

# **CYBER PARK**

**Kozhikode**

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## **E-TENDER DOCUMENT**

**Supply, Installation & Commissioning of Grid  
Connected SPV Power plant of 25kWp capacity at  
Park Centre Building, Cyberpark, Kozhikode**

<b>Ref. No. : CP/PARK CENTRE/SOLAR/CLT/2021/11</b>
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<b>Last date for e-Tender Submission:31.12.2021 5.00 PM</b>
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**PART-I**

**Cyber park,**

**Park Centre, KSITIL Special Economic Zone, Kozhikode**

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## FORMAT FOR COVERING LETTER

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Sir,

I/We hereby e-tender to supply, Installation & Commissioning 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 Chief Executive Officer, Cyberpark, Kozhikode at the rates quoted against each item. The articles will be delivered and installed/commissioned within the time and at the place(s) specified in the schedule.

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 ..... dt.....

Yours faithfully,

Place:

Date:

Signature

Name

Designation

(Office Seal)

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

## E-TENDER NOTICE

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Competitive e-tenders in two cover system Part-I (Envelope-A) Bid Qualification Requirements (BQR) with Earnest Money Deposit (EMD), Part-II (Envelope-B) Technical Bid with Commercial terms without Price Bid, and Part-III (Envelope-C) Price Bid in accordance with the attached commercial terms and technical specifications are invited from **the E.P.C Contractors experienced in the Supply, Installation and Commissioning of Solar Photovoltaic Power Plant Project** for the Supply, Installation and Commissioning of 25kWp Grid Connected SPV Power Plant at Park Centre Building, Cyber Park, Kozhikode. The e-tender documents can be downloaded from the e-tendering website of Govt. of Kerala from 11am on 20.12.2021 to 31.12.2021- 5.00 pm. Tender form will not be available in any other form.

Kozhikode

20.12.2021

Chief Executive Officer ,  
Park Centre,Cyberpark  
Kozhikode

## TENDER ABSTRACT

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Ref. No.	<b>CP/PARK CENTRE/SOLAR/ CLT/2021/11</b>
Superscription	Supply, Installation and Commissioning of 25kWp Grid Connected SPV Power Plant on the Roof Top of the Park Office building, Cyberpark, Kozhikode
Download of Tender Form	From 20.12.2021- 11AM to 31.12.2021 - 5 PM from <a href="http://www.etenders.kerala.gov.in">http://www.etenders.kerala.gov.in</a>
Last date of submission of Tender	31.12.2021 – 5.00 PM Online at the website <a href="http://www.etenders.kerala.gov.in">http://www.etenders.kerala.gov.in</a>
Date and Time of opening the Tender	04.01.2022 – 11.00 am
Cost of Tender form	Rs.2,500/-+ 18% GST
EMD	Rs.35,000/-
Warranty period	5 years comprehensive on site
Site details	Supply, Installation and Commissioning of 25kWp Grid Connected SPV Power Plant on the Roof Top of the Park Office building, Cyberpark, Kozhikode
Name and Address of the officer from whom Tender forms are to be obtained	Website <a href="http://www.etenders.kerala.gov.in">http://www.etenders.kerala.gov.in</a>
Place of opening of tender	Office of the Chief Executive Officer, Park Centre Office,Cyberpark Kozhikode
Kozhikode 20.12.2021	Chief Executive Officer, Park Centre,Cyberpark, Kozhikode

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

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This tender is an e-Tender and is being published online for the Supply, Installation and Commissioning of 25kWp Grid Connected SPV Power Plant on the Roof Top of the Park Office building, Cyberpark, Kozhikode. The tender is invited in two cover system from the registered and eligible firms 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)

### **Online Bidder registration process:**

- 1.1 Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.
- 1.2 Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 – 2336006, 2332262 - through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for assistance in this regard

### **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. **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.
- iii. **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.
- iv. **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 technical 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.

- v. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

## **Documents Comprising Bid:**

### **3(a) The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):**

**3.1 Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:**

**3.2 Envelop -1 shall contain, along with Part-I and II (this document in PDF form)/ scanned copies:**

- i. Part I & II of the tender documents downloaded from the website
- ii. Agreement in the prescribed format (Annexure I-D) on company letter head
- iii. Copy of Registration Certificate of the bidder firm
- iv. 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
- v. Documents to prove the turnover of the bidder
- vi. Documents to prove the registration with GST, PF, ESIC, Labour Laws & Income Tax.
- vii. Details of the technical offer, including test certificates (IEC Test Certificates etc.)
- viii. List of Service Centres within Kerala with full address and phone nos. (or the required undertaking)
- ix. Declaration by the Bidder (format as in Annexure II E)
- x. Statement of Deviations (format as in Annexure – II F)
- xi. Declaration for Deviations ( format as in Annexure - II G)
- xii. Declaration of Subsidy Claim ( format as in Annexure - II H)

**3.3 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.**

**3.4 The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.**

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

**3.5 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.

- 3.6 **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.

## **Tender Document Fees and Earnest Money Deposit (EMD)**

- 4.1 **The Bidder shall pay, a tender document fees of Rs.2,500/- + 18% GST and Earnest Money Deposit or Bid Security of Rs.35,000/-. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.**

- 4.2 **Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:**

- i. **State Bank of India (SBI) Internet Banking:** If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT)** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment; otherwise, payment would result in failure in e-Procurement system.

**As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.**

NEFT payment should be done according to following guidelines:

- i. **Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.



- ii. **Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.
  - iii. Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.
- iii. **Real Time Gross Settlement (RTGS)** - This is also included as a valid mode of payment in e-Procurement system for remittance of tender document fees and EMD fees.
- iv. RTGS payments, State Bank of India Transfers and NEFT payments are allowed and are treated as valid mode of payments.

**Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.

- v. **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT/SBT/RTGS transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- vi. **One Remittance Form per Bidder and per Bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has been borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

## **SUBMISSION PROCESS:**

- 5.1 **For submission of bids, all interested bidders must 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.

## **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 (Envelop -1). 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

## **Deviations**

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

## **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 and EMD shall be forfeited against any losses incurred by the Cyber Park

## **Bidder's Location**

- 9.1 The tenderers are requested to furnish the exact location of their factories/godowns with detailed postal address and pin code, telephone, and fax nos. etc in their tenders so as to arrange inspection by the Client, if considered necessary.
- 9.2 All communication shall be made to the registered email of the bidder in the e-tendering systems.

## I-B – BID QUALIFICATION REQUIREMENTS

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### **Bid Qualification Requirements**

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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.

An agreement in company letter head per the format given in Annexure I-D must be submitted as a hardcopy to Chief Executive Officer, Cyberpark, Park Centre, KSITIL Special Economic Zone, Kozhikode before the deadline for submission of e-tender.

**The Bidder shall be E.P.C Contractor experienced in the Supply, Installation and Commissioning of Solar Photovoltaic Power Plant Projects.** Bidder must submit valid IEC test certificates of the components (solar PV module and Solar Inverter) proposed to be supplied/used. Bids without valid IEC test certificates will be rejected. Undertakings from the manufacturers instead of valid IEC Test Certificates shall not be accepted.

**The Bidder shall be E.P.C Contractor experienced in the Supply, Installation and Commissioning of Solar Photovoltaic Power Plant Projects** and should have successfully installed solar photovoltaic power plants (Off-Grid and On-Grid) of at least 250kW<sub>p</sub> aggregate capacity in the last 5 years, out of which at least one plant should be a Grid Connected SPV Power Plant (without Battery) of capacity 25kW<sub>p</sub> or more. Copy of work order and certification from the purchaser/ beneficiary regarding execution of the order should be submitted as a proof of executing the supply.

Annual turnover of the bidder should be at least Rs. 150 lakh, in any of the last three years. Documentary evidence must be submitted in the form of certified copies of Audited Statement of Accounts/ Profit and Loss Accounts or Sale Tax returns statement or certification from the Statutory Auditor.

Vendor should have duly registered with GST, PF, ESIC & labour laws in the state.

Vendor should have at least one service centre / authorised service provider in Kerala. Detailed list with address, contact details must be submitted. If the bidder does not have such facility at the time of tendering, an undertaking agreeing to set up and intimate the same within 30 days of letter of intent should be enclosed.

The Bidder should submit a valid PV Syst Simulation Report along with Technical Offer with the offered PV Module and Inverter. The PV Power Plant should be designed with quality components (PV Modules, Inverters etc.) so as to obtain a minimum Performance Ratio (PR) of 70% or above. Cyberpark will verify the PV syst Simulation Reports for its authenticity.

## I-C – SUMMARY OF BID QUALIFICATION REQUIREMENTS

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(To be filled in by the bidder)

1.	Name of the bidder	
2.	Address in full	
3.	Contact Details  Mobile  Land Phone  Fax  Email	
4.	Name and Designation of the authorised signatory	
5.	Details of EMD submitted along with the bid in favour of Chief Executive Officer, Cyberpark, Park Centre, KSITIL Special Economic Zone, Kozhikode	
6.	Total number and Aggregate capacity of solar power plants (Off-Grid and On-Grid) installed for the last 5 Years	Number of systems:  Total capacity:  (proof to be enclosed, and flagged as Annexure ....., page no. ....)
7.	Highest Capacity of individual Grid Connected Solar Power Plant (without battery) installed so far	

8.	Annual turnover of the firm during last three years (Rs.)	2020-21 .....  2019-20 .....  2018-19 .....  (Proof to be enclosed, and flagged as Annexure ....., page no. ....)
9.	No. of service centres/Authorised service providers in Kerala	(Proof or undertaking to be enclosed, and flagged as Annexure ....., page no. ....)
10.	Whether Bidder was/is de-barred (Yes/No)?  If ' Yes' period of De-Barring:	
11.	Agreement submitted (Yes/ No)?	
12.	Test certificates corresponding to the models/ components offered (solar PV module, inverter) are submitted (Yes/No)?	

Documentary evidence for all the bid qualification requirements is 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-D - AGREEMENT

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ARTICLES OF AGREEMENT executed on this the ..... day  
of ..... Two thousand  
and .....

..... between the Chief Executive Officer, Cyberpark, Park Centre, KSITIL  
Special Economic Zone, Kozhikode as 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  
Cyberpark, Kozhikode an e-tender for the Supply, Installation and Commissioning of 25kWp Grid  
Connected SPV Power Plant on the Roof Top of the Park Office building, Cyberpark, Kozhikode  
specified there in subject to the terms and conditions contained in the said e-tender.

And whereas the bounden has furnished to Cyberpark, Kozhikode 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 Cyberpark, Kozhikode. Now these presents witness and it  
is hereby mutually agreed as follows:-

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

In case the bounden fails to execute the agreement as aforesaid incorporating the terms and  
conditions governing the contract, Cyberpark, Kozhikode shall have power and authority to recover  
from the bounden any loss or damage caused Cyberpark, Kozhikode by such breach as may be  
determined by Cyberpark, Kozhikode 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 here  
in after contained.

All sums found due to Cyberpark, Kozhikode 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 Cyberpark, Kozhikode may deem fit.

In witness whereof Sri ..... (Name  
and Designation) for and on behalf of the Chief Executive Officer, Cyberpark, Park Centre, KSITIL  
Special Economic Zone, Kozhikode 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