



**Kerala  
Tenders**

## eTendering System Government of Kerala

### Tender Details

Date : 24-Apr-2024 10:58 AM

Print

#### Basic Details

<b>Organisation Chain</b>	ANERT		
<b>Tender Reference Number</b>	ANERT-ADM/70/2024-OA1(HRM)		
<b>Tender ID</b>	2024_ANERT_672082_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply and Service
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Online	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

#### Payment Instruments

Online Bankers	S.No	Bank Name
	1	SBI MOPS

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
		.pdf	Pre Qualification Documents
2	Finance	.xls	Financial Bid
		.pdf	Financial Bid

#### Tender Fee Details, [Total Fee in ₹ \* - 590]

<b>Tender Fee in ₹</b>	590		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	Yes		

#### EMD Fee Details

<b>EMD Amount in ₹</b>	22,500	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	Nil	<b>EMD Payable At</b>	Nil

#### Work / Item(s)

<b>Title</b>	Providing Security Guards for ANERT Headquarters, Thiruvananthapuram				
<b>Work Description</b>	Providing Security Guards for ANERT Headquarters, Thiruvananthapuram				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Value in ₹</b>	NA	<b>Product Category</b>	Facility Management Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	75	<b>Period Of Work(Days)</b>	365
<b>Location</b>	ANERT HQ Thiruvananthapuram	<b>Pincode</b>	695033	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	Online
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

#### Critical Dates

<b>Publish Date</b>	23-Apr-2024 06:30 PM	<b>Bid Opening Date</b>	08-May-2024 02:00 PM
<b>Document Download / Sale Start Date</b>	23-Apr-2024 06:30 PM	<b>Document Download / Sale End Date</b>	08-May-2024 01:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	23-Apr-2024 06:30 PM	<b>Bid Submission End Date</b>	08-May-2024 01:00 PM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	NIT and Abstract	273.91

  

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	TD.pdf	Tender Document	643.09
	2	BOQ	BOQ_1045599.xls	Financial Bid	353.00

**Tender Inviting Authority**

<b>Name</b>	CEO ANERT
<b>Address</b>	Office of CEO, ANERT PMG - Law College Road, Vikas Bhavan. PO, Thiruvananthapuram , Kerala - 695 033



**AGENCY FOR NEW & RENEWABLE ENERGY  
RESEARCH AND TECHNOLOGY (ANERT)**

Department of Power, Government of Kerala  
Thiruvananthapuram, Kerala – 695 033;  
[www.anert.gov.in](http://www.anert.gov.in) , [projects@anert.in](mailto:projects@anert.in)

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**E-TENDER DOCUMENT**

***Providing Security Guards for ANERT Headquarters,  
Thiruvananthapuram***

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**Ref. No.: ANERT-ADM/70/2024-OA1(HRM)**

**VOLUME – 1: GENERAL CONDITIONS**

**Date of Publishing of Bids : 23/04/2024, 12.00 pm**

**Date of Submission of Bids : 08/05/2024, 1.00 pm**

# CONTENTS

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E-TENDER NOTICE .....	1
TENDER ABSTRACT .....	2
GENERAL TERMS AND CONDITIONS FOR E-PROCUREMENT .....	3
1. ONLINE BIDDER REGISTRATION PROCESS:.....	3
2. ONLINE TENDER PROCESS:.....	3
3. DOCUMENTS COMPRISING BID:.....	4
4. TENDER DOCUMENT FEE AND EMD.....	5
5. SUBMISSION PROCESS:.....	8
6. VALIDITY .....	8
7. DEVIATIONS.....	9
8. BLACK LIST.....	9
9. BIDDER'S LOCATION .....	9
10. CORRUPT AND FRAUDULENT PRACTICES.....	9
11. CONFLICT OF INTEREST.....	10
12. CONFIDENTIALITY.....	10
13. APPLICABLE LAW.....	11
14. AMENDMENT OF TENDER DOCUMENT.....	12
15. COMMENCEMENT OF SERVICE.....	122
16. GENERAL CONDITIONS.....	12
17. RIGHT TO TERMINATE THE PROCESS.....	17
18. NON-CONFORMING PROPOSALS.....	17
19. DISQUALIFICATION.....	18
20. SPECIAL CONDITIONS.....	19
21. BID QUALIFICATION REQUIREMENTS.....	211
22. TERMS AND CONDITIONS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b> 3
23. RIGHTS TO ACCEPT/REJECT ANY OR ALL PROPOSALS.....	27
24. <u>FAILURE TO AGREE WITH THE TERMS &amp; CONDITIONS /CONTRACT.....</u>	<u>27</u>

FORMAT FOR COVERING LETTER.....	28
ANNEXURE A – SUMMARY OF BID QUALIFICATION REQUIREMENTS.....	29
ANNEXURE B - AGREEMENT.....	31
ANNEXURE I - C – DECLARATION BY THE BIDDER .....	33
ANNEXURE I - D – DECLARATION OF RELATIONSHIP WITH ANERT EMPLOYEE .....	3434

## **E-TENDER NOTICE**

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Competitive e-tenders in two cover system with Earnest Money Deposit (EMD) and Price Bid are invited from reputed Agencies with relevant experience for ***Providing Security Guards for ANERT Headquarters, Thiruvananthapuram.*** The e-tender documents can be downloaded from the e-tendering website of Govt. of Kerala. Tender form will not be available in any other form.

