



<b>Basic Details</b>			
<b>Organisation Chain</b>	ANERT		
<b>Tender Reference Number</b>	ANERT-TECH/215/2023-T4		
<b>Tender ID</b>	2023_ANERT_625220_2	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply and Service
<b>Tender Category</b>	Goods	<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

<b>Payment Instruments</b>		
<b>Online Bankers</b>	<b>S.No</b>	<b>Bank Name</b>
	1	SBI MOPS

<b>Cover Details, No. Of Covers - 2</b>			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
		.pdf	All other documents
2	Finance	.xls	Financial Bid
		.pdf	Financial Bid

<b>Tender Fee Details, [Total Fee in ₹ * - 950]</b>			
<b>Tender Fee in ₹</b>	950		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	Yes		

<b>EMD Fee Details</b>			
<b>EMD Amount in ₹</b>	10,000	<b>EMD through BG/ST or 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

<b>Work /Item(s)</b>					
<b>Title</b>	Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala				
<b>Work Description</b>	Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala				
<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>	Vehicles/Vehicle Spares	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	45	<b>Period Of Work(Days)</b>	15
<b>Location</b>	Malappuram and Kasaragod	<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		

<b>Critical Dates</b>			
<b>Publish Date</b>	12-Dec-2023 01:30 PM	<b>Bid Opening Date</b>	20-Dec-2023 04:00 PM
<b>Document Download / Sale Start Date</b>	12-Dec-2023 01:30 PM	<b>Document Download / Sale End Date</b>	20-Dec-2023 03:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	12-Dec-2023 01:30 PM	<b>Bid Submission End Date</b>	20-Dec-2023 03:00 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	278.83

  

<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	EV2WRe.pdf	ReTender Document	686.02
	2	BOQ	BOQ_953916.xls	Financial Bid	351.50

**Tender Inviting Authority**

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

***Retender for the Procurement of 2 Nos of Electric  
Vehicles on Outright Purchase Basis for use in ANERT  
District Offices in Malappuram and Kasaragod District  
of Kerala***

**Ref. No.: ANERT-TECH/215/2023-T4**

### **PART – 1: GENERAL CONDITIONS**

**Date of Publishing of Bids : - 12/12/2023**

**Last Date of Submission of Bids : - 20/12/2023**

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## E-TENDER NOTICE

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Competitive e-tenders in two cover system with Earnest Money Deposit (EMD) and Price Bid in accordance with the technical requirements are invited from reputed Manufacturers / Authorised Distributors of Electric 4-Wheelers in the ***Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala.*** 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

CEO

12/12/2023

## TENDER ABSTRACT

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Ref. No.	<b>ANERT-TECH/215/2023-T4</b>
Name of Work	<b>Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala</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	20/12/2023 @ 3.00 PM
Date and Time of opening the Tender	20/12/2023 @ 4.00 PM
Cost of Tender form	<b>Rs. 950/- (Including GST)</b>
EMD	<b>Rs. 10,000 (Refundable)</b>
Warranty period	3 years
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 Law College Road, Vikas Bhavan. PO, Thiruvananthapuram - 695 033, Kerala

Thiruvananthapuram

12/12/2023

Sd/-  
CEO

# GENERAL TERMS AND CONDITIONS FOR E-PROCUREMENT

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This e-Tender is being published for the Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala. 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: [helpetender@gmail.com](mailto:helpetender@gmail.com)/[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: (not applicable)
- 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. In case bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser along with the query shall be e-mailed by the bidder to the help desk (**helpetender@gmail.com/etendershelp@kerala.gov.in**), for resolution of the problem. At the same time, problem must be intimated to the concerned Tender Inviting Authority via email.
- vi. The time taken to ascertain, evaluate and suggest a solution for the problem reported by bidder may vary from case to case. Hence bidders are advised to submit the bid **at least 2 working days before the due date** and time of bid submission to avoid any last-minute issues that may come up.
- vii. Opening of Bid and Bidder short-listing: The single cover bids will be opened, evaluated and shortlisted as per the eligibility. Failure to submit the required documents online will attract disqualification. Price bids of the eligible bidder's will open the same day of opening and the work will be awarded.

