

**ENERGY MANAGEMENT CENTRE-KERALA**  
**SREEKRISHNA NAGAR, SREEKARIYAM P.O,**  
**TRIVANDRUM Phone No.: 2594922,**  
**Fax: 0471-2594923 www.keralaenergy.gov.in**

TENDER NOTICE

Energy Management Centre- Kerala invites limited tenders from eligible bidders for "**Hiring one electric vehicle to Energy Management Centre on Monthly Basis**". Interested eligible Bidders may obtain further information from website (www.keralaenergy.gov.in) and from the office of Energy Management Centre during Office hours.

The bid shall be submitted which consisting of detailed price bid for **Electric Vehicle-(A/c and Non-A/c)** including category of Vehicle. The Bidders those who qualify in the price bid shall only be opened. Detailed terms and conditions are contained in the bid document of the above work, which is uploaded in the Website of Energy Management Centre.

Sl.No	Name of Work	Hiring of Taxi to Energy management Centre on Daily Basis
1.	TENDER No.	EMC/282/2023-OA1
2.	EMD	Rs.7500/-
3.	Cost of tender form	Rs. 590/- (Inclusive of 18 % GST)
4.	Date of publishing bid documents	07.08.2023
5.	Document download starting date	07.08.2023
6.	Bid clarification starting date	07.08.2023
7.	Bid clarification closing date	10.08.2023
8.	Bid submission starting date	10.08.2023
9.	Deadline for submission of Hardcopy (Bid agreement) to the Office of the tendering authority.	19.08.2023
10.	Bid opening date	22.08.2023
11.	Bid validity	365 days

  
 Director

**NOTICE INVITING TENDER (Limited Tender) for the Hiring of one electric vehicle to Energy Management Centre on Monthly Basis**

Competitive sealed tenders are invited from Eligible bidders for "**Hiring of one electric vehicle Electric Vehicle- (A/c and Non-A/c) to Energy Management Centre on Monthly Basis**". The Bidder should have Experience of a minimum three years in relevant field.

This tender is being published online for **Hiring of one electric vehicle Electric Vehicle- (A/c and Non-A/c) to Energy Management Centre on Monthly Basis**. The tender is invited in one cover system having detailed price bid from the registered and eligible bidders.

**Tender no: EMC/282/2023-OA1**

**Name of work: – Hiring of one Electric Vehicle- (A/c and Non-A/c) to Energy Management Centre on Monthly Basis**

**Location: Thiruvananthapuram District, Kerala**

The Tenderer shall quote the rates Electric Vehicle- (A/c and Non-A/c) including all taxes, duties and levies including Bata to drivers. The Tenderer shall submit the bid for the complete scope of the work. ie, Car Model, Category and detailed price for (Electric Vehicle-A/c and Non-A/c) separately.

An Earnest Money Deposit (EMD) of Rupees only (**Rs. 7,500/-**) and the non- refundable Tender document application fees of **Rs. 500/-** + GST (18%), a total of **Rs 8,090/-** (Rupees Eight Thousand and Ninety Only) including GST shall be remitted as one single transaction and not separate in the form of NEFT / Online Bank Transfer to the below account or Demand Draft drawn from any Nationalized Bank in favour of "Director Energy Management Centre- Kerala" Payable at Trivandrum. In case of online transfer, a copy of transaction slip shall

be enclosed as proof of payment. Separate or split remittance for tender document fee and EMD shall be treated as invalid transactions. Mode of payment other than Demand Draft on Behalf of "Director, Energy Management Centre- Kerala" Payable at Thiruvananthapuram will not be allowed.

Account Name	Energy Management Centre
Account No	67084840014
Bank and Branch	SBI Engineering College Branch
IFSC Code	SBIN0070268

Originals of Bid Document with the rates (Electric Vehicle-A/c and Non-A/c) and Type of Vehicles shall be enclosed in a sealed envelope submitted to the Director, EMC- Kerala before the date and time mentioned. Tenderer shall supply the proof of having Previous Experience along with the tender

The tender details are available in the EMC website [www.keralaenergy.gov.in](http://www.keralaenergy.gov.in) the bidding authority reserves the right to modify/cancel any or all bids without assigning any reasons. EMC will not be responsible for any errors like missing of schedule data while downloading by the bidder/ non receipt of document/delay if any.