Thiruvananthapuram

**23-04-2024**

Sd/-

Chief Executive Officer  
ANERT

## TENDER ABSTRACT

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Ref. No.	<b>ANERT-ADM/70/2024-OA1(HRM)</b>
Name of Work	<b>Providing Security Guards for ANERT Headquarters, Thiruvananthapuram</b>
Download of Tender Form	<a href="http://www.etenders.kerala.gov.in">http://www.etenders.kerala.gov.in</a>
Last date of submission of Tender	<b>08-05-2024, 3.00 pm</b>
Date and Time of opening the Tender	<b>08-05-2024, 3.30 pm</b>
Cost of Tender form	<b>Rs. 590/- (Incl 18% GST)</b>
EMD	<b>Rs. 22,500/-</b>
Availability of Tender Forms	Website <a href="http://www.etenders.kerala.gov.in">http://www.etenders.kerala.gov.in</a>
Place of opening of tender	Office of CEO, ANERT PMG - Law College Road, Vikas Bhavan. PO, Thiruvananthapuram , Kerala- 695 033

Thiruvananthapuram  
**23-04-2024**

Sd/-  
Chief Executive Officer  
ANERT

## **GENERAL TERMS AND CONDITIONS FOR E-PROCUREMENT**

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This e-Tender is being published for Providing Security Guards for ANERT Headquarters, Thiruvananthapuram. The tender is invited in two cover system through e-procurement portal of Government of Kerala ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

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)

### **1. ONLINE BIDDER REGISTRATION PROCESS:**

- 1.1 Bidders should have a Class III 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.
- 1.2 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

### **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](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: Through online platform to be informed later through ANERT website – [www.anert.gov.in](http://www.anert.gov.in), if found necessary.



- 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). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of required qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi. **Opening of Financial Bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

### 3. DOCUMENTS COMPRISING BID:

3.1 (a) The First Stage - Part-I Pre- Qualification cum Technical Bid with Commercial terms without Price Bid

Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

**Part -1** shall contain, Part-I (this document in PDF form)/scanned copies of:

- i. Part I of the tender documents downloaded (signed with office seal)
- ii. Summary of Bid Qualification Requirement (Annexure I-A)
- iii. Agreement in the prescribed format (Annexure I-B) on Govt. of Kerala stamp paper worth Rs.200/-
- iv. Copy of Registration Certificate of the bidder firm
- v. Copy of GST Certificate
- vi. Copy of PAN card of the authorized signatory/TAN
- vii. Documents to prove the annual Turnover of the bidder along with a certificate from Chartered Accountant regarding net worth. (Capital + Reserves)

- viii. Copy of the work orders and certification from the purchaser regarding execution of the order, to prove the experience in executing similar orders, as specified
- ix. Declaration by the bidder (format as in Annexure – IC)
- x. Declaration of relationship with ANERT employee (format as in Annexure - ID)

**3.1 (b)The Second Stage (Financial Cover as per two cover system):**

**Part -2:** Shall contain the Price Schedule as per BOQ in Excel format for this tender to be downloaded from e-tender website, duly digitally signed by the tenderer/authorized signatory of the tender.

- 3.2 The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.
- 3.3 The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

- 3.4 Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

**4. TENDER DOCUMENT FEES AND EMD**

- 4.1 The Bidder shall pay, a tender document fee of Rs. 590/- and Earnest Money Deposit or Bid security of Rs. 22,500/-. The EMD of those agencies which are not selected will be refunded.
- 4.2 Online Payment modes: The tender document fees and EMD can be paid in through e-Payment facility provided by the e-Procurement system. Bidders can make payment only via Internet banking facility

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

<b>A) Internet Banking Options (Retail)</b>			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	Shamrao Vithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamil Nadu Mercantile Bank
17	DCB Bank	48	Tamil Nadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		

28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
<b>B) Internet Banking Options (Corporate)</b>			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	Shamrao Vitthal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	Janta Sahakari Bank		
18	Jammu & Kashmir Bank		
19	Karur Vysya Bank		
20	Kotak Bank		

During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks\*** will be shown. Here, Bidder may proceed as per below:

- a) SBI Account Holders shall click **SBI** option to with its Net Banking Facility, where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) Other Bank Account Holders may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

*\* Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

## **5. SUBMISSION PROCESS:**

- 5.1 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.
- 5.2 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.
- 5.3 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.

## **6. VALIDITY**

- 6.1 The tender offer shall be kept valid for acceptance for a period of 3 months from the date of opening of offers. The offers with lower validity period are liable for rejection.

- 6.2 Further, the tenderer may extend the validity of the Bids without altering the substance and prices of their Bid for further periods, if so required

## **7. DEVIATIONS**

- 7.1 The offers of the Tenderers with Deviations in Commercial terms and Technical Terms of the Tender Document are liable for rejection.