### **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:

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

- i. Tender documents downloaded (signed with office seal)
- ii. Summary of Bid qualification requirement (Annexure A)
- iii. Agreement in the prescribed format (Annexure 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
- 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 purchase regarding execution of the order, to prove the experience in executing similar orders, as specified
- ix. Detailed Brochure of the vehicle being proposed
- x. Declaration by the bidder (format as in Annexure – C)
- xi. Declaration of relationship with ANERT employee (format as in Annexure - D)

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

**Envelop -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 EARNEST MONEY DEPOSIT (EMD)

- 4.1 The Bidder shall pay, a tender document fee of Rs. 8,850/- and Earnest Money Deposit or Bid Security of Rs. 1,00,000/-. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

4.2 Bidders who are registered as or under MSME / MSE / NSIC / Udhog Aadhar OR Central/State PSE are exempted from paying EMD and Tender Fee.

4.3 Online Payment modes: The tender document fees 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	ShamraoVithal 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	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu 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. 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 factories/godown with detailed postal address and pin code, telephone and fax nos. etc. in their tenders 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 requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in this proposal. 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 Suppliers / 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. 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 TENDER

## **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 is 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 WORKS**

The successful bidder should sign the contract agreement within 7 days of issue of work order. The successful bidder should start the services as defined in the scope of work within 15 days of Issue of work order.

### **16. GOVERNMENT OF KERALA – 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 requires 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.

## **BID QUALIFICATION REQUIREMENTS**

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### **17. BID QUALIFICATION REQUIREMENTS**

- 17.1 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.
- 17.2 An agreement in Rs.200/- Kerala stamp paper as per the format given in Annexure B must be submitted along with e-tender document.
- 17.3 In case of Authorised Distributors, authorisation letter from the OEM regarding participation in the tender must be submitted.
- 17.4 Bidder should have cumulative experience of supply of at least 5 Nos. of Electric 2-Wheelers.
- 17.5 The bidder's company/firm must not have been debarred / blacklisted by any Govt. Dept., agency, PSUs / institution / agencies / autonomous organisations. The bidder shall submit a self-certification by an authorized person duly notarized to this effect.
- 17.6 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.

#### **17.2 Eligibility Requirement**

- The detail of eligibility requirements is provided in the table below. The bidders are required to furnish the required supporting documents along with the Technical Bid.

<b>S. No.</b>	<b>Criteria</b>	<b>Documents Required</b>
1.1	The Bidder should have any of the following legal status:	a) In case of Company – Copy of Registration/ Incorporation Certificate



	<p>a) Body incorporated in India under the Companies Act, 2013 including any amendment thereto; OR</p> <p>b) Body incorporated in India under the Limited Liability Partnership (LLP) Act, 2008 including any amendment thereto; OR</p> <p>c) Firm registered under Partnership Act, 1932 in India; OR</p> <p>d) Sole Proprietor</p> <p>In case of JV, all the members must fulfil this requirement and submit the documents as per the Tender Document.</p>	<p>b) In case of LLP – Copy of Deed of Partnership</p> <p>c) In case of Partnership – Copy of Deed of Partnership</p> <p>d) In case of Sole Proprietor – Duly notarized Undertaking from Sole proprietor</p>
1.2	Bidder must have GST Registration	Copy of GST registration certificate
1.3	The Bidder must have valid PAN Number	Copy of Pan Card
1.4	The bidder should be having unblemished record and must not be blacklisted or declared ineligible for corrupt & fraudulent practices by “any state/ central government” department/ company / entity” as on date of bid opening.	The bidder shall provide an Undertaking as per the format provided as Format A.

### 10.3 Qualification Requirement

The details of qualification requirements are provided in the table below. The bidders are required to furnish the required supporting documents along with the Technical Bid.

