



**COCHIN SPECIAL ECONOMIC ZONE AUTHORITY**

**Government of India,**

**Ministry of Commerce and Industry**

**CSEZ Administration Building**

**Cochin Special Economic Zone**

**Kakkanad - 682 037**

**Tel No.0484-2413111.**

**NIT No.: CSEZ-CSZA0H(4)/1/2022-SEZ Cochin/580 dated 12-03-2025**

**NOTICE INVITING TENDER**

*for*

**CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION  
AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER  
DISTRIBUTION SYSTEM IN CSEZ**

**(Please check that all the 33 pages are intact in this document)**

**SECTION I**  
**NOTICE INVITING TENDER**  
**NIT No.: CSEZ-CSZA0H(4)/1/2022-SEZ Cochin/580 dated 12-03-2025**

The Secretary, Cochin Special Economic Zone Authority (CSEZA), under the Ministry of Commerce and Industry, Government of India, invites Tenders from experienced and competent bidders, meeting the prescribed qualifying criteria as mentioned in tender document.

1.	Name of Work:	:	<b>CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ</b>
2.	Location	:	Cochin Special Economic Zone, Kakkanad, Cochin, Kerala
3.	Website for Procurement/downloading Tender document/Corrigendum /Addendum	:	<a href="https://eprocure.gov.in/epublish/app;">https://eprocure.gov.in/epublish/app;</a> <a href="http://www.csezauthority.in">www.csezauthority.in</a>
4.	Estimated Cost of Work	:	Rs. 3,00,000/- (Rupees Three Lakhs only) excluding GST
5.	Earnest Money Deposit (EMD)	:	Rs. 6,000/- [Rupees Six Thousand Only] (Refundable)
<b>Note:</b> - EMD is to be submitted as a Demand Draft issued by a Scheduled Commercial Bank drawn in the name of “ <b>CSEZ Authority Fund</b> ” payable at Ernakulam along with the bid. No interest shall be paid by CSEZA on the EMD			
6.	Period of Work	:	<b>7 days</b> from the date of Award of Work.
7.	Validity of Bid/Tender	:	90 Days from the date of opening of tender
8.	Last date & time for submission of Technical & Financial Bid along with EMD.	:	18-03-2025; Time: 15:00 hours
9.	Opening of Technical Bid	:	18-03-2025; Time: 15:30 hours
10.	Opening of Financial Bid	:	Will be intimated to Eligible Bidders
11.	CSEZA Contact information	:	The Secretary, CSEZA, CSEZ Administrative Building, Kakkanad, Cochin – 682 037 Telephone: <b>0484 2413111</b> E-mail: <b>secretarycseza@gmail.com</b>

**There shall be no Tender Fee for submission of Bids. Exemption for EMD shall not be applicable for bidders having relevant registration such as MSME in case of works contract**

**If the office of CSEZA happens to be closed on the last date and time mentioned for any of the event, the said event will take place on the next working day at the same time and venue.**