## **8. BLACK LIST**

- 8.1 All the intending tenderers shall agree that in the event of the documents furnished with the offer being found to be bogus or the documents contain false particulars, they shall be blacklisted for future tenders/ association with ANERT and EMD shall be forfeited against any losses incurred by ANERT

## **9. BIDDER'S LOCATION**

- 9.1 The tenderers are requested to furnish the exact location of their Administrative Office with detailed postal address and pin code, telephone and fax nos. etc. in their tenders so as to arrange inspection by ANERT, if considered necessary
- 9.2 All communication shall be made to the registered email of the bidder in the e-tendering systems and ANERT shall not be responsible for non-receipt or delay of any such communication.

## **10. CORRUPT AND FRAUDULENT PRACTICES**

ANERT follows the policy of the Government of Kerala for anti-corruption and fraudulent practices to maintain sound procurement principles of open competition, economy and efficiency, transparency, and fairness. ANERT requests the agency (ies) to observe the following Government manuals (amended from time-to-time) during the selection process and in execution of such contracts The Kerala Financial Code (KFC), 2008 (7th Edition, 1st Edition was in 1963), The Stores Purchase Manual (SPM), 2013.

In further pursuance of this policy, the selected service Provider(s) shall permit ANERT or its representatives to inspect the accounts, records and other

documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the records inspected by ANERT.

## **11. CONFLICT OF INTEREST**

- i. The service Provider(s) is required to provide professional, objective, and impartial services, at all times holding ANERT's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work. The supplier has an obligation to disclose to ANERT any situation of actual or potential conflict that impacts its capacity to serve the best interest of ANERT. Failure to disclose such situations may lead to the disqualification of the supplier or the termination of its Contract and/or sanctions by the Government.
- ii. Without limitation on the generality of the foregoing, and unless stated otherwise in this RFP, the Agency(s) shall not be hired under the circumstances set forth below may be in conflict with another assignment of ANERT.
- iii. Relationship with the ANERT staff: a service Provider (including its subsidiaries /partners) that has a close business or family relationship with a professional staff of the ANERT who are directly or indirectly involved in any part of the preparation of the Terms of Reference for the assignment, the selection process for the Contract, or the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to ANERT throughout the selection process and the execution of the Contract. Any other types of conflicting relationships as indicated in the RFP

## **12. CONFIDENTIALITY**

- i. From the time the Proposals are opened to the time the Contract is awarded, the agency (ies) should not contact any of the officials of ANERT on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the agency (ies) who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

- ii. Any attempt by the agency (ies) or anyone on behalf of the Suppliers to influence improperly ANERT in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing Government sanctions procedures.
- iii. Notwithstanding the above provisions, from the time of the Proposals" opening to the time of Contract award publication, if a agency (ies) intends to contact ANERT on any matter related to the selection process, it should do so only in writing.
- iv. The Bids should be submitted only through the e-tender portal [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). Agency (ies) shall upload all the necessary documents in the e tender portal before the last date & time for online submission. Proposal received after the submission deadline will be treated as non-responsive and will be excluded from further evaluation process.
- v. Proposals must be direct, concise, and complete. ANERT will evaluate bidder's proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this tender document. Bidders shall furnish the required information on their technical and financial proposals in the enclosed formats only. Any deviations in format or if the proper information are not provided properly, the tender will be liable for rejection. Tender Evaluation committee may seek clarification, if required, while evaluating the proposal.
- vi. The technical bid opening date, time and the address are as stated in the tender document. The Financial Proposal shall remain securely stored online till the technical evaluation is completed and the results intimated to all successful bidders

### **13. APPLICABLE LAW**

The work order shall be governed by the laws and procedures established by Government of Kerala, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings. Any default in the terms and conditions of the document by the service provider will lead to rejection of work order.



## **14. AMENDMENT OF TENDER DOCUMENT**

At any time prior to the deadline for submission of the tender, ANERT may for any reason, modify the tender document. The amendment document/ corrigendum shall be notified through the website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and such amendments shall be binding on all the bidders.

## **15. COMMENCEMENT OF SERVICE**

The successful bidder should sign the contract agreement within 5 days of issue of work order. The successful bidder should start the services as defined in the scope of work immediately on issue of work order.

## **16. GENERAL CONDITIONS**

- 16.1 The tenders should be submitted online at [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)
- 16.2 The tenders should be as per the prescribed form which should be downloaded from the e-tender website. The cost of tender forms should be paid online, and once paid will not be refunded. Tender forms are not transferable. Tenders that are not in the prescribed form are liable to be rejected.
- 16.3 Intending tenderers should submit their tenders on or before the due date and time mentioned in the tender abstract. Late tender will not be accepted.
- 16.4 The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection. The rates quoted should be for the unit specified in the schedule attached.
- 16.5 The tenderer shall submit a copy of PAN card of the authorised signatory along with tender.
- 16.6 Tenders subject to conditions will not be considered. They are liable to be rejected on that sole ground.
- 16.7 The tenders will be opened on the specified day and time in the office of the CEO, ANERT in the presence of those tenderer's representative who may be present with proper authorisation issued by the tenderer.
- 16.8 Every tenderer should send along with his tender an Earnest Money Deposit. This may be paid online at the e-tenders website.

