

Invitation of Expression of Interest for Empanelment of
Agencies to Supply Drivers for E-Cars in 14 Districts of
Kerala

EMPANELMENT DOCUMENT

Notification No. ANERT-TECH/23/2020-D-T
Dated 12/03/2020

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GENERATED THROUGH
eOffice



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ANERT

AGENCY FOR NEW AND RENEWABLE ENERGY RESEARCH AND TECHNOLOGY
DEPARTMENT OF POWER, GOVERNMENT OF KERALA

Law College Road, PMG, Thiruvananthapuram 695033 • director@anert.in • www.anert.gov.in
Tel.: (+91-471) 2338077, 2334122, 2333124, 2331803 • Fax.: (+91-471) 2329853

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1. NOTICE

***Notification No. ANERT-TECH/23/2020-D-T
12/03/2020***

The government of India (GoI) is transitioning towards large scale deployment of cleaner mobility solutions in the country including deployment of Electric Vehicles and Electric Vehicle Charging Units as per G.O.(Ms). No.58/2018/Trans dated 29.09.2019. The government of India (GoI) is promoting Electric Vehicle (EV) adoption in India and has recently announced it's target to reach 25% of EV adoption by 2030. Kerala government is also working towards accelerating EV adoption. 1 million EVs on road by 2022 is the target, draft EV policy released by the kerala state. As per FAME INDIA SCHEME (faster adoption and manufacturing of electric vehicles) of Government of India and the approval of Electric vehicle policy of Govt of kerala, ANERT is planning to provide E-Cars to various government departments on lease contract basis.

As a part of this plan, ANERT has decided to prepare the list of empanelled agencies for the supply of skilled and semi-skilled experienced Chauffeurs (Drivers) for the lease control of Electric cars to Govt. depts. Hence Expression of Interest in accordance with the attached Pre-qualification criteria and financial terms and conditions are invited from reputed Agencies with GST and valid Registration Certificate as on date of submission of offers. Agency is capable for the supply of experienced Drivers holding Valid Indian Driving License.

If required number of agencies could not be listed during initial process of empanelment, the applications received on or before 25th of every month will be processed, provisional list will be published by 25th of Next month and after completing the necessary formalities of empanelment. The list of qualified agencies will be published in ANERT website.

The offers have to be submitted based on the qualification criteria and as

per the bid submission guidelines. This list will be valid for all Chauffeur (Driver) service under lease of E-Car project for Govt. depts. Seperate Price offers have to be submitted for the supply skilled and semi-skilled Chauffeur (Drivers) to E-Car project implemented by ANERT. The Documents for Expression of Interest can be downloaded from the website (www.anert.gov.in) of ANERT. The application will be received on 12 noon, 25th of March 2020 onwards at the office of Director, ANERT, Vikas Bhavan (PO), Thiruvananthapuram, 695 033 by post or by hand, along with application fee of Rs.1000/- as DD in favour of Director, ANERT, Thiruvananthapuram. The validity of the list will be for 1 year. This list will be updated as and when required.

Thiruvananthapuram

12/03/2020

Director

2. ABSTRACT

Notification No : **Notification No. ANERT-TECH/23/2020-D-T**
12/03/2020

Superscription : Invitation of Expression of Interest for
Empanelment of Agencies to Supply Drivers for
E-Car in 14 Districts (all over the Kerala)

Date of release of Invitation : 12/03/2020

Date of submission EOI by the agencies : 12:00 noon, 25th day of every month starting
from 25th March 2020

Place of opening Submission by Agencies: Office of the Director, ANERT, Vikas Bhavan.
PO, Thiruvananthapuram – 695 033, Kerala

Application fee : Rs 1000/- (Non refundable) DD

How to obtain the application form for Submit Eoi : To be downloaded from the website of
ANERT www.anert.gov.in

Thiruvananthapuram

12/03/2020

Director

3. GENERAL

3.1.This Expression of Interest is being invited for preparing the list of Empanelled Agencies for supply of Experienced Chauffeurs (Drivers) in 14 districts of Kerala. Only the agencies listed through this process will be eligible for the implementation of Chauffeur Service provided by ANERT. The validity of the list will be 1 year. The status of empanelment of any agencies in this list shall be terminated without notice, in case of their nonexistence/ other violations.