S. No.	Criteria	Documents Required
1.1.	<b>Technical Criteria</b>	
	Bidder should have cumulative experience of supply of at least 5 Nos. of Electric 2-Wheelers.	The copy of invoices for the EVs supplied
1.2.	<b>Financial Criteria</b>	
1.2.1.	The Bidder should have positive net worth in at least 2 years out of the last five Financial Years (FY 17-18, FY 18-19, FY19-20, FY20-21 & FY21-22).	1. Certificate fulfilling required financial criteria in the name of Bidder duly certified by Practicing Chartered Accountant as per the format provided Format B, duly mentioning UDIN
1.2.2.	Minimum Average Annual Turnover (MAAT) during any 2 best out of last five financial years (FY 17-18, FY 18-19, FY19-20, FY20-21 & FY21-22) of the bidder shall not be less than 10 Lakhs.	2. Firm’s Annual Audit Report, Balance sheet, Profit & Loss and Income Tax Returns / CA certificate for last Five years i.e., FY: FY 17-18, FY 18-19, FY19-20, FY20-21 & FY21-22

## CONDITIONS OF CONTRACT

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### 18. GENERAL CONDITIONS

- 18.1 The tenders should be submitted online at [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)
- 18.2 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.
- 18.3 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.
- 18.4 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.
- 18.5 Tenders subject to conditions will not be considered. They are liable to be rejected on that sole ground.
- 18.6 Every tenderer should send along with his tender an Earnest Money Deposit. This may be paid online at the e-tenders website.
- 18.7 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.
- 18.8 The final acceptance/rejection of the tenders rests entirely with CEO, ANERT who do not bind themselves to accept the lowest or any tender.
- 18.9 In the case of materials of technical nature, the successful tenderer should be prepared to guarantee satisfactory performance for a period of guarantee 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 contractor 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:

- a) The successful tenderer shall sign a tripartite agreement with ANERT & Smart City Thiruvananthapuram Ltd within the period specified in the letter of acceptance of this tender. The amount of stamp duty for the agreement must be in compliance with G.O.(P) No.113/2019/TD. dtd 24.07.2019 with respect to public works. The successful tenderer shall deposit a sum equivalent to 3% 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. The amount of security may be deposited in the manner prescribed to be specified in the work order issued by ANERT.
- b) There will be no exemption for MSE's in depositing this security amount. 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.
- c) In cases where a successful tenderer, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials 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.
- d) If the contractor 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 contractor.

18.10 The Security deposit shall, subject to the conditions specified herein be returned to the contractor within three months after the expiration of the contract but in the event of any dispute arising between ANERT and the contractor, 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 contractor. 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.

18.11 (a) All payments to the contractors will be made by M/s Smart City Thiruvananthapuram based on the recommendations made by ANERT in due course

(b) All incidental expenses incurred by SCTL/ANERT for making payments outside the State in which the claim arises shall be borne by the contractor.

18.12 The contractor shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The contractor 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 contractor or the subcontractor upon such rescission. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

18.13 In case the contractor 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 contractor 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 contractor 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 contractor, 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 contractor or his sureties in respect of any breach of contract committed by the contractor. All expenses and damages caused to ANERT by any breach of contract by the contractor shall be paid by the contractor to ANERT and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

18.14 In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor 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 contractor 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 contractor 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 contractor aforesaid.

18.15 Any sum of money due and payable to the contractor (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

contractor with ANERT or any other person authorised by ANERT. Any sum of money due and payable to the successful tenderer or contractor from ANERT shall be adjusted against any sum of money due to ANERT from him under any other contracts.

- 18.16 Every notice hereby required or authorised to be given may be either given to the contractor 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 contractor 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 contractor 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.
- 18.17 The tenderer shall undertake the installation and commissioning of the system according to the standards and specification.
- 18.18 No representation for enhancement of rate once accepted will be considered.
- 18.19 The prices quoted should be inclusive of GST and all other expenses which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
- 18.20 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.
- 18.21 The tenderer should send along with this 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.
- 18.22 **Conditions in the technical document, technical specifications and special conditions of this tender document would override these general conditions, wherever applicable.**
- 18.23 ANERT, by notice sent to the Supplier, 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.