- 16.9 If any tenderer withdraws from his e-tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if any, deposited by him, will be forfeited.
- 16.10 The final acceptance/rejection of the tenders rests entirely with CEO, ANERT who do not bind themselves to accept the lowest or any tender.
- 16.11 In the case of rendering service, the successful tenderer should be prepared to guarantee satisfactory service for a period of one year under a definite penalty. Communication of acceptance of the e-tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The agency shall have to pay all stamp duty, Lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out below:
- 16.11.1 The successful tenderer shall before sign the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5% of the value of the contract as security for the satisfactory fulfilment of the contract less the amount of money deposited by him along with his tender. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to ANERT and contract arranged elsewhere at the defaulter's risk and any loss incurred by ANERT on account of the purchase will be recovered from the defaulter who will however not be entitled to any gain accruing thereby.
- 16.11.2 In cases where a successful tenderer, after having made partial supply of services fails to fulfil the contracts in full, all or any of the assured services not supplied may at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already, and the loss if any caused to ANERT shall thereby together with such sums as may be fixed by ANERT towards damages be recovered from the defaulting tenderer.

16.11.3 If the agency fails to deliver all or any of the stores or perform the service within the time/period(s) specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract prices, as liquidated damages, a sum equivalent to 0.5 % of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, up to a maximum deduction of 10% of the contract price of the delayed stores and services. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the agency.

16.12 The Security deposit shall, subject to the conditions specified herein be returned to the agency within three months after the expiration of the contract but in the event of any dispute arising between ANERT and the agency, ANERT shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from ANERT to the agency. In all cases where there are guarantee for the goods supplied, the security deposit will be released only after the expiry of the guarantee period.

- i. All payments to the agency will be made by CEO ANERT in due course **by NEFT Transfer only.**
- ii. In the case of supplies from abroad, by drafts as may be arranged between the contracting parties. All incidental expenses incurred by ANERT for making payments outside the State in which the claim arises shall be borne by the agency.

16.13 The agency shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The agency shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the agency

or the subagency upon such rescission. Provided always that if such consent be given at any time, the agency shall not be relieved from any obligation, duty or responsibility under this contract.

- 16.14 In case the agency becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection or behalf of or his creditors or in case any receiving order(s) for the administration of his estate are made against him or in case the agency shall commit any act of insolvency or in case in which under any clause or clauses any act of insolvency or in case in which under any clause(s) of this contract the agency shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Purchasing Officer to the agency, be determined and ANERT may complete the contract in such time and manner and by such persons as ANERT shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of ANERT against the agency or his sureties in respect of any breach of contract committed by the agency. All expenses and damages caused to ANERT by any breach of contract by the agency shall be paid by the agency to ANERT and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.
- 16.15 In case the agency fails to supply and deliver any of the said articles or services within the time provided for delivery of the same, or in case the agency commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for ANERT (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of ANERT by an order in writing under *the* hand of the CEO put an end to this contract and in case ANERT shall have incurred sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other moneys shall then or any time during the continuance of this contract be payable by the agency to ANERT

under and by virtue of this contract, it shall be lawful for ANERT from and out of any moneys for the time being payable or owing to the agency from ANERT under or by virtue of this contract or otherwise to pay and reimburse to ANERT all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being payable by the agency aforesaid.

- 16.16 Any sum of money due and payable to the agency (including security deposit returnable to him) under this contract may be appropriated by the CEO or any other person authorised by ANERT and set off against any claim of ANERT for the payment of a sum of money arising out of or under any other contract made by the agency with ANERT or any other person authorised by ANERT. Any sum of money due and payable to the successful tenderer or agency from ANERT shall be adjusted against any sum of money due to ANERT from him under any other contracts.
- 16.17 Every notice hereby required or authorised to be given may be either given to the agency personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the agency by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the agency on the date on which in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.
- 16.18 No representation for enhancement of rate once accepted will be considered.
- 16.19 The prices quoted should be inclusive of GST and all other expenses which are or may become payable by the agency under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
- 16.20 Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

- 16.21 The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp Paper of value Rs.200/-. A specimen form of agreement is given as Annexure B to this tender. Tenders without the agreement in stamped paper will be rejected outright.
- 16.22 Conditions in the technical document, technical specifications and special conditions of this tender document would override these general conditions, wherever applicable.
- 16.23 ANERT, by notice sent to the agency, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for ANERT's convenience, the extent to which performance of the Supplier under the contract is terminated, and the date upon which such termination becomes effective.
- 16.24 E-tender shall be opened at the time and date announced in the tender notice, and the price bid will be evaluated only after the technical evaluation.
- 16.25 In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the CEO, ANERT voluntarily resides.
- 16.26 The Courts situated at the place where the headquarters of ANERT is situated viz, Thiruvananthapuram alone will have jurisdiction to entertain civil suits and all other legal pertaining to this contract.

## **17. RIGHT TO TERMINATE THE PROCESS**

ANERT reserves the right to terminate the RFP process at any time and without assigning any reason. The Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone. The Purchaser will not be liable in any way to any person in case of termination of this Bid process except that if the EMD has been received from the Bidder prior to such termination, the EMD will be returned (without any interest) as promptly as possible to the respective Bidders.

