

# ENERGY MANAGEMENT CENTRE-KERALA (EMC)

SREEKARIYAM, THIRUVANANTHAPURAM - 695017

## **NOTICE INVITING TENDER**

### **For Topographical survey of various sites using Total Station**

Sealed tenders are invited from reputed surveyors having experience in surveys using total station as specified in tender document.

Tender no: EMC/SHP/2018/N1/T-01 A dated 26-04-2018.

**Name of work:** Topographical survey of three sites in Trivandrum district using Total Station

**Scope of work:** Topographical survey of three sites in Trivandrum district using Total Station for implementation of micro hydro power project.

Tender documents can be collected by email on registration at EMC website or from the EMC office from 26.04.2018, 10.00 hrs to 15.05.2018, 15.00 hrs.

**Cost of tender document:** Rs.500/- plus GST @ 12 % to be paid as DD in favour of Director, EMC along with the submission of tender.

Last date and time of receipt of tender: 15-05-2018, 4 pm.

**EMD:** Rs.1875 as DD in favour of - Director, Energy Management Centre, payable at Thiruvananthapuram.

In case tender is purchased through online (email), the cost of the tender shall be included in the DD amount.

**Period of completion:** 15 days from the date of Work Order (W.O)

The tenderer shall quote the rates inclusive of all taxes, duties and levies. But the successful tenderer shall produce proof of payment of all taxes and duties.

Also sales tax and income tax clearance certificate for the last 3 financial years shall be submitted along with the tender.

Prescribed Tender documents (non-transferable) can be purchased from the office of Director, EMC, against a written request to Director, EMC.

Further details and clarification if any can be had from Energy Management Centre (EMC), Sreekariyam, Thiruvananthapuram, website [www.keralaenergy.gov.in](http://www.keralaenergy.gov.in). Director, Energy Management Centre reserves the right to accept or reject any or all tenders without assigning any reasons what so ever. Completed tender documents shall be submitted to

“The Director, Energy Management Centre, Sreekrishna Nagar, Sreekariyam, Thiruvananthapuram, Kerala, 695017 in a sealed cover super scribed “Tender for Topographical survey of various sites using Total Station”, on or before 15-05-2018, 4 pm and the tender opening will be on the same day, 15-05-2018, 04.30 pm.

Thiruvananthapuram  
26-04-2018

Director,  
Energy Management Centre  
Sreekrishna Nagar, Sreekariyam,  
Thiruvananthapuram, Kerala,  
PIN-695017

## TENDER APPLICATION

From

To

DIRECTOR  
Energy Management Centre - Kerala  
Sreekrishna Nagar, Sreekariyam P.O,  
Thiruvananthapuram,  
Kerala - 695 017

Sir,

Having examined the specifications and tender schedule, schedule of work and having acquired the requisite information relating to the tender in all respects, I/We \_\_\_\_\_ hereby offer to execute the work as specified in this tender at the rates mentioned in the schedule of work attached in accordance with the specifications, conditions of the tender, the articles of the agreements and such other materials as may be prescribed from time to time.

Should this tender for ..... be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit the E.M.D. and pay the Energy Management Centre - Kerala, the amount mentioned in the said conditions.

I/we ..... have deposited a sum Rs. ..../- ( Rupees .....only) as EMD in the form of crossed demand draft in favour of the Director, Energy Management Centre - Kerala, payable at Thiruvananthapuram. Should I/we fail to execute the agreement when called upon to do so, or to commence work as provided in the conditions, I/we do hereby agree that the Energy Management Centre - Kerala shall without prejudice to any right or remedy be at liberty to forfeit the EMD absolutely and also recover from me /us the entire loss that may be caused to

Director, EMC

Surveyor

the Energy Management Centre - Kerala by retender arrangement of the work otherwise, under the provisions of Revenue Recovery Act or otherwise.

I/we agree that arbitration shall not be a means of settlement of any dispute or claim arising out of this contract.

Signature of the tenderer

Full Name and address:

Details of EMD:

DD No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_.

## **Section -1 - General Instructions and Terms and Conditions of the Contract**

### 1. Submission of tender

Tender shall be submitted in sealed covers super scribing the name of the tender as Tender No. EMC/SHP/2018/N1/T-01A dated 26-04-2018 “and shall contain the following.

- (a) Complete set of Tender documents as issued by EMC, together with addenda/corrigenda if any, filled in and signed by the tenderer, with address stamps/seals wherever stipulated.
- (b) **Earnest money deposit** of Rs.1875 /- (Rupees One Thousand Eight Hundred and Seventy five only) and **Cost of tender** in the form of crossed demand draft drawn in favour of, “The Director, Energy Management Centre, Thiruvananthapuram” payable at Thiruvananthapuram.

The offer shall be valid for a period of 30 days from the date of opening of the tender. Tender not accompanied by Demand Drafts for Cost of tender and E.M.D. shall be rejected as non-responsive.