**For and on behalf of CSEZA**

**(Sd/-)**  
**The Secretary, CSEZA**

**SECTION– II**  
**INSTRUCTIONS TO BIDDER**

**1. GENERAL INSTRUCTIONS TO BIDDER**

- a. The Website for downloading tender document is <https://eprocure.gov.in/epublish/app;www.csezauthority.in>. Bidders are advised to visit the above website regularly for updates, i.e., Addendum/Corrigendum, if any. All the Addendum/Corrigendum up to submission of tender shall be the part of tender. The full details about the work, specifications, drawings if any, terms and conditions etc. shall be available in the Tender Document.
- b. Submission of a tender by a tenderer implies that the tenderer has read this notice and all other Tender Documents and has made himself aware of the scope, the specifications, and conditions of contract, local conditions and other factors having bearings on the execution of the work.
- c. CSEZA desires that the bidders, or its suppliers, contractors and consultants observe the highest standard of ethics during the performance, procurement and execution of work tendered herein. In pursuance of this requirement, CSEZA:
  - 1.1 Will reject the award of Contract, even at a later stage, if it arrives at a conclusion that the bidder selected for award of work has, directly or through an agent, engaged in Corrupt, Fraudulent, Collusive, Or Coercive Practices during pre-bid, bidding or post-bid stages;
  - 1.2 Will impose sanctions on a bidder or its successors, which includes declaring the bidder/successors ineligible, either indefinitely or for a stated period of time, from participating in any further bidding/procurement proceedings of CSEZA, if it at any time the latter arrives at a conclusion that the bidder has, directly or through an agent, engaged in Corrupt, Fraudulent, Collusive, Or Coercive Practices in competing for, or in executing, the contract; and
  - 1.3 The bidder may be required to sign an Integrity Pact with CSEZA as per CVC circular No.C.31011/7/2021-CVO/2647 dated 03.08.2023. The bidders or its suppliers, contractors and consultants shall permit CSEZA to inspect their accounts and records and other documents relating to the bid submission and contract performance.
  - 1.4 The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a bid and for entering into a contract. The Bidder must examine the Drawings, inspect the sites of the work, and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto. CSEZA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
  - 1.5 The Contract shall be governed by terms and conditions in the tender document and all other Conditions stated by CSEZA in connection with the tender.
  - 1.6 All Bidders are hereby explicitly informed that conditional offers or offers not in conformity with the terms and conditions of the tender documents are liable to be rejected.
  - 1.7 The bidders shall not tamper or modify any part of the tender documents in any manner. In case any part of the bid is found to be tampered or modified at any stage, the bids are liable to be rejected, the contract is liable to be terminated and the full earnest deposit/retention money/performance guarantee will be forfeited and the bidder will be liable to be banned from doing any business with CSEZA.
  - 1.8 Incomplete Price bid shall be liable to be rejected, at the discretion of CSEZA. The total bid price shall cover the entire scope of works covered in the tender.
  - 1.9 The bidder should be an Indian Registered Company under Companies Act 1956/Proprietorship/Partnership.
  - 1.10 All Bidders are hereby cautioned that Bids containing any deviation as described in Clauses of “Instructions to Bidders” shall be considered as non-responsive and shall be summarily rejected.

- 1.11 CSEZA reserves the right to accept or reject any or all bids without assigning any reasons thereof. No Bidder shall have any cause of action or claim against the CSEZA for rejection of his Bid and CSEZA will not be bound to accept the lowest or any other tender.
- 1.12 No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.
- 1.13 All information submitted in response to this NIT shall be the property of CSEZA and it shall be free to use the concept of the same at its will.
- 1.14 It is hereby declared that CSEZA is committed to follow the principle of transparency, equity and competitiveness in public procurement. The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign an integrity Pact and an Agreement, which integral parts of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.
- 1.15 The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the tender. While submitting their proposal, the bidder shall ensure that they meet the conditions of eligibility described in the tender.
- 1.16 This document constitutes no form of commitment on the part of CSEZA. Furthermore, this document neither confers the right nor any expectation on any party whatsoever, to participate in the tender process. The bidder shall be responsible for all acts incurred or omissions made in connection with participation in this process. This tender does not bind CSEZA to award a contract or to engage in negotiations. However, the bidders' participation in this process may result in CSEZA selecting the bidder to engage in further discussions and negotiations towards execution of a contract. The commencement of such negotiations shall not, however signify a commitment by CSEZA to execute a contract or to continue the negotiations with that bidder. The CSEZA reserves its right to terminate such negotiations at any time without assigning any reason.
- 1.17 Failure to furnish all the necessary information as required by the tender or submission of a proposal not substantially responsive to all the requirements of the tender shall be at Bidder's own risk and will be liable for rejection.
- 1.18 CSEZA reserves the right to verify all statements, information and documents submitted by the tenderer in response to the tender. Failure of CSEZA to undertake such verification shall not relieve the tenderer of its obligations or liabilities hereunder nor will it affect any rights of CSEZA thereunder.
- 1.19 Bid proposals received by e-mail or facsimile shall be treated as defective, invalid and rejected.
- 1.20 Only detailed bid proposals complete in all respect and in the forms indicated shall be treated as valid.
- 1.21 No Bidder can modify, substitute, or withdraw the bid proposal after its submission.
- 1.22 The right to suspend the short-listing process or part of the process to accept or reject any or all bid proposals at any stage of the process and / or to modify the process or any part thereof at any time without assigning any reason therefore is reserved by CSEZA without any obligation or liability whatsoever.
- 1.23 The bid proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected bidder
- 1.24 Conditional bids shall not be considered and shall be summarily rejected at the very first instance, without providing any recourse to the bidder, in which event, the decision of CSEZA shall be final and binding.
- 1.25 A bidder shall, by responding to CSEZA under the present tender, be deemed to have accepted all the terms and conditions of this document. The terms of engagement shall be in accordance with the contract to be entered with the successful bidder
- 1.26 The bid shall remain valid for 90 days after the date of opening of Bids specified by CSEZA. In exceptional circumstances, the CSEZA may request the bidder 's consent for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.
- 1.27 CSEZA is not bound to accept any bid and reserve the right to accept or reject any bid and to annul the selection process and reject all bids at any time prior to the award of the selection

without assigning any reason(s) whatever and without thereby incurring any liability towards the affected bidder(s) on this ground