## **18. NON-CONFORMING PROPOSALS**

A Proposal may be construed as a non-conforming proposal and ineligible for consideration if

- a. It does not comply with the requirements of this document;

- b. The proposal appears to be “canned” presentations of promotional materials that do not follow the format required or do not appear to address the particular requirements of the solution.

## **19. DISQUALIFICATION**

The Proposal is liable to be disqualified in, inter alia, any of the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this RFP:

- i. Proposal not submitted in accordance with the terms, procedure and formats prescribed in this document or treated as non-conforming proposal;
- ii. During validity of the Proposal, or its extended period, if any, the Bidder increases its quoted prices;
- iii. The Bidder’s Proposal is conditional and has deviations from the terms & conditions of RFP.
- iv. The Proposal is received in incomplete form
- v. The Proposal is received after the due date and time
- vi. The Proposal is not accompanied by all the requisite documents
- vii. The Proposal is submitted by a consortium and the consortium is dissolved or consortium members change during the bidding process
- viii. The information submitted in the Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any
- ix. The Commercial Proposal is enclosed within the technical Proposal or other Proposal
- x. The Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the Bid process;
- xi. In case any one party submits multiple proposals or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified, unless additional Proposals/Bids are withdrawn upon notice immediately

## 20. SPECIAL CONDITIONS

- 20.1 Each bidder should submit only one (1) bid. Any bidder who submits/participates in more than one bid for the work shall be disqualified.
- 20.2 The tenders will be opened at the date and time advised in the Bidding Document. If the due date for receiving and opening the tender happens to be declared holiday, then the tender will be received and opened on the very next day, for which no prior intimation will be given.
- 20.3 If the bidder has NOT submitted the requisite EMD OR Agreement, OR if the price bid is not submitted along with the tender, such tenders will be summarily rejected.
- 20.4 During the tender evaluation, ANERT may seek more clarifications/details from any or all of the tenderers, if felt necessary.
- 20.5 The price bids of the tenderers, which submitted the required documents only will be opened and the work will be awarded based on a Quality and Cost based evaluation after fulfilling all the requirements.
- 20.6 If found essential, ANERT reserves the right, in the interest of completion of work within the time limit, to award portion/portions of the Work order to next higher bidders, called for negotiation in the increasing order of their price offers, if they agree to supply at the L1 price.
- 20.7 **The rate quoted should be inclusive of GST and all other expenses.**
- 20.8 The evaluation of the price bid will be based on the total including taxes.





**AGENCY FOR NON-CONVENTIONAL ENERGY &  
RURAL TECHNOLOGY (ANERT)**

Department of Power, Government of Kerala  
Thiruvananthapuram, Kerala – 695 033;  
[www.anert.gov.in](http://www.anert.gov.in) , [projects@anert.in](mailto:projects@anert.in)

## **E-TENDER DOCUMENT**

*Providing Security Guards for ANERT  
Headquarters, Thiruvananthapuram*

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**Ref. No.: ANERT-ADM/70/2024-OA1(HRM)**

### **VOLUME – 2: SCOPE OF WORKS & EVALUATION OF BIDS**

**Date of Publishing of Bids : 23/04/2024, 1.00 pm**

**Date of Submission of Bids : 08/05/2024, 3.00 pm**

## BID QUALIFICATION REQUIREMENTS

### 21. BID QUALIFICATION REQUIREMENTS

- 21.1 Every tenderer should submit along with his e-tender an Earnest Money Deposit (EMD). This may be done electronically from any of the Nationalized/Schedule Banks. The EMD of the disqualified tenderers will be returned automatically through e-procurement system. The EMD of the successful tenderers may be adjusted towards the security deposit. No interest shall be paid for the earnest money deposited.
- 21.2 An agreement in Rs.200/- Kerala stamp paper as per the format given in Annexure IC must be submitted along with e-tender document.
- 21.3 Price Bid in excel format, for this tender to be downloaded from e-tender website, duly digitally signed by the tenderer/authorized signatory of the tender.
- 21.4 The bidder should be fulfilling the following preconditions and must also upload/submit documentary evidence in support of fulfilment of these conditions while submitting the bid.

S. No	Eligibility criteria	Documents Required
1.	The bidder should be a well-established Security Agency either based in Kerala or having operations in Kerala with minimum 3years' experience in this field. The Security Agency should have ESI and PF registrations in Kerala.	Self-attested certificates establishing this criterion shall be submitted
2.	The bidder should have a valid license issued by the Government of Kerala as per the Private Security Agencies (Regulation) Act, 2005 / Kerala Private Security Agencies Rules – 2010 under the Contract Labour (Regulation & Abolition) Act, 1970, Kerala Shops and Commercial Establishment Act.	Self-attested certificates establishing this criterion shall be submitted
3.	During the last 3 years, the bidder should have provided security services to at least one Central / State / PSUs/ reputed private Corporate for a period of two years.	Attach documentary evidence