- 18.24 E-tender shall be opened at the time and date announced in the tender notice, and the price bid will be evaluated on the same day.
- 18.25 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.
- 18.26 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.

## **19. SPECIAL CONDITIONS**

- 19.1 Each bidder should submit only one (1) bid. Any bidder who `submits/participates in more than one bid for the work shall be disqualified.
- 19.2 The tenders will be opened in the presence of bidders present 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.
- 19.3 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.
- 19.4 **During the tender evaluation, ANERT may seek more clarifications/details from any or all of the tenderers, if felt necessary.**
- 19.5 The price bids of the tenderers, which submitted the required documents only will be opened and the L1 bidder will be awarded the work of supply and installation of items after fulfilling all the requirements.
- 19.6 **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.**
- 19.7 **The rate quoted should be all inclusive including delivery of the vehicles, any incidental expenses for unloading, GST and all other expenses.**
- 19.8 **The price quotes should be inclusive of initial cost of supply, maintenance during the warranty period of 3-years.**

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

19.10 The evaluation of the price bid will be based on the grand total of all-inclusive amount quoted excluding GST.





**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**

***Retender for the Procurement of 2 Nos of Electric  
Vehicles on Outright Purchase Basis for use in ANERT  
District Offices in Malappuram and Kasaragod District  
of Kerala***

**Ref. No.: ANERT-TECH/215/2023-T4**

### **PART – 2: SCOPE OF WORKS**

**Date of Publishing of Bids : - 12/12/2023**

**Last Date of Submission of Bids : - 20/12/2023**

## SCOPE

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### 20. INVITATION TO BID

- 20.1 **ANERT is the State Agency for Renewable Energy in Kerala** having its Headquarters at Thiruvananthapuram, Kerala and various district level offices.
- 20.2 In order to meet the requirements, ANERT proposes to invite bids from Manufacturers / Authorised distributors of Electric 2 Wheelers for the Supply of 2 Nos of Electric scooters as per details/**scope of work** mentioned in this tender document.
- 20.3 Bidder shall mean any entity (i.e. juristic person) who meets the **eligibility criteria** of this tender and willing to provide the Services as required in this bidding document. The interested Bidders who agree to all the terms and conditions contained in this document may submit their Bids with the information desired in this bidding document.
- 20.4 Address for submission of Bids, contact details including email address for sending communications are given in this tender document.
- 20.5 This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.
- 20.6 Interested Bidders are advised to go through the entire document before submission of Bids to avoid any chance of elimination. The eligible Bidders desirous of providing services to ANERT are invited to submit their technical proposal in response to this tender. The criteria and the actual process of evaluation of the responses to this tender and the selection of Bidder will be entirely at ANERT's discretion. This tender seeks proposal from Bidders who have the necessary experience, capability & expertise to provide ANERT the proposed Services adhering to its requirements outlined in this tender.

### 21 SCHEDULE OF SUPPLY

- 21.1 The items should be delivered at ANERT District Offices in Kasaragod and Malappuram Districts of Kerala.

21.2 The successful bidder should complete the Supply of the vehicles within 21 days from the date of issue of work order.

21.3 Penalty for delay in supply and installation will be imposed at 0.5 % per week up to a maximum 10%. In case of delay in supply and installation, CEO, ANERT may cancel the contract and take recourse to other action as deemed appropriate. Order will be cancelled if the delay of service is more than this time period and work will be issued to the second successful bidder

## 22. SCOPE OF WORK

The broad scope of the bidder(s) shall include Testing, Inspection, Supply, Transportation, Complete system warranty & Transit insurance, delivery to project site etc.

