



Basic Details

Organisation Chain	ANERT		
Tender Reference Number	ANERT-ADM/93/2024-OA1(HRM)		
Tender ID	2024_ANERT_674165_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EPC Contract
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	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	PQ Documents
2	Finance	.xls	Financial Bid
		.pdf	Financial Bid

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

Tender Fee in ₹	590	Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	Yes				

EMD Fee Details

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

Work / Item(s)

Title	Providing Cleaning Staff for ANERT Headquarters, Thiruvananthapuram				
Work Description	Providing Cleaning Staff for ANERT Headquarters, Thiruvananthapuram				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Solar Power Plants	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	75	Period Of Work(Days)	50
Location	ANERT Headquarters, Thiruvananthapuram	Pincode	695033	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Online
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	03-Jun-2024 06:15 PM	Bid Opening Date	18-Jun-2024 03:00 PM
Document Download / Sale Start Date	03-Jun-2024 06:15 PM	Document Download / Sale End Date	18-Jun-2024 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	03-Jun-2024 06:15 PM	Bid Submission End Date	18-Jun-2024 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT and Abstract	276.65

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TD.pdf	Tender Document	498.55
	2	BOQ	BOQ_1048541.xls	Financial BId	353.00

Tender Inviting Authority

Name	CEO ANERT
Address	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 , projects@anert.in

E-TENDER DOCUMENT

***Providing Cleaning Staff for ANERT Headquarters,
Thiruvananthapuram***

Ref. No.: ANERT-ADM/93/2024-OA1(HRM)

VOLUME – 1: GENERAL CONDITIONS

Date of Publishing of Bids : 03-06-2024

Date of Submission of Bids : 19-06-2024

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E-TENDER NOTICE

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 Cleaning Staff 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

03-06-2024

Sd/-

Chief Executive Officer
ANERT

TENDER ABSTRACT

Ref. No.	ANERT-ADM/93/2024-0A1(HRM)
Name of Work	Providing Cleaning Staff for ANERT Headquarters, Thiruvananthapuram
Download of Tender Form	http://www.etenders.kerala.gov.in
Last date of submission of Tender	18-06-2024, 2.00 PM
Date and Time of opening the Tender	18-06-2024, 3.00 pm
Cost of Tender form	Rs. 590/- (Incl 18% GST)
EMD	Rs. 22,500/-
Availability of Tender Forms	Website http://www.etenders.kerala.gov.in
Place of opening of tender	Office of CEO, ANERT PMG - Law College Road, Vikas Bhavan. PO, Thiruvananthapuram , Kerala- 695 033

Thiruvananthapuram
03-06-2024

Sd/-
Chief Executive Officer
ANERT

GENERAL TERMS AND CONDITIONS FOR E-PROCUREMENT

This e-Tender is being published for Providing Cleaning Staff 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). 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

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. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.
- 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 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. 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, if found necessary.
- iii. Publishing of Corrigendum: All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.

- iv. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. 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) and 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
- 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 FEE 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 fee 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.

A) Internet Banking Options (Retail)			
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) Internet Banking Options (Corporate)			
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 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 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 black listed 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 an 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. 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 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
- 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 two weeks on expiry 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 sub agency 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 I. 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
- 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 , projects@anert.in

E-TENDER DOCUMENT

*Providing Cleaning Staff for ANERT Headquarters,
Thiruvananthapuram*

Ref. No.: ANERT-ADM/93/2024-OA1(HRM)

VOLUME – 2: SCOPE OF WORKS & EVALUATION OF BIDS

Date of Publishing of Bids : **25-05-2024, 3.00**
pm

Date of Submission of Bids : **07-06-2024, 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 I.B 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 Agency either based in Kerala or having operations in Kerala with minimum 3 years' experience in supplying cleaning staff for institutions. The 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 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 similar services to at least one Central / State Govt. / PSUs for a period of two years.	Attach documentary evidence
4.	The bidder should have achieved an average annual turnover of Rs.50 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