- 1.28 To facilitate evaluation of Proposals, CSEZA may, at its sole discretion, seek clarifications from any bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the CSEZA for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a bidder does not provide clarifications sought above within the specified time, his application shall be liable to be rejected. In case the application is not rejected, the CSEZA may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.
- 1.29 All documents and other information provided by CSEZA or submitted by a bidder to CSEZA shall remain or become the property of CSEZA. Bidders are to treat all information as strictly confidential. CSEZA will not return any application/proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the bidder to CSEZA in relation to the assignment shall be the property of CSEZA.

## 2 PREPARATIONS OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of bid. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule

### 2.1. SUBMISSION OF BIDS

- a. The bidders should submit their Proposal with a Cover Letter in two separate envelopes marked as **ENVELOPE-A and ENVELOPE-B**.
- b. **COVER LETTER:** - The cover letter must clearly mention the name, address, telephone and fax no., and email ID of the authorized person who will serve as the primary point of contact for all communication. The person who is signing the cover letter and the proposal should have authorization.
- c. **ENVELOPE- A:** - One Hard Copy of Technical Proposal, in original, with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be superscribed with the wordings **“Bid for Conducting CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ “**
- d. **ENVELOPE- B:** - One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be superscribed with the wordings **“Financial Proposal for CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ “**
- e. Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Proposal
- f. Both the Technical Bid cover (Envelope-A) and Price Bid cover (Envelope-B) shall then be put in a single outer cover and sealed appropriately. The outer cover shall be superscribed as **“Proposal for CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND**

**ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ “**

- g. This cover shall also legibly bear Tender notice No., bidder's address or 'FROM" address. This envelope shall be sent to The Secretary, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Kochi – 682 037
- h. The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. CSEZA does not take any responsibility for the delay and any explanation for the same
- i. The sealed cover should also clearly indicate the name, address, and telephone number of agencies to enable the proposal to be returned unopened in case it is declared "Late"
- j. ENVELOPE-B i.e., Financial Proposal will be opened only for bidders who have been found qualified in meeting the minimum eligibility
- k. All entries/details in the tender form shall be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the Bid shall be summarily rejected
- l. Financial Proposal: In preparing the Financial Proposal, the bidder is expected to take into account the requirements and conditions of the tender documents. Bidders shall submit the financial proposal in the Form given in the tender document clearly indicating the total cost of the tender in both figures and words, in Indian Rupees, and signed by the bidder. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account. The envelope marked "Financial Proposal" shall contain the financial proposal in the Form given in the tender document
- m. However, CSEZA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Proposal submitted by the respondents
- n. Late Proposals:
  - a) Proposals received by the CSEZA after the specified time on the due date shall not be eligible for consideration and shall be summarily rejected.
  - b) Any alteration / modification in the bid proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by CSEZA, shall be disregarded.

**2.2 ASSISTANCE TO BIDDERS**

Any **queries relating to the tender document and** the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

**2.3 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of the Bid as well as costs associated for facilitating the evaluation. CSEZA shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**2.4 LANGUAGE OF BID**

The Bid and all related correspondence and documents relating to the Project shall be in English language only. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate English translation which shall be certified by a qualified translator. Any material that is submitted in a language other than English and which is not accompanied by an accurate English translation will not be considered.

**2.5 CURRENCY OF BID**

Bid prices shall be quoted in Indian Rupees (INR). Tender submitted by tenderer shall remain valid for acceptance as mentioned in NIT from the date set for submission of the tender. The tenderer shall not be entitled within the said period to revoke or cancel or vary the tender given or any item thereof, without the consent of CSEZA. In case tenderer revokes, cancels, or varies his tender in any manner without the consent of CSEZA, within this period, his earnest money will be forfeited.

**2.6 ANNEXURES**

The Bidder should follow the guidelines as per “Section of Annexures” mentioned in tender document. CSEZA reserves the right to reject any or all the bids or to cancel the Tender, without assigning any reason(s) whatsoever.

**For and on behalf of CSEZA**

**(Sd/-)**

**The Secretary,**

**CSEZA**

**SECTION-III**  
**SELECTION AND QUALIFYING CRITERIAS**

**1) SITE VISIT**

Intending Bidder(s) have to visit site to inspect and examine the site and its surroundings, the nature of the ground and sub-soil etc. (so far as is practicable) at his own cost.

