
35	Clip on connector (4Clip) set	No	1
36	Sf6 leakage detector	No	1
37	Impact Wrench (cordless)	Set	1
38	Hacksaw Blade with Frame	No	1

GENERAL GUIDELINES FOR E-PROCUREMENT

Prospective bidders willing to participate in this tender shall necessarily register themselves with e-procurement portal (). 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**: As per NIT
iii. **Publishing of Corrigendum**: All corrigendum 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.
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 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.

1. All other relevant forms shall be in the format prescribed CPWD Manual.

2. For any details CONTACT:

KINFRA International Exhibition cum Convention Centre,
Near Infopark Expressway, Kakkanad, Kochi,
Kerala 682042
Phone: 0484 2541650 / 8089253369

3. Important Dates

Date of Pre-bid Meeting	09.11.2026, 11AM
Last Date of submission	21.11.2026, 5 PM
Date of Technical Bid Opening	23.11.2026, 2 PM

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