ANERT intends to Procure 2 Nos of Electric Scooters for official field use complying with the technical requirements and specifications are below:

SN	Location of Delivery	Qty
1	ANERT District Office, Malappuram	1
2	ANERT District Office, Kasaragod	1
<b>Total</b>		<b>2</b>

### 22.1 Comprehensive extended on-site warranty and Annual Maintenance Contract (AMC) requirement

- a. The Bidder must provide a comprehensive extended on-site warranty package for a duration of 3 years from the date of delivery of vehicle. The bidder must provide AMC for a duration of 2 years beyond the Warranty period. Exclusions such as wear and tear parts must be clearly mentioned.
- b. The AMC would also include periodic preventive maintenance as specified by the OEM. The bidder along with this bid should submit a preventive maintenance protocol including periodicity (time or Km usage) of change of components **(Format-C)**.
- c. The service and maintenance facilities must be available at both Malappuram and Kasaragod Districts, preferably in city limits.
- d. The comprehensive extended on-site warranty and AMC package must clearly

mention turn- around times for repairs and any assumptions thereof. The turn-around time for repairs should be no longer than 8 working hours (for non-accidental cases) from vehicle reaching the service center to readiness for dispatch with the issues resolved. The bidder is expected to clearly specify the authorized workshop timings as a part of the bid.

- e. The successful bidder(s) should also facilitate the registration of the EV 2-Wheelers in the name of its District Engineers. The cost of the registration should be borne by the manufacturer or its agents. The Supplier shall quote including all the RTO registrations, Bumper-to-Bumper Insurance for 3 years, GPS charges and other recurring charges during the warranty period and all other octroi
- f. The cost of high security number plate should be included in the cost of E-Car quoted by the bidder
- g. The successful bidder(s) are also expected to actively participate in the training of drivers which would be conducted by ANERT from time to time.
- h. The bidder shall be responsible for ensuring the fitness and safety of all E- Scooters supplied to ANERT including the Logos of the department
- i. The bidder in the bid should submit the entire component wise Bill of Material (BOM) list with associated costs (**Format-C**).

The functionality and specification of the electric cars (unless otherwise mentioned in this document) need to be in accordance with the below mentioned information with latest amendments

#### **22.2 Product Specification- E-4 wheeler Car**

The desired functional and technical specifications of E-cars (applicable in Indian conditions) for supply are given below. However, the intent is not to specify and capture all the aspects of design and installation associated with E-Scooters mentioned herein. It shall be the obligation of bidder(s) that all the systems, sub-systems and equipment's/devices shall conform in all respect to high standards of engineering, design and workmanship, and shall be capable of performing continuous commercial operation as per best industry standards.

Sl. No	Component	Description
1.	Approval & Certification	E Scooters should have all the applicable approvals from competent Authority like Automotive Research Association of India (ARAI), ICAT (International centre for Automotive Technology) or equivalent. ARAI / ICAT certificate(s) should reflect clearly each of technical specifications claimed by the bidder.  Vehicle shall be fully compliant with the Government's " <b>Make in India</b> " campaign.
2	Vehicle design	Shall be safe, durable, stable, rust proof, fire retardant and water proof. Materials used for manufacture shall be vandalism proof.
3	Scope of Supply	The successful bidder has to supply all essential accessories required for the 2-wheeler as per norms.
4	Seating Category	1+1-seater
5	TOP speed (Kmph)	80kmph and above
6	Driving range (Certified)	140 km per full charge
7	Driving range (Actual)	100 km and above per full charge
8	Gradient capacity	Minimum 10 degrees to 15 Degrees
9	Fuel Type	Battery operated
10	Battery type	Lithium Ferro Phosphate Battery with IP67 rating or equivalent
12	Charging time 0-100% @ std. conditions	Full charging within 6 hours
13	Battery Warranty	Minimum 5 years or 60,000km
14	Reverse gear	Yes
15	Motor type	PMSM
16	Motor Power	6 kW (Peak)   3 kW (Continuous)
17	Electrical Safety requirements	Adequately rated circuit breakers and protection should be available in the electrical parts of the vehicle.
18	Additional features	High quality electronic switches, retractable luggage hook, Under seat storage and reverse break switch.
19	Regenerative Braking	Should be enabled