**2) QUALIFYING CRITERIA:**

**I.** The intending bidder must read the terms & conditions of tender documents carefully. He should only submit his Technical Bid if he considers himself eligible and is in possession of all the documents required.

**II. The Technical Bid shall be submitted along with the following documents.**

**Format of Check List**

Sl. No.	Particular of Document	Yes	No	Page Nos.
a)	Demand Draft issued by a Scheduled Commercial Bank drawn in the name of " <b>CSEZ Authority Fund</b> " payable at Ernakulam (valid for 90 days from the due date of the tender) for amount highlighted in the tender section as Earnest money Deposit (EMD)			
b)	Letter of Transmittal of bid in the letter head of the bidder for submission of Technical Bid ( <b>Form-A</b> )			
c)	Power of attorney for signing of Proposal			
d)	Yearly Profit and Loss Account and Balance Sheet for the last three years, ending on the financial year 2023-24. <b>(Audited Documents if applicable)</b>			
e)	The Average annual financial turnover (after enhancement) for last three years shall be at least Rs 1,20,000 (One Lakh Twenty Thousand Rupees Only). (Audited documents should be submitted if the annual turnover is more than 2crores else Certified by Chartered Accountant) <b>Form B</b> <b>Note:</b> The value of annual turnover figures shall be brought to the current value (i.e. preceding financial year) by enhancing the actual turnover figures at simple rate of 7% per annum.			
f)	The contractor should have successfully completed during the last 7 years ending last date of submission of tenders as per NIT, "similar works" as follows: a. Three similar works each costing not less than Rs 1,20,000/- OR b. Two similar works each costing not less than Rs 1,50,000/- OR c. One similar work costing not less than Rs 2,40,000/- The details of work/experience shall be submitted in the format given in <b>Form C</b> . <i>Note:</i> 1. 'similar works shall mean " <b>Any work related to Testing and assessment of Sub Stations using ETAP/DigSILENT software or Works as mentioned in scope of work</b> "			



Sl. No.	Particular of Document	Yes	No	Page Nos.
	<p>2. The past experience in similar works should be supported by Completion certificates issued by the client's organisation. Value of work will be considered equivalent to the amount received as per the TDS Certificates (26 AS in case of private works).</p> <p>3. The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of tenders as per NIT. Details of similar type of work executed should have the following:  <b>Note:</b>            1. Completion certificates and work orders should be enclosed which clearly indicates the name and nature of work, value of work and time period.            2. Experience certificate issued by the same management/ sister concern/ joint venture etc are not acceptable.</p>			
g)	Blacklisting/non-debarring declaration Form <b>(Form-D)</b>			
h)	<b>Goods and Service Tax (GST):</b> The bidders shall be liable to pay all applicable taxes including GST and no payment on this account shall be claimed from CSEZA. <b>Copy of GST registration certificate.</b>			
i)	<b>Affidavit or undertaking to supply goods and services at Zero rate</b> as per 16(1) of Chapter VII of IGST Act <b>(Form F)</b>			
j)	The nature of bidder (Company/ Proprietorship Company/ Partnership Company/ Limited company private or public or corporation. <b>Joint Ventures are not accepted.</b> Copy of Certificate of Incorporation/ Registration/ Partnership Deed or any other relevant document, as applicable, should be submitted along with a copy of address proof. Bidder should have at least an office in Kerala.			
k)	AFFIDAVIT OF UNDERSTANDING NIT <b>(Form G)</b>			

2) **Financial Bid or traces of information regarding financial bid should not be included in the Technical Bid. If found so, the bid shall be summarily rejected.**

3) Technical Bids are to be submitted to determine that the bidder has a full comprehension of the tendered work. Where a bidder's technical submittal is found non - compliant with the requirement or work, it may be rejected. The Financial Bid will be opened only for the agencies whose technical bids are accepted by the competent authority.

### 3) CONTENTS OF FINANCIAL BID

The Financial Bid should be submitted separately before the last date & time of submission mentioned in the tender document.

The quoted rate filled in Schedule of Quantities should include all associated costs with the project including any out of pocket / mobilization expenses, necessary lead or lift associated with and not specified, TDS, if any applicable as per Govt. terms, shall be paid by the Contractor.

Rates quoted in the price bid should be **exclusive of GST**

CSEZA shall be performing all its duties of deduction of TDS and other deduction on payment made

to the contractor as per applicable legislation.

**4) OPENING OF FINANCIAL BID**

After opening of technical bid, a list of short - listed agencies will be prepared. Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified date & time.