S. No	Eligibility criteria	Documents Required
4.	The bidder should have achieved an average annual turnover of Rs.20 Lakh during any of the two years in the last three preceding financial years ending 31-03-2024.	Copies of certificates/ Balance Sheet & P&L account issued by Chartered Accountant to this effect shall be submitted
5.	The bidder shall be a proprietary firm/ partnership firm/ Limited Company/ Corporate body legally constituted, possessing required license and registrations valid for at least 12 months from the date of opening of the tender. Joint venture companies are not acceptable.	Attach documentary evidence
6.	The Bidder must not be blacklisted by any Central Government Organization / State Government and any other Public Sector Organizations.	Submit undertaking on letter head of the Agency
7.	Security Agency must have service tax registration, PAN number & GST registration	Attach documentary evidence
8.	Security Agency must provide minimum wages as prescribed under the Minimum Wages Act/Rule and the notification issued from time to time by the Labor Department, Government of Kerala to all their personnel and proof of the same has to be submitted to Chief Executive Officer, ANERT as and when required.	To be agreed by the bidder in writing and produce a copy of the latest Govt. order
9.	Security Agency must provide annual bonus to their personnel employed in ANERT as per Payment of Bonus Act.	To be agreed by the bidder in writing

**Note:**

- i. ANERT reserves the right to verify the credential submitted by the agency at any stage (before or after the award of the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then ANERT shall take the following action:

- a) The agency shall be liable for debarment from tendering in ANERT, apart from any other appropriate contractual /legal action.
- ii. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.
- iii. The quoted prices shall be valid for 90 days. The bidder is to be entirely responsible for the execution of the work in all respects in accordance with the terms and conditions as specified in the acceptance of bid. Any delay in implementation of the work will impose penalty directly in the account of bidder.
- iv. The bidder shall not sublet, transfer, or assign the contract or any part thereof without the written permission of ANERT. In the event of the bidder contravening this condition, ANERT be entitled to place the contract elsewhere on the bidder's account at its risk & cost and the bidder shall be liable for any loss or damage, ANERT may sustain in consequence or arising out of such replacing of the contract.
- v. Right to accept/ reject: ANERT reserves the right to reject any or all bid without assigning any reason whatsoever. Also, the ANERT authority reserves the right to award any part or full contract to any successful agency at its discretion and this will be binding on the bidders.
- vi. ANERT reserves the right to relax the eligibility conditions and other terms conditions.

## **22. TERMS AND CONDITIONS**

- 22.1. The price quoted should not be below the minimum wages payable to employees employed in private security sector in the State of Kerala prescribed by Labour Department, Government of Kerala.
- 22.2. The EMD of the successful bidders will be retained as security deposit during the contract period of one year and the EMD of the other bidders will be refunded as per e tender criterion.
- 22.3. If the successful bidder does not come forward to execute the Agreement within 5 days of intimation, the EMD will be forfeited, and the work will be awarded to any other Agency at the sole discretion of ANERT.

- 22.4. If the successful bidder has exemption in submitting EMD, necessary documentary evidence to be furnished for exemption.
- 22.5. The Security Agency will be wholly responsible to safeguard all the properties of ANERT including land, trees, building, vehicles, solar power plants, generator, biogas plant, doors and windows, furniture, computers etc and all other articles of ANERT and also the records, documents etc.inside the campus of ANERT. They shall also have effective check of the entry of unauthorized persons and intruders / trespassers into ANERT premises.
- 22.6. For the above purpose, the Agency shall provide round the clock security service by providing security personnel in 8 hourly shifts at ANERT Headquarters so that three security persons will be available for duty per day. The number of Security personnel required per shift shall be only one at a time.
- 22.7. The security person is not allowed to work in two shifts continuously.
- 22.8. Three Nos. of security persons without arms is required per day.
- 22.9. Only men with good health and physique to be provided as security guards.
- 22.10. The Security Agency shall furnish the Bio-data of the security guards to the Chief Executive Officer, ANERT with identification card and passport size photograph of each person. Whenever there is change of personnel, advance information to that effect shall be given to ANERT with the Bio-data of the said personnel.
- 22.11. The personnel of the security force engaged by the Security Agency shall only be the employees or members of the Security Agency.
- 22.12. The security guard should have good knowledge in regional language to read, write and speak.
- 22.13. The security guard should be trained in basic security, first aid, firefighting and self defence mechanisms.
- 22.14. The Security personnel should be provided with baton/truncheon, whistle, torch light and any other equipment required for duty.
- 22.15. All security personnel should attend duty only with identity card issued by the Security Agency, in full uniform and shoes , Badges with name and designation etc.

- 22.16. The payment will be made on or before the sixth working day of the succeeding month, for which the Security Agency should submit their bill on or before the 2<sup>nd</sup> working day of the month.
- 22.17. The Security Agency shall be solely responsible for the payment of salaries, other benefits, perks and other legal obligations, if any, in respect of personnel engaged by them, in ANERT.
- 22.18. The Security Agency shall ensure that no personnel engaged by them will engage in any type of activities prejudicial to the interest of the ANERT.
- 22.19. The Security Agency shall provide the uniforms that are required for the Security staff and the Security staff will wear the uniform while on duty in all the shifts. The uniform should be neat and tidy.
- 22.20. The Security Agency shall be responsible for replacement of the security personnel who are falling ill or proceeding on leave or otherwise absent, under intimation to the ANERT.
- 22.20.1. It shall be the responsibility of the security agency to maintain proper discipline among personnel engaged by them.
- 22.21. It is to be specifically understood that the persons engaged or to be engaged for the work undertaken to be done by security agency, shall be preferably their members, that, for all statutory and other purposes, security agency shall be their employers and that security agency shall be responsible and liable for all statutory or other benefits and obligations which, the persons engaged by security agency are entitled to, including the benefits under ESI Act, PF Act, Minimum Wages Act and Workmen's Compensations Act.
- 22.22. It is to be specifically understood that ANERT shall not have any employer-employee relationship between them, and the persons engaged by security agency for fulfilling the obligations under this agreement and that those persons are not the employees of the ANERT. The security personnel shall have no claim for employment in the service of the ANERT at present or in future.
- 22.23. The Security Agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by him either by compensating to the persons engaged for work in ANERT or otherwise and