### 2. Acceptance / Rejection of tenders

The tenders submitted after the stipulated time of submission shall be rejected. The tenders not submitted in the prescribed forms, not duly signed at the places marked, incomplete/torn off tender forms etc. shall be rejected. The Director, Energy Management Centre, reserves the right to accept or reject any of the tenders without assigning any reasons thereof. Becoming the lowest offered party does not entitle a tender to award the work. *Apart from cost, quality of work, track record of the surveyor etc. will also be considered for awarding the work.*

### 3. Eligible Bidders

- 3.1 This invitation for Bids is open to all eligible bidders as per the eligibility criteria of this bidding document and shall possess necessary license/certificate issued by Competent Authorities.

### 4. Amendment of Bidding Documents

- 4.1 At any time prior to the deadline for submission of bids, EMC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- 4.2 The amendment will be notified in the website and will be binding on all the bidders who submit the tender document.
- 4.3 In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, EMC may, at its discretion, extend the deadline for the submission of bids.

### 5. Documents comprising the Bid

The bid prepared by the Bidder shall comprise the following components:

- a) A Bid Form and a Price Schedule completed in accordance with the relevant clauses.
- b) Documentary evidence established in accordance with the relevant clause that the Bidder is eligible to bid and is qualified to perform the contract if bid is accepted.
- c) Bid security (Earnest Money Deposit) furnished in accordance with relevant clause.

## 6. Bid Prices

- 6.1 Unless stated otherwise in the bidding documents, the contract shall be for the *Topographical survey of three sites in Trivandrum district using Total Station* as described in the invitation for bid based on the schedule of unit rates and prices submitted by the bidder. The tenderer shall quote for all the site mentioned in the schedule without fail.
- 6.2 The bidder shall fill in rates and prices for all items described in the Schedule of quantities, whether quantities are stated or not. Items against which no rate is entered by the bidder shall not be paid for by EMC when executed and shall be deemed to have covered by the other rates in the schedule of quantities.
- 6.3 All duties, taxes and other levies for the survey shall be payable by the bidder under the contract shall be included in the rate and the prices and total bid price submitted by the bidder and evaluation and the comparison of bids by EMC shall be made accordingly. Service tax will not be paid extra and the same as applicable shall be included in the quoted price.
- 6.4 Fixed price  
The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- 6.5 Price adjustment  
Rates and prices quoted by the bidder shall remain firm during the tenure of the contract and shall not be subjected to any change whatsoever on any account.

## 7. Bid Currencies

For all goods and services covered in this Bidding Document, prices shall be quoted in Indian Rupees only.

## 8. Documents Establishing Bidders' Eligibility and qualifications.

8.1 Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this bidder shall meet the following qualification criteria as a minimum.

- a) The bidder shall have completed at least 10 Topographical survey of various sites using Total Station

## 9. Award criteria

EMC shall award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest.

## 10. EMC's right to vary quantities at time of award

EMC reserves the right at the time of award of contract to increase or decrease the area specified in the schedule of requirement without any change in unit price or other terms and conditions.

11. EMC's Right to Accept Any Bid and to Reject Any or All Bids.

EMC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for EMC's action.

12. Notification of Award.

12.1 Prior to expiry of the period of bid validity prescribed in the bid documents EMC will notify the successful bidder by work order confirmed in writing that his bid has been accepted.

12.2 The notification of the award will constitute the formation of the Contract

13. Performance security

The EMD will be retained as performance security. It will be released after successful compliance to the tender conditions, and on certification of the representative of EMC and/or Project consultant appointed by EMC for managing the work.

14. Agreement for the work.

Within 15 days of receipt of the letter of award, the bidder has to execute an agreement with EMC for the due fulfillment of the contract in the prescribed format.

15. Payment terms

- a) 50% after completing the survey & handing over the data.
- b) Balance 40% on submission of two sets of drawings including one set of soft copy in a CD.
- c) Remaining 10% after verification of drawings within a period of 30 days

## SECTION 2 – TECHNICAL SPECIFICATION

### 1. Scope of work

Detailed Survey covering the entire project area at sufficient distances both upstream and downstream subjected to a minimum area of 2-3 acres considering all topographical changes for preparation of contour map of 1m contour interval and HFL to be as ascertained from local enquiry (for locations as given below). Actual spot location may be shown in the contour drawings (need not show extrapolating values generated by computer).

Sl.No.	Sites	Location
1	Maruthamkuzhi, Trivandrum	8°30'46" N ; 76° 58'35" E
2	Aramkallu, Trivandrum	8°33'9.7" N ; 76° 58'35.2" E
3	Sai gramam, Trivandrum	8°40'12.5" N ; 76° 51'23" E

#### 1.1 Longitudinal Section and Cross Section of river

L-section along the river from 200m upstream of weir up to 200m downstream of powerhouse or as specified by the Engineer-in-charge at 50m interval or at closer interval where topography changes due to rapids/fall etc. River cross sections at relevant points covering both banks at suitable interval to cover a vertical distance of 5m from the river bed or as specified by the Engineer-in-charge shall be provided. Contour map to be prepared at 1m contour interval.

#### 1.2 Weir site

Grid levels at 5m C/C for 20m upstream and 20m downstream of weir axis (location to be shown by the Engineer-in-charge) for covering a vertical distance of 10m from river bed or up to 5m above HFL whichever is higher on both banks. Contour map to be prepared at 1m contour interval.