S. No	Eligibility criteria	Documents Required
5.	The bidder shall be a proprietary firm/ partnership firm/ Limited Company/ Corporate body legally constituted, possessing required license and registrations valid at the date of opening of the tender. Joint venture companies are not acceptable.	Attach documentary evidence
6.	The Bidder must not be black listed by any Central Government Organization / State Government and any other Public Sector Organizations.	Submit undertaking on letter head of the Agency
7.	The Agency must have PAN number & GST registration	Attach documentary evidence
8.	The bidder 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.	The bidder 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 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 the 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 or 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

- i. The price quoted should not be below the minimum wages payable to employees employed in private sector in the State of Kerala prescribed by Labour Department, Government of Kerala.
- ii. The rate quoted shall be valid during the contract period of one year irrespective of the changes in Govt. rate.
- iii. Complete Cleaning (brooming, mopping, washing, etc.) of the following area to be done.
 - a. All Verandah/Corridor/Open space, staircases, and Common area in all floors (Ground Floor to Top Floor) and terrace of the Office building.
 - b. All rooms in all floors (Ground to Top Floor) of the building.
 - c. Cleaning of all toilets/washrooms & wash area on twice a day basis.
 - d. Cleaning of Car Parking area, Entrance, Lobby, Generator room and E Vehicle charging station and surroundings.
 - e. Cleaning of cobweb in ceilings of all the buildings (inner & outer portion)
 - f. Disposal of garbage generated in the office hygienically.
 - g. Removal of honeycomb and similar items, if found.
 - h. Area inside the compound wall to be maintained neatly and properly.
 - i. Cleaning of table, chair, almirah, cabins including glasses etc.
 - j. Ensure proper drinking water storage.

- k. Washing utensils, towels, curtains etc.
 - l. Weeds and grass around the building they should be removed properly.
 - m. Boiling water, making tea & serving the same.
 - n. Watering the plants and garden in office premises on daily basis
- iv. For the above purpose, the Cleaning Staff shall complete their cleaning duty inside the office rooms before 10.00 am.
 - v. The working time of cleaning staff will be from 8 am to 4 pm.
 - vi. The Cleaning Staff posted should possess good health and physique.
 - vii. The qualified Agency shall furnish the Biodata of the cleaning staff to the Chief Executive Officer, ANERT, with an identification card with a passport size photograph of each person. Whenever there is change of personnel, advance information to that effect shall be given to ANERT with the Biodata of the said personnel.
 - viii. The personnel of the cleaning staff engaged by the Agency shall only be the employees or members of the Agency.
 - ix. The cleaning staff should have knowledge of regional language to read, write and speak.
 - x. The payment will be made on or before the sixth working day of the succeeding month, for which the Agency should submit their bill on or before the 2nd working day of the month.
 - xi. The 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.
 - xii. The Agency shall ensure that no personnel engaged by them will indulge in any type of activities prejudicial to the interest of ANERT.
 - xiii. The Agency shall provide uniforms if necessary for the cleaning staff.
 - xiv. The materials required for cleaning will be provided by ANERT.
 - xv. The Agency shall be responsible for the replacement of the cleaning personnel who are falling ill or proceeding on leave or otherwise absent, under intimation to ANERT.
 - xvi. It shall be the responsibility of the agency to maintain proper discipline among personnel engaged by them.

- xvii. The Agency shall specifically understand that the persons engaged or to be engaged for the work undertaken by agency, shall be preferably their members, that, for all statutory and other purposes, the agency shall be responsible and liable for all statutory or other benefits and obligations which, the persons engaged by agency are entitled to, including the benefits under ESI Act, PF Act, Minimum Wages Act and Workmen's Compensations Act.
- xviii. The Agency shall specifically understand that ANERT shall not have any employer-employee relationship with the persons engaged by the Agency for fulfilling the obligations under this agreement and that those persons are not the employees of the ANERT. These personnel shall have no claim for employment in the service of ANERT at present or in future.
- xix. The Agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by them either by compensating to the persons engaged for work in the ANERT or otherwise and that necessary insurance coverage will be taken by the agency for them, in respect of any injury in the course and out of their work / employment.
- xx. There will not be any employer-employee relationship between the cleaning staff and ANERT and as such, any misconduct by the cleaning staff on information given by ANERT, shall be dealt with by the 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 agency, immediately on making request in this behalf by ANERT.
- xxi. ANERT will have the right to terminate the contract by giving one month's notice without assigning any reason.
- xxii. CEO, 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 cleaning 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.
- xxiii. 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 after 7 days from the date of execution of contract with the successful bidder.