For further details you can contact

**The Registrar**

Energy Management Centre, Department of Power  
Sreekrishna Nagar, Sreekariyam P O  
Thiruvananthapuram-695017

Note: - If any of the dates mentioned above happens to be a holiday, the actual dates for the same will be the next working day. No separate intimation in this regard will be issued.

Tender closes for bidding on- 19/08/2023 at 16.00 hrs

Annexure-1Price Bid

Please quote your lowest hired monthly charges (Limited to 1500 km per month) for the following kind of vehicles Electric Vehicle-(A/c and Non-A/c should be mentioned separately). The details may be furnished to this office on or before 19.08.2023

Sl. No.	Type of Vehicle (Electric Vehicle- A/c)	Hiring charges for distance up to 1500 km(excluding GST)	Rate per Km in excess of 1500/Km	Bata
1				
2				

Sl. No.	Type of Vehicle (Electric Vehicle- Non-A/c)	Hiring charges for distance up to 1500 km(excluding GST)	Rate per Km in excess of 1500/Km	Bata
1				
2				

\* You may add any additional details which are missing in the format, if needed.

You are requested to go through the enclosed terms and conditions of the contract. The rates quoted should be inclusive of all taxes. Bids without documentary proofs will not be considered.

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**TERMS AND CONDITIONS OF THE CONTRACT**

1. The Contract will be for a period of one year with effect from the date of acceptance of work order and the rates accepted are exclusive of GST which will be paid on actual basis based on documentary evidence of payment.
2. The Vehicle should be in excellent condition and the year of manufacture of the vehicle should be 2021 or later.
3. The Vehicle should be registered with State Transport Authority and should have current /valid permit/Insurance.
4. Actual Parking charges/Toll taxes/entry taxes in connection with the official duty will be reimbursed along with the bill on production of original receipts.
5. Other liabilities like charges of driver, repair and Maintenance of Vehicles, Insurance, petrol/diesel/Electricity, oil and other incidental expenses etc. shall be borne by the supplier.
6. The Vehicle will have to be replaced/arranged by the contractor in case of break down/accident.
7. The driver should always have his license, registration certificate of Vehicle, Vehicle insurance, pollution free certificate and other such documents ready as required by the Government authorities for Inspection.
8. The contractor must have 24 hours working telephone/fax system so that the requirement of vehicle can be met at short notice at odd hours or holidays.
9. Energy Management Centre shall not be responsible for damage of any kind of Mishap/accident/injury caused to the driver performing duty for the centre. All liability, legal or monetary, shall be borne by the supplier.
10. The Vehicle deployed for EMC shall at no point of time carry any person other than personnel authorized by EMC. The vehicle once reported for duty shall not leave the premises without prior permission of the concerned officer.
11. Kilometer of the journey will be calculated from the starting point of journey by the officer and to the end of the journey by the officer. No additional Kilometer will be considered for the trip from garage to the place of duty and back to the garage.
12. Out station Bata to driver at the rate of 250/- per day, if the trip exceeds eight hours or 100 Km. No Bata will be paid for journey within the city limit.
13. The trip sheet has to be got signed by the concerned officer who used the vehicles as and when the journey is performed and it should be attached with bill.

14. A log book should be maintained by the driver and the kilometer of each journey should be got attested by the concerned officer who used the vehicle.
15. Payment after Submission of the bill will be made within 15 days after proper verification and recommendation of the officers concerned.
16. Consecutive late arrivals and unhygienic condition of the vehicle will lead to cancellation of the contract.
17. The contract can be terminated by the supplier by giving three months notice whereas EMC can terminate the contract by giving 15 days notice
18. No advance payment in any case would be made to the supplier.
19. In case a driver is requisitioned and the same does not reach at the appointed time and place, EMC will be free to hire another vehicle from open market and the additional expenses on this account will be deducted from the pending bills/security deposit. Besides, a Penalty @200/ will be charged for every such lapse.
20. Performance Security: A performance security in the form of Bank Guarantee/Demand Draft for an amount of Rs 20,000/- issued by nationalized bank in favor of the Director, EMC with a Validity for a period of one year from the date of Work Order. In the event of breach of contract, performance security shall be forfeited.
21. Agreement in the stamp paper worth Rs.200/- is to be executed within 15 days from the date of commencement of contract.
22. The contract can be extended for a further period of 6 months on the same terms and conditions on mutually agreed basis at the discretion of EMC.
23. The Bidders should submit their Price Bid according to Annexure- 1 attached with the Tender Notice and the experience proof.