#### 1.3 Water Conductor system

Strip levels of 5m width for water conductor system at 10m intervals along river bank at 2m above the river bed level at weir axis contour (same level) up to surge shaft (location to be shown by the Engineer-in-charge) and from surge shaft to Power House in slope for penstock.

#### 1.4 Power House

An area of 50mX50m above HFL near river bank with grid level of 5m or closer C/C. Contour map to be prepared at 1m interval. If G.T's Bench mark is available nearby location (details like location and value to be provided) same is to be carried to the weir site, Power House site etc and provided temporary Bench marks at suitable location and topographical survey should be carried out based on G.T's value. Otherwise, a suitable arbitrary value to be adopted as decided by the competent authority.



After preliminary surveys and preparation of draft drawing, the surveyor has to prepare final drawing furnishing the details as per the directions of EMC officials.

Survey works should also show all salient features like firm banks, rock, outcrops, deep channels, large shoals, important land marks, all existing structures and electrical poles etc.

**2. General conditions:**

- a) Individual work order will be issued for each site.
- b) The survey works are to be commenced within one week after acceptance of individual work order as per the directions of EMC officials and should be completed within a maximum of ten days time.
- c) The survey team should carry out the work as per the instructions of the EMC officials.
- d) The rate accepted includes all expenses including journey, labour, food, local conveyance etc and service taxes and duties.
- e) The tenderer shall quote for all the locations in the schedule. Failure to quote for any location shall render the bid liable to rejection.

### SECTION 3- SCHEDULE OF WORK

**Name of work:** Topographical survey of various sites using Total Station

**Scope of work:** Detailed Survey covering the entire project area at sufficient distances both upstream and downstream subjected to a minimum area of 2-3 acres considering all topographical changes for preparation of contour map of 1m contour interval and HFL to be as ascertained from local enquiry (for locations as given below).

Sl.No.	Sites	Approximate Site Area (acres)	Rate per acre inclusive of all taxes duties etc. (in Rs.)	Rate in words
1	Maruthamkuzhi, Trivandrum	2		
2	Aramkallu, Trivandrum	2		
3	Sai gramam, Trivandrum	4		

I/ We hereby execute the above works at quoted rates, in accordance with the terms and conditions of the tenderer. Should I/We failed to execute the agreement or execute the work after the work is awarded; I /We have no objection in EMC forfeiting the EMD remitted for the work by me/us.

Place:

Date:

Signature, Name & Address of the Surveyor

## **Bounden Agreement**

**(To be produced in Kerala Govt Stamp Paper worth Rs. 200/-)**

ARTICLES OF AGREEMENT executed on this the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Two Thousand and \_\_\_\_\_  
\_\_\_\_\_ between the Energy  
Management Centre (hereinafter referred to as EMC) of the one part of  
Sri. \_\_\_\_\_ (Name and Address of the tender) hereinafter  
referred to as "the Bounden") of the other part.

WHEREAS in response to the Notification No. \_\_\_\_\_ dated  
\_\_\_\_\_ the bounden has been submitted to EMC a tender for the  
\_\_\_\_\_ specified therein subject to the terms and conditions contained in the  
said tender.

AND WHEREAS the bounden has furnished to EMC a sum of Rs. \_\_\_\_\_ as  
Earnest Money Deposit for execution of the agreement undertaking the due fulfillment of the contract  
in case his tender is accepted by EMC.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:-

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

In case the bounden falls to execute the agreement as aforesaid incorporating the terms and conditions  
governing the contract, EMC shall have power and authority to recover from the bounden any loss of  
damages caused to EMC by such breach as may be determined by EMC by appropriating the moneys  
inclusive of Earnest Money deposit by the bounded 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 EMC under or by virtue of the agreement shall be recoverable from the  
bounden and his properties movable and immovable under the provisions of the Revenue and in such  
other manner as EMC may deem fit.

In witness where of Sri. \_\_\_\_\_ (Name and  
designation for and on behalf of EMC and Sri. \_\_\_\_\_  
bounden has hereunto set their hands the day and year shown against their respective signature.

Signed by Sri. \_\_\_\_\_ (Date) \_\_\_\_\_ in the presence of  
witnesses \_\_\_\_\_

Signed by Sri \_\_\_\_\_ (Date) \_\_\_\_\_ in the presence of  
witnesses. \_\_\_\_\_

**Declaration of Relationship with EMC employee**  
(to be signed and submitted by the bidder along with the bid)

Tender Notification No:

Date :

Name of work: \_\_\_\_\_

To

The Director

Energy Management Centre

Name of the EMC employee with Designation:

Name of the bidder related to the employee:

This is to put on record that \_\_\_\_\_ currently working as \_\_\_\_\_ in EMC is related to \_\_\_\_\_ who is the bidder in the bid. We are aware of the Anti-corruption policy of EMC and will observe the highest standards during the procurement and the execution of contract and shall refrain from corrupt, fraudulent, collusive or coercive practices on competing for the contract.

Signature

Name

Date:

Director, EMC

Surveyor