- xxiv. If the successful bidder has an exemption in submitting EMD, the bidder must deposit an amount equivalent to EMD as security deposit and it will be retained during the contract period of one year.
- xxv. If the successful bidder does not come forward to execute the Agreement or does not remit-security deposit 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.
- xxvi. 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 cleaning personnel, the said loss or damage shall be deducted from the security deposit or charges due to the contractor or any other amount found due from the ANERT.
- xxvii. The eligible security deposit will be refunded within 2 weeks from the date of completion of contract.
- xxviii. There will not be given any interest on the security deposit.
- xxix. The Agency who has been awarded the contract (successful bidder), shall execute an Agreement with the ANERT on Kerala 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.
- xxx. Four persons should be provided during duty time in a day for the assigned cleaning work and the service of all of them should be available on all office working days.
- xxxi. In the event of theft or pilferage of ANERT's property during the tenure of the agreement by the cleaning staff, the agency will be responsible for the loss sustained by ANERT. The 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.
- xxxii. ANERT will have the right to terminate the contract by giving one month notice without assigning any reason.

- xxxiii. 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 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.
- xxxiv. The rate quoted shall be valid for one year. The rate quoted by the bidder shall be for one month for four cleaning staff engaged by the bidder Agency. State Govt. public holidays will be applicable to the cleaning staff engaged. The rate quoted should be inclusive of all mandatory contributions such as ESI, PF, annual bonus etc.
- xxxv. This tender document shall be signed and stamped on every page by the authorised person of the bidder agency and submitted along with all necessary attachments.

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

(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 I.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; margin-right: 20px;"> Mobile Phone : Land Phone Fax Email </div>				
4.	Name and Designation of the authorised signatory				
5.	Whether the bidder is a bonafide and recognised agency by the Government (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 of institutions			
		No. of cleaning staff engaged			
8.	Annual turnover of the firm during last three years (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 any Govt. Agency (Yes/No)? If 'Yes' period of De-barring:	
11.	Agreement submitted on stamp paper (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 I 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 Cleaning Staff 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 I C – DECLARATION BY THE BIDDER

e-Tender Notification No:, dtd for
Providing Cleaning Staff 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 sub agencies 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.

Signature

Date

Name

ANNEXURE I. D – DECLARATION OF RELATIONSHIP WITH ANERT EMPLOYEE

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

Tender Notification No.:

Providing Cleaning Staff 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 Sri/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

FINANCIAL BID FOR PROVIDING CLEANING STAFF

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

Ref: Tender No. ANERT-ADM/93/2024-OA1(HRM)

Description	Requirement
Providing Cleaning Staff	4 persons

In case we are pre-qualified based on the technical bid submitted by us, we agree to carry out the cleaning services at ANERT Headquarters, Thiruvananthapuram as per the tender conditions at the following rates:

Sl. No.	Description	Amount in Rs.
A	Wage (inclusive of all allowance/VDA, bonus etc.)	
B	EPF Employer portion (.....%)	
C	ESI Employer portion (.....%)	
D	Other mandatory/statutory payments	
E	Rate quoted for 8 hours of duty per day for one month per Cleaning Staff (A+B+C+D):	
F	Administrative/service charge for one month per Cleaning Staff:	
G	GST applicable for E and F above	
H	Total monthly amount for 4 staff [= 4 x (E + F+ G)] in figure:	
I	Total monthly amount for 4 staff [= 4 x (E + F+G)] in words:	

Place:

Date:

Signature

Name & address of the bidder

(Office seal)