3.2.This list will be updated for the implementation of Chauffeur Service for E-Car in Kerala provided by ANERT.

4. ROLE OF ANERT

4.1 Empanelment of agencies for the supply of Uniformed Chauffeurs (Drivers) to 14 districts in kerala state.

4.2 Monitoring the performance of agencies based on service of skilled and semi-skilled Chauffeurs.

5. BIDDING PROCEDURE

5.1 Bid submission

5.1.1 Bids shall be submitted in two envelopes named:

- i) Envelope A - Pre-qualification
- ii) Envelope B- Financial offer

Envelope –B may contain Financial offer for Empanelment for the supply of Experienced drivers for E-Car.

5.1.2 If the bid does not contain the offer in 2 separate sealed envelopes Envelope – A and Envelope-B, the bid will be summarily rejected

5.1.3 Envelope –A (Pre-qualification), Envelope-B (Financial Bid) should be submitted separately in respective covers, serially numbered and tagged or filed as a bundle with Index and flagged in order, as detailed in next section.

5.1.4 All the pages in the downloaded document from the website should be duly filled, signed and sealed by the bidder.

Envelopes and contents

Envelop A shall contain:-

1. Covering letter for EoI as per format (ANEXURE-1) on firm's letterhead - **Flag-1**
2. Application fee of Rs.1000/- (Rupees One Thousand only) as DD in favour of Director ANERT payable at Thiruvananthapuram - **Flag-2**
3. Self Attested copy of Registration certificate issued by registrar of firm or other competitive authority - **Flag-3**
4. Self Attested copy of valid GST registration Certificate - **Flag-4**
5. Self Attested copy of certificate of Labour Registration issued by Labour department - **Flag-5**
6. Self Attested copy of Certificate of ESI Registration issued by Employees state insurance corporation - **Flag-6**
7. Self Attested copy of Certificate of EPF Registration issued by Employees provident fund organization - **Flag-7**
8. Self Attested copy of PAN CARD issued by Income Tax Department - **Flag-8**
9. Copy of Income Tax Return filed in last 2 years - **Flag-9**

Envelop B shall contain:-

Financial Bid (ANEXURE II A, B)

Superscription on envelopes

Envelope -A- Pre-Qualification for the supply of Semi-skilled Driver for E-Cars

Notification No. ANERT-TECH/23/2020 -D-T Dated 12/03/2020

Invitation of Expression of Interest for Empanelment of Agencies for the Supply of Semi-skilled Driver for E-Car in Kerala. *Notification No. ANERT-TECH/23/2020 -D-T Dated 12/03/2020*

From

[name and address of Agency]

To

DIRECTOR, ANERT,

Vikas Bhavan(PO)

Thiruvananthapuram

Pin-695 033

Envelope -B- Financial Bid for the supply of High-skilled Driver for E-Cars

Notification No. ANERT-TECH/23/2020 -D-T Dated 12/03/2020

Invitation of Expression of Interest for Empanelment of Agencies for the Supply of High-skilled E-Car drivers in Kerala. *Notification No. ANERT-TECH/23/2020 -D-T Dated 12/03/2020*

From

[name and address of Agency]

To

DIRECTOR, ANERT,

Vikas Bhavan(PO)

Thiruvananthapuram

Pin-695 033

6. EMPANELMENT PROCEDURE

Steps for Empanelment Procedure

- 6.1 Expression of interest from pre-qualified agencies (agencies that satisfy Pre qualification criteria) as decided by ANERT will be invited.
- 6.2 The notification for Expression of Interest will be made available on ANERT website.
- 6.3 The offers received up to 12 pm on 25th of every month will be considered for empanelment.
- 6.4 The price offers for the Chauffeur (Driver) service has to be submitted by the agencies in the prescribed format (ANEXURE-II A, B)