20	Lighting	LED type Head lamp, Tail lamp and side indicators in front and rear.
21	Braking system	CBS /Disk/ Drum
22	Rear Suspension	Mono Schock
23	Warranty for Motor /Vehicle /Battery and accessories	Comprehensive 3 Years warranty for Vehicle, and charging unit, Motor and Controller unit
24	GPS	AIS 140 compliant real-time GPS tracking. Vehicle should be able to transmit real time location - GPS via GSM/ GPRS through API (as per MORTH, Nov 2016).
25	Trial Run	The evaluation of technical bid will also consist of trial run of the sample of the vehicle as mentioned in the technical bid to be delivered and tested by the technical Evaluation committee at ANERT HQ, Thiruvananthapuram.
26	Service Centre	The Supplier should have dedicated service centre at Kasaragod & Malappuram District and the name and address should be mentioned in the Technical Bid.

- All wiring within the vehicle shall be concealed properly
- Charging ports/points should be on the exterior body of the vehicle with a designated flap.
- Various design elements (decals and logos) would be informed by ANERT as per requirements and would be specified by ANERT based on the design.
- Charging cable of length of at least 10 m should be provided to enable AC charging.
- The key features expected from the E-car are provided in the table below:

### 22.3 Vehicle Registration

- a. The successful bidder(s) must complete the registration of the Electric Vehicle at the respective RTO before delivery at respective ANERT offices in Malappuram and Kasaragod; and all the cost incurred for the same must be borne by the bidder. The statutory payments such as Road tax, Comprehensive Bumper to Bumper Insurance and Third-Party Insurance for 3 years, cess and any other expenditure in this regard.

- b. The bid amount quoted must be the 'On Road' price taking into account all the parameters mentioned in this tender document.

#### **22.4 AC Slow charger**

- a. The charging facility at designated offices shall be provided by the bidder as per approved system.
- b. All the approval as required for EV slow charging facility will be the responsibility of bidder.

#### **22.5 List of Accessories to be provided additional with each E-vehicles**

- Seat Cover
- Frunck
- Mudflap
- Side Step
- Teflon Coating (Crystal Paint Protection)
- Helmet

### **23. SELECTION PROCEDURE**

ANERT will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in three stages as:

#### **23.1 Level - I (Technical Evaluation):**

ANERT shall evaluate the technical bid(s) to determine whether these qualify the essential eligibility criteria, whether the bidder has submitted the EMD whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to submitted with technical bid are submitted and whether bids are completed and generally in order. A detailed proposal to be submitted as part of the bid including BoM.

After evaluation of technical bid(s), a list of the qualifying bidder(s) shall be made. Short-listed bidder(s) shall be informed of the date, time and place of opening of financial bid(s) (online).

#### **23.2 Level - II (Allocation of works)**

- i. The financial bids of all the technically qualified bidders will be opened and shall be evaluated. The work will be awarded to the lowest bidder complying

## **24. PERFORMANCE SECURITY**

The successful bidder has to remit an amount @ 3% of the total amount quoted by them as performance security deposit in terms of Bank Guarantee/Deposit having validity for 3 months from the date of agreement. The bank guarantee/deposit will be released/refunded to the successful bidder after completion of the contract period after deducting the penalties if any.

## **25. PAYMENT**

25.1 No advance payment will be given. All the documents submitted should be certified by the concerned official of ANERT and will be forwarded to Smart City Thiruvananthapuram for release of payments.

25.2 The terms of payment are as shown below:

<b>Payment Milestone</b>	<b>Payment Terms</b>	<b>Conditions</b>
<b>Delivery of Vehicle</b>	100 % of the amount for the quantity delivered on receipt of delivery by ANERT authorized representative. This payment would be considered as supply payment and would be made to the successful bidder(s).	Payment shall be released on delivery of vehicles within 30 days after receipt of original invoice at ANERT with receipt acknowledged, signed and stamped.

