GENERAL TENDER TERMS & CONDITIONS FOR TENDER

This is a Tender and is being published on the web site of Kerala Cricket Association, for "**Interior Renovation and Upgradation of Administrative Floor and allied works at Kerala Cricket Association Headquarters, Thiruvananthapuram**." The tender is invited from the experienced and eligible contractors through registered post/ speed post/courier. Prospective bidders willing to participate in this tender shall submit their tender.

The tender timeline is available in the critical date section of this tender published in www.keralacricketassociation.com

➢ Tender Process:

The tender process shall consist of the following stages:

- **Downloading of tender document:** Tender document will be available for free download on www.keralacricketassociation.com. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- Bidders should have a valid registration certificate issued by Kerala PWD/Central PWD/Other Central or State Government Departments/State or Central Public Sector Undertakings etc.
- **Preparation of Tenders**: The bidder shall bear all costs associated with the preparation and submission of the tender. The tender and all related correspondence shall be in English. The bidder shall submit the Financial Bid/BOQ in the prescribed format without altering any descriptions, ensuring that all mandatory fields are completed. The quoted rates shall be firm and fixed for the entire contract period, inclusive of all applicable duties, taxes and statutory levies (except GST), and no escalation or additional claim shall be entertained.
- The tender shall remain valid for 90 days from the date of opening. Only responsive bids complying with all tender conditions without modification shall be considered. Canvassing is strictly prohibited and will result in rejection of the bid. Bidders having near relatives employed with KCA shall disclose the same, failing which they may be disqualified from the tender process and future participation in KCA tenders.
- **Bid submission**: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document by registered/speed post/courier only. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

- **Opening of Bid and Evaluation**: The bids received shall be opened and evaluated based on the eligibility criteria, technical qualifications, experience, financial capability and compliance with the tender requirements. All supporting documents required in the tender shall be submitted along with the bid, failing which the bid may be rejected.
- The KCA reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award and in that event return the EMD submitted by the Bidders.
- **Award of Contract:** The bids received shall be evaluated by KCA, and negotiations may be conducted with the shortlisted bidder(s), if required. Based on the evaluation and negotiation process, the successful bidder shall be notified through e-mail and/or issuance of a Work Order by the Kerala Cricket Association. KCA reserves the right to accept or reject any bid, including the lowest bid, without assigning any reason thereof.
- The successful bidder shall, within 15 days from the date of receipt of the Work Order, execute the agreement and furnish a Performance Security equal to 5% of the contract value in the form prescribed by KCA. The Performance Security shall be released upon successful completion of the Defect Liability Period.

➢ **Documents Comprising Bid:**

- Contractor Registration License
- Original of Signed Bounden Agreement. (as per sample form of bid attached in Kerala Stamp Paper worth Rs.200/-)
- Power of attorney (If Applicable /required- in Stamp Paper worth Rs.300/-.Extract of resolution of Board of directors of the firm, the case may be for signing the bid document (If Applicable), and Letter of Application.
- EMD details
- UTR receipt of the Bid document fee.
- Copy of PAN card
- Copy of GST registration Certificate.
- Documents to prove qualification and experience in similar works.
- ITR statement for last 3 years Filled.
- Signed copy of Nomination and Declaration
- Form of Tender
- Signed copy of General tender terms

- Signed copy of Special Conditions of Contract
- Signed copy of General Technical Specification
- Signed copy of Make of Materials
- Quoted Tender Schedule.

The Kerala Cricket Association doesn't take any responsibility for any technical snag or failure that has taken place during document submission.

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.

- **Bid Document Fees and Earnest Money Deposit (EMD) :**

The Bidder shall pay a tender document fee of **Rs.2,950** /- (including GST) and Earnest Money Deposit or Bid Security of **Rs. 50,000/-. The** Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Payment modes: The tender document fees and EMD can be paid in the following manner.

EMD should be in the form of DD in favor of the Secretary, Kerala Cricket Association, Thiruvananthapuram, payable at Thiruvananthapuram and Bid Document fee should be remitted to the ***A/C No. 13800100303237 IFSC: FDRL0001380 Bank: Federal Bank Ltd., Palarivattom, Ernakulam Branch*** and downloaded bank payment receipt should be submitted along with the Tender Documents

- **SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to submit their bids through *Registered post/ speed post/courier* to the address of the undersigned.

Secretary,
Kerala Cricket Association