that necessary insurance coverage will be taken by security agency to them, in respect of any injury in the course and out of their work / employment.

- 22.24. There will not be any employer-employee relationship between the security staff and ANERT and as such, any misconduct by the security staff on information given by ANERT, shall be dealt with by the security agency and action taken. Further, such personnel, as and when their conduct and work are found to be unsatisfactory by ANERT, are to be replaced with suitable hand by the security agency, immediately on making request in this behalf by ANERT.
- 22.25. In the event of theft or pilferage of ANERT's property during the tenure of the agreement, the security agency will be responsible for the loss sustained by ANERT. The security agency will submit its report after necessary investigation and pursue the case if ANERT is desirous to report such incident to police and follow up the same if it is referred to a Court of Law and for such services, no extra remuneration shall be payable by ANERT. This shall be without prejudice to the rights of ANERT to investigate or hold enquiry in the matter in their own manner.
- 22.26. The Security Agency shall change the security staff on rotation basis in each shift.
- 22.27. ANERT will have the right to terminate the contract by giving one month notice without assigning any reason.
- 22.28. ANERT will have the right to reject any tender without assigning any reason and award the contract to any other bidder if ANERT is of the opinion that person who quoted the lowest rate is not having sufficient security personnel or does not satisfy the conditions stipulated in the tender document and there is suppression of facts in the application for pre-qualification and in the tender documents.
- 22.28.1. If any loss or damage is caused to the property of the ANERT due to negligence or want of care or dereliction of duty on the part of the security personnel, the said loss or damage shall be deducted from the security deposit or any other amount found due from ANERT.

- 22.29. The eligible security deposit will be refunded within 2 weeks from the date of completion of contract and no interest will be given on the security deposit.
- 22.30. The rate quoted shall be valid for one year. The rate quoted by the bidder shall be inclusive of additional manpower engaged in a month beyond 26 working days in a month so that round the clock service will be available for one year. The rate quoted should be inclusive of all mandatory contributions such as ESI, PF and cost of uniform.
- 22.31. This tender document shall be signed on every page and submitted along with all necessary attachments.
- 22.32. The Agency who has been awarded the contract (successful bidder), shall execute an Agreement with ANERT on a stamp paper worth Rs.200/- within 5 days and an amount equivalent to EMD shall be deposited as security deposit by way of DD drawn from a nationalized/scheduled bank in favour of Chief Executive Officer, ANERT payable at Thiruvananthapuram within 5 days.
- 22.33. The Chief Executive Officer, ANERT reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation is entertained on this account.

### **23. RIGHTS TO ACCEPT/REJECT ANY OR ALL PROPOSALS**

ANERT reserves the right to accept or reject any proposal, and to annul the RFP process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for ANERT's action.

### **24. FAILURE TO AGREE WITH THE TERMS & CONDITIONS /CONTRACT**

Failure of the Bidder to agree with the Terms & Conditions of the EoI shall constitute sufficient grounds for the annulment of the award of contract and seizure of EMD amount. The contract may be awarded to the next most responsive bid of another Bidder.



## FORMAT FOR COVERING LETTER

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*(This letter to be submitted on the official letter head of the tenderer, signed by the authorised signatory.)*

Sir,

I/We hereby e-tender to supply, under annexed terms and conditions of contract, the whole of the articles referred to and described in the attached specification and quantity decided by the Agency for New & Renewable Energy Research and Technology (ANERT), at the rates quoted against each item.

I am/We are remitting herewith the required amount of Rs. .... towards the cost of e-tender and Earnest Money Deposit by electronic payment vide transaction No ..... dtd .....

Yours faithfully,

Place:

Signature

Date:

Name

Designation

(Office Seal)

## ANNEXURE A – SUMMARY OF BID QUALIFICATION REQUIREMENTS

(To be filled in by the bidder)

1.	Name of the bidder				
2.	Address in full				
3.	Contact Details  <div style="text-align: right; padding-right: 20px;">                     Mobile:                      Land :                      Phone :                      Fax:                      Email                 </div>				
4.	Name and Designation of the Authorised signatory				
5.	Whether the bidder is a bonafide and recognised security agency (Yes/No)?				
6.	Details of EMD submitted along With the bid in favour of CEO ANERT				
7.	Details of experience criteria (Proof to be enclosed)	Year Criteria	2021	2022	2023
		Number institutions			
		No. of guards engaged			
8.	Annual turnover of the firm during last threeyears (Rs.) (Proof to be enclosed)	2023-24 .....  2022-23.....  2021- 22.....			