25.3 Income tax, contribution to workers' welfare fund and other statutory deductions shall be made from the payment as per prevailing norms.



## 26. QUALITY CONTROL / INSPECTION

- i. ANERT reserves the right to visit the manufacturing site or the supply chain for quality inspection at any time. ANERT at its discretion may order the testing of random samples (if an Automotive Research Association of India, (referred to as ARAI hereinafter) accredited Testing Laboratory is available) or at any other third-party ARAI-accredited laboratory at cost of the E-Car manufacturer.
- ii. Pre-Dispatch Inspection
  - a. All materials/equipment manufactured by the EV 2-Wheeler manufacturer against the Supply order shall be subject to inspection, check and/or test by the ANERT or its authorized representative at all stages and place, before, during and after the manufacture.
  - b. The successful bidder(s) shall submit specifications and data sheets of key components including battery, motor etc. as might be requested at least 48 hours in advance of pre- dispatch inspection date.
  - c. The EV 2-Wheeler manufacturer shall maintain and provide statutory test certificates for each supplied batch, confirming compliance to the technical specifications and other tender/LOA requirements. The Test Certificate needs to be transmitted electronically to ANERT at least 48 hours in advance of pre-dispatch inspection date. Only those batches meeting compliance shall be dispatched by the supplier.
  - d. If upon delivery, the material / equipment does not meet the specifications, the material / equipment shall be rejected and returned to the supplier for repairs / modification, etc. or for replacement. In such cases, all expenses including the to-and-fro freight, any other costs, etc. shall be to the account of the E-car manufacturer.
  - e. All tests shall be carried out as per the relevant standards followed by ARAI, and the E-scooter manufacturer shall submit the relevant test reports.
- iii. Documentation along with supply of EV 2-Wheeler

The bidder(s) shall provide the following documents (both hard copy and soft copy) to ANERT for reference:

- a. Manual / Guide: User Manuals
- b. FAQ
- c. OEM Functional Manuals
- d. Troubleshooting Guides
- e. Necessary regulatory documentation

Other than the regulatory documentation, the above-mentioned documents shall be provided in the word format to provide flexibility for customization, if required

## **27. WARRANTY**

- i. The complete system should be warranted against any manufacturing defect or bad workmanship at least for a period of 3 (Three) years from the date of delivery and acceptance of the vehicles. This includes replacements of spare part and labour if any.
- ii. Warranty certificate to the above effect must be furnished along with the commissioning reports. Any defect noticed during warranty period should be rectified / replaced by the supplier free of cost upon due intimation by ANERT.

## **28. INSURANCE**

The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. For delivery of goods at site, the insurance shall be obtained by the Contractor, for an amount not less than the Contract Price of the goods from “warehouse to warehouse” (final destinations) on “All Risks” basis including War risks and strikes

## **29. STANDARDS**

The Design, Engineering, Manufacture, Supply, Installation, Testing and performance of the equipment shall be in accordance with latest appropriate Indian Standards and as detailed in the Technical Specifications of the bid document. The goods supplied under this contract shall confirm to the Standards mentioned, where appropriate Standards and Codes are not available, other suitable standards and codes as approved by the authoritative Indian Standards shall be used.

## 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;">Mobile: Land Phone Fax Email</div>	
4.	Name and Designation of the authorised signatory	
5.	Whether the bidder is a bonafide manufacturer/ Authorised Distributor of OEM of the item tendered (Yes/No)?	
6.	Details of EMD submitted along with the bid in favour of CEO ANERT	
7.	Annual turnover of the firm during last five years (Rs.) (Proof to be enclosed)	2021-22 .....  2020-21 .....  2019-20 .....  2018-19 .....  2017-18 .....
8.	No. of service centres /Authorised service providers in Thiruvananthapuram (Proof to be enclosed)	
9.	Whether Bidder was/is De-barred by ANERT (Yes/No)? If 'Yes' period of De-Barring:	