6.5 **Once the list of agencies are published by ANERT, each of the agencies has to submit an application for the Renewal of Empanelment shall be based on evaluation of their performance in the previous year**

7. GENERAL TERMS AND CONDITIONS

- 7.1 Director, ANERT reserves the right to add, remove, and clarify any of the terms and conditions contained herein.
- 7.2 All the lists/ announcements including dates related to the empanelment process, will be published on ANERT's website (www.anert.gov.in).
- 7.3 The Registration of Empanelled Agencies for supplying Chauffeurs (Drivers) all over Kerala shall be invited by ANERT and a list of qualified firms will be published.
- 7.4 Agency shall ensure availability of **adequate number of Chauffeurs (Drivers) in each district** in a manner that issues relating to Leave / rest of Drivers are addressed as per statutory rules / regulations. If failed to supply an alternate Driver for E-Car with in 12 hrs, Agency should pay a **Penalty amount of Rs. 2000 per day.**

7.5 Drivers so provided should be **well mannered and polite to officers** using the vehicle.

7.6 Drivers supplied by the Agency should be well **acquainted with district capital area.**

7.7 Drivers so provided **should not smoke or drink** while on duty and **should not play cards etc** during idle time.

7.8 In semi-skilled driver scheme Duty time more than 8 hrs per **day** will be considered as Overtime (ANEXURE II A).

7.9 In high skilled Driver scheme Duty time per day will be 12 hrs and duty more than 12 hrs will be considered as Overtime (ANEXURE II B).

7.10 Agency should provide **ESI and EPF** etc to the Concerned Drivers.

7.11 The **Minimum wage**, as per Minimum Wages Act (Gazette No.1024 SRO-272/2017 No.44/2017 Labour Order Dated 19 May 2017 & VDA order No.P3.Pdl/2020/DES dated 25/11/2019 of Government of Kerala) should be followed.

7.12 Agency should produce the proof of remittance of ESI / EPF details of Drivers to ANERT Head Quarters for release of next month payment.

7.13 The rate quoted by the agency should be below or equal to the upper limit rate specified by ANERT. The rates should be shown separately for Driver, GST, ESI, EPF etc (format ANEXURE-II A, B)

7.14 The rate quoted in the empanelled document can be reduced at any time based on the request of the bidder.

7.15 Agencies can give a **chance to reduce the rate to L1 rate** as per their interest. **Preference will be for L1 Agency.**

7.16 If required number of agencies could not be listed during initial process of empanelment, the applications received on or before 25th of every month will be processed and provisional list will be published by 25th of Next month and after completing the necessary formalities of empanelment the qualified agency will be listed in Empanelled list published by ANERT.

7.17 Agencies shall submit an agreement (on Kerala Stamp Paper of Rs. 200/-) as shown in ANEXURE III.

7.18 Empanelled Agency shall pay Security Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) as DD after opening the Financial bid.

8. ELIGIBILITY CRITERIA

Pre -qualification Criteria For Agency

Following documents are required for the pre-qualification of empanelment process :-

8.1 Agency should have **Registration certificate**, issued by registrar of Firms or other competent Authority.

8.2 The Agency should submit **Non refundable Application fee of Rs 1000/- (Rupees One Thousand only)** as DD in favour of Director ANERT payable at Thiruvananthapuram.