9	1. EPF Registration Number 2. ESI Registration Number 3. PAN Number 4. GST Registration Number 5. Contract Labour Reg. No. 6. License Number as per State Private Security Agencies Rules (Attach copies of above document)	
10.	Whether Bidder was/is De-barred By ANERT (Yes/No)? If 'Yes' period of De-Barring:	
11.	Agreement submitted (Yes/No)?	

Documentary evidences for the bid qualification requirements are submitted along with this document and the details furnished above are true and correct.

Signature of authorised signatory

Name & Designation

Date: (office seal)

## ANNEXURE B - AGREEMENT

---

ARTICLES OF AGREEMENT executed on this the ..... day of .....

Two thousand and twenty four. between the **Agency for New & Renewable Energy Research and Technology** (hereinafter referred to as **ANERT**) of the one part and Sri ..... (Name and Address of the tenderer) hereinafter referred to as “the Bounden”) of the other part.

WHEREAS in response to the Notification No. .... dated ..... the bounden has submitted to ANERT a e-tender for the ***Providing Security Guards for ANERT Headquarters, Thiruvananthapuram*** specified therein subject to the terms and conditions contained in the said e-tender.

AND WHEREAS the bounden has furnished to ANERT a sum of Rs. .... as Earnest Money Deposit for execution of an agreement undertaking the due fulfilment of the contract in case his e-tender is accepted by ANERT. NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows: -

In case the e-tender submitted by the bounden is accepted by ANERT and the contract for ..... is awarded to the bounden, the bounden shall within Fifteen days of acceptance of this e-tender, execute an agreement with ANERT incorporating all the terms and conditions under which ANERT accepts this e-tender.

In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, ANERT shall have power and authority to recover from the bounden any loss or damage caused to ANERT by such breach as may be determined by ANERT by appropriating the moneys inclusive of Earnest Money deposited by the bounden and if the Earnest Money is found to be inadequate the deficit

amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

All sums found due to ANERT under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as ANERT may deem fit.

In witness whereof Sri ..... (Name and Designation) for and on behalf of the Agency for New & Renewable Energy Research and Technology and Sri ..... the bounden have hereunto set their hands the day and year shown against their respective signature.

Signed by Sri ..... Signed by Sri .....

(Date) .....

(Date) .....

in the presence of witnesses

in the presence of witnesses

1.

1.

2.

2.

## ANNEXURE C – DECLARATION BY THE BIDDER

---

e-Tender Notification No: ....., dtd .....  
for Providing Security Guards for ANERT Headquarters, Thiruvananthapuram

To

The CEO  
ANERT

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document, including Addenda No.: ..... (if any)
2. We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule
3. Our Bid shall be valid for a period of 3 months from the date fixed as deadline for the submission of tenders in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If our Bid is accepted, we commit to submit a Security Deposit in the amount of 5 percentage of the Contract Price for the due performance of the Contract;
5. We are not participating, as Bidders, in more than one Bid in this bidding process;
6. Our firm, its affiliates or subsidiaries, including any subagencies or suppliers for any part of the Contract, has not been declared ineligible by the ANERT or Government of Kerala;
7. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- 8.

Signature

Date

Name

## **ANNEXURE D – DECLARATION OF RELATIONSHIP WITH ANERT EMPLOYEE**

---

(to be signed and submitted by the bidder along with the bid)

Tender Notification No.: .....

Providing Security Guards for ANERT Headquarters, Thiruvananthapuram

To

The CEO  
ANERT

Name of the ANERT employee with Designation:

Name of the bidder related to the employee:

This is to put on record that Shri/Smt .....  
currently working as ..... in ANERT is related  
to ....., who is the bidder in the bid. We are aware of  
the Anti-corruption policy of ANERT and will observe the highest standards during the  
procurement and the execution of contract and shall retain from corrupt, fraudulent,  
collusive or coercive practices on competing for the contract.

Signature

Name

Date

**Part II (To be submitted in Letter Head)**

**FINANCIAL BID FOR ENGAGING SECURITY GUARDS IN ANERT  
HEADQUARTERS**

**Tender No.ANERT-ADM/70/2024-OA1(HRM)**

Sl. No.	Particulars	Amount (Rs)
1	Wages for the whole month for 3 persons per day in 3 shifts. (Provision for engaging additional personnel beyond 26 working days in a month to be included)	.....
2	EPF Employer portion	.....
3	ESI Employer portion	.....
4	Other mandatory / statutory payments if any, cost of uniform	.....
5	Rate quoted for 8 hours of duty each in 3 shifts per day for one month for security guards (1+2+3+4 above)	.....
6	Administrative / service charges for one month	.....
7	Total amount quoted per month for security service (5 + 6 above) In figure	.....
8	Total amount quoted per month for security service (5 + 6 above) In words	.....
9	Applicable GST	
10	Total amount quoted per month for security service including GST (7 + 9 above) In figure	
11	Total amount quoted per month for security service (7 + 9 above) In words	

**(The price quoted shall be inclusive of all charges and including GST and valid for a minimum period of one year)**

Place:

Signature of Bidder

Date:

Name and Address of Bidder

Office Seal