10.	Agreement submitted (Yes/ No)?	
-----	--------------------------------	--

Documentary evidence 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 .....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 ***Retender for  
the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in  
ANERT District Offices in Malappuram and Kasaragod District of Kerala*** 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 & 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  
Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for  
use in ANERT District Offices in Malappuram and Kasaragod District of Kerala

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 percent 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 subcontractors 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

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

Tender Notification No.: .....  
Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala

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

## **FORMAT A – UNDERTAKING FOR NO BLACKLISTING & NO BANNING**

*(To be provided on Rs.200 Non-Judicial Stamp paper. In Case of JV the following format is to be provided by Each Member of the Joint Venture on their respective letterhead, signed by respective authorized Signatory along with Authorized Signatory for which POA is attached with Bid))*

### **Undertaking for No Blacklisting & No Banning**

To

The CEO  
ANERT

**Sub:** Retender for the Procurement of 2 Nos of Electric Vehicles on Outright Purchase Basis for use in ANERT District Offices in Malappuram and Kasaragod District of Kerala

I / We hereby declare that presently our Company/Limited Liability Partnership/ Partnership Firm/ Sole Proprietorship is having unblemished record and is not declared ineligible for corrupt/fraudulent practices by any State/Central Government/PSU on the date of Bid Submission.

I / We further declare that presently our Company/Limited Liability Partnership/ Partnership Firm/ Sole Proprietorship is not blacklisted and not declared ineligible for reasons other than corrupt/fraudulent practices by any State/Central Government/PSU on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**(Signature & Seal of Authorized Signatory for which POA attached)**

**Name of Authorized Signatory:**

**Designation:**

**Date:**

**Place:**

## FORMAT B – CERTIFICATE OF BIDDER’S FINANCIAL QUALIFICATION

(On Letterhead of the respective entity for which the below details are provided.)

### Financial Qualification Certificate

(Rupees in Crores)

S/N	Financial parameters	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
1.	<b>Net Worth</b>					
a)	Paid up Capital					
b)	Free Reserves and Surplus*					
c)	Misc expenses to the extent not written off					
	<b>Net Worth (a+b-c)</b>					
2.	<b>Annual Turnover **</b>					

\* Free Reserve and Surplus shall be Exclusive of Revaluation Reserve, written back of Depreciation Provision and Amalgamation.

\*\* Annual total Income/ turnover as incorporated in the Profit and Loss Account excluding non-recurring income, i.e., sale of fixed asset etc.

It is certified that all the figures are based on audited accounts read with auditors report and Notes to Accounts etc.

#### (Signature & Seal of Authorized Signatory

Name of Authorized Signatory:

Certifying Chartered Accountant:

Designation:

Name of Firm:

Date:

UDIN No:

Place:

Date:

Place:

#### Note:

1. In addition to above certificate from Chartered Accountant, Bidder is required to submit Firm's Annual Audit Report, Balance sheet, Profit & Loss and Income Tax Returns / CA certificate for last Five years i.e., F.Y: 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.

## FORMAT C – COMPONENT

### **BILL OF MATERIAL FORMAT**

#### **BOM Details for E-Scooters**

*(to be filled-up, scanned and uploaded as part of Bid documents ONLINE)*

**Name of the Bidder:** \_\_\_\_\_

**Tender No.** \_\_\_\_\_

Sr. No.	Part Name	Part number	Price per unit (excl. of taxes, levies, etc.) (in Rs.)	Periodicity of Replacement	
				In yrs.	In Km.
1.					
.....					

Bidder is expected to add rows to this table.

#### **Preventive Maintenance Protocol including periodicity**

Sr. No	Services provided and components and consumables changed / replaced during maintenance	Periodicity of Replacement	
		In yrs.	In Km.
1.			
.....			

#### **SERVICE STATION'S LOCATIONS:**

S.No.	Full Address of Service Station	Whether company owned/ franchise/ other	Name and details of contact person