8.3 Agency should have **Certificate of GST registration**.

8.4 Agency should have **Certificate of Labour Registration** issued by Labour department.

8.5 Agency should have **Certificate of ESI Registration** issued by Employees state Insurance Corporation.

8.6 Agency should have **Certificate of EPF Registration** issued by Employees provident fund organization.

8.7 Agency should have valid **PAN CARD** issued by Income Tax Department.

8.8 The maximum rate quoted for semi-skilled driver per month for 8 hrs duty should be below Rs. 16,000/-(GST extra).

8.9 The maximum rate quoted for high skilled driver per month for 12 hrs duty should be below Rs. 25,000/-(GST extra).

ANNEXURE I

Format for Covering Letter

Sir,

I/We hereby express my/our interest to be included as an Empanelled Agency for supplying Chauffeurs (Drivers) for E-Cars in all over the Kerala, as per the terms and conditions, decided by ANERT. The work allotted to me/us will be completed within the time frame as per the work order from ANERT. I am/we are remitting herewith the required amount of Rs. 1000/- as application fee as DD No. Dated drawn on bank in favour of Director, ANERT payable at Thiruvananthapuram.

Yours faithfully

Place:

Signature

Date :

Name

Designation

(Office Seal)

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

ANNEXURE II A

FINANCIAL BID (for semi-skilled Driver)

Rate for supply of one Semi-skilled Driver per month:

Name of the Firm	Wage of Driver per month for 8 hours (Including EPF, ESI and LWF)	Extra Hours rate after 8 hours (Including EPF, ESI and LWF)
	Total -	

The Minimum Wages Act (Gazette No.1024 SRO-272/2017 No.44/2017 Labour Order Dated 19 May 2017 & VDA order No.P3.Pdl/2020/DES dated 25/11/2019 of Government of Kerala) should be followed.

Place:

Signature

Date :

Name

Designation

(Office Seal)

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

NB: The maximum rate quoted for semi-skilled driver per month should be below Rs. 16,000/- (GST extra).

ANNEXURE II B

FINANCIAL BID (for high skilled Driver)

Rate for supply of one high-skilled Driver per month:

Name of the Firm	Wage for each Driver per month for 12 hours (Including EPF, ESI and LWF)	Extra Hours rate after 12 hours (Including EPF, ESI and LWF)
	Total -	

The Minimum Wages Act (Gazette No.1024 SRO-272/2017 No.44/2017 Labour Order Dated 19 May 2017 & VDA order No.P3.Pdl/2020/DES dated 25/11/2019 of Government of Kerala) should be followed.

Place:

Signature

Date :

Name

Designation

(Office Seal)

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

NB: The maximum rate quoted for high skilled driver per month should be below Rs. 25,000/- (GST extra).

ANNEXURE III

(In stamp paper worth Rs. 200/- Rupees Two hundred only)

I (Name, Designation) authorised signatory of

.....

(Name and full address of the Agency) hereby undertake that

1. Agency shall ensure availability of **adequate number of Chauffeurs (Drivers) in 14 districts of kerala** in a manner that issues relating to Leave / rest of Drivers are addressed as per statutory rules / regulations. If failed to supply an alternate Driver for E-Car with in 12 hrs, Agency should pay a **Penalty amount of Rs. 2000 per day**.
2. Drivers so provided should be **well mannered and polite to officers** using the vehicle.
3. Agency should **replace the Driver immediately** if any misbehavior occurred from the supplied driver.
4. Drivers supplied by the Agency should be well **acquainted with district capital area** and should have **neat and clean Uniform with name badge**.
5. Drivers so provided **should not smoke or drink** while on duty and should not play cards etc during idle time.
6. Agency should provide **ESI and EPF** etc to the Concerned Drivers as per Rules.
7. Agency should provide **Minimum wages** to Drivers, as per Minimum Wages Act (Gazette No.1024 SRO-272/2017 No.44/2017 Labour Order Dated 19 May 2017 & VDA order No.P3.Pdl/2020/DES dated 25/11/2019 of Government of Kerala)
8. Agency should produce the proof of remittance of **ESI / EPF details of Drivers to ANERT Head Quarters for release of next month payment**.

9. The rate quoted for the supply of Drivers should be inclusive of all taxes.

10. **Empanelled Agency shall pay Security Deposite of Rs. 25,000/-
(Rupees Twenty Five Thousand only) after opening the Financial Bid.**

11. All the above terms and conditions are Acceptable to me/us.

Place:

Signature

Date :

Name

Designation

(Office Seal)