**5) AWARD CRITERIA**

After closing of Technical & Financial Bid process, CSEZA will award the contract to the bidder, whose tender has been determined to be substantially responsive, complete and in accordance with the tender document, and whose total evaluation price for the undertaking the Work as detailed in the scope of work is the lowest.

**For & on behalf of Tenderer**

## **SECTION- IV**

### **GENERAL CONDITIONS OF CONTRACT**

#### **1. GENERAL RULES AND DIRECTIONS**

In the event of the tender being submitted by a partnership firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a Power of Attorney authorizing him to do so, such power of attorney to be produced with the tender. If the bidder is a Company, it must be signed by the authorized signatory of the Company who has been empowered to do so through a board resolution. Receipts for payment made on account of work shall be signed by the power of attorney of the firm, if it is a partnership firm.

2. No conditional tenders shall be accepted. A person/firm shall submit only single bid. The Bid will be rejected by CSEZA as non-responsive and shall not be considered in case EMD is not received of the requisite amount and/or Bank Guarantee (if opted) in the physical form. In case the lowest tendered amount of two or more contractors is same, then the lowest tender, among such contractors, shall be decided by draw of lots. In the event of a tender being rejected, the earnest money shall thereupon be returned to the contractor remitting the same, without any interest. CSEZA shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
3. The tenderers shall sign a declaration under the, for maintaining secrecy of the tender documents drawings or other records connected with the work given to them. Confidentiality Clause
4. In the case of Item Rate Tenders, only rates quoted shall be considered. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.
5. In the case of any tender where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected. All rates shall be quoted on the tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and in case of discrepancy, the amount in words shall be taken as correct. -
6. Forfeiture/Return of EMD

#### **The EMD submitted by the bidder will be forfeited if:**

- (1) The bidder withdraws his tender before processing of the same.
- (2) The bidder withdraws his tender after processing but before acceptance of "Letter of Acceptance" issued by CSEZA.
- (3) The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- (4) The bidder violates any of the provisions of the terms and conditions of this tender.

#### **The EMD will be refunded to:**

- (1) The successful bidder, only after furnishing an unconditional and irrevocable Performance Bank Guarantee of amount specified in this document valid till the end of assignment period with additional claim period of 90 days.
- (2) The unsuccessful bidders, only after acceptance of the "Letter of Acceptance" by the selected bidder.

**7. Performance Guarantee**

The Contractor, whose tender is accepted, will be required to furnish **performance guarantee of 5% (Five Percent) of the contract amount** within seven days of issue of the Letter of Acceptance. This period can be further extended by the Competent Authority up to a maximum period of 7 days on written request of the contractor stating the reason for delays in procuring the Performance Guarantee, to the satisfaction of the Competent Authority. Performance **Guarantee** may be furnished in the form of Account Payee Demand Draft, Fixed Deposit Receipt with Lien in the name of "CSEZ Authority" from a Commercial bank, Bank Guarantee from a Commercial bank in an acceptable form, safeguarding the purchaser's interest in all respects. The EMD will be returned only after submission of Performance Guarantee. The Performance Guarantee shall remain valid for a minimum period of ninety days beyond the date of completion of all contractual obligations/period of contract. In case the time for completion of work gets enlarged, the contractor shall get the validity

8. In case L-1 Bidder's Quote/ Winning Bid is lower than 85% of Estimated Cost put to tender (ECPT), then such Bid shall be considered as an "Abnormally Low Bid" (ALB). In such case, the L-1 Bidder/ Contractor shall be required to submit an Additional Performance Guarantee for an amount that is "difference between the 85% of ECPT and ALB". **No Tenders below 75% of ECPT shall be accepted.**
9. If for breach of tender conditions by bidders/contractor, CSEZA has disqualified the Bidder(s) from the tender process prior to the award of the Contract, CSEZA shall forfeit the entire amount of Earnest Money Deposit.
10. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.
11. All the tax applicable in respect of this contract shall be payable by the Contractor and CSEZA will not entertain any claim whatsoever in respect of the same. All billing by the Contractor should be in the name of "**CSEZA, CSEZ Administrative Building, Kakkanad, Cochin-682037**" bearing the GSTIN: 32AAAGC0659L1ZL". **In this type of billing, GST will be zero rated.**
12. The bidder/contractor unconditionally acknowledges that the payments under the present contract/Agreement/Work Order/Arrangement shall be made proportionately by CSEZA only after verification of the work and documents. The bidder/contractor also unconditionally agree that in the event the payment or part thereof, under the present Contract/Agreement/Work Order/Arrangement is not received, then any of the Employee/Officer of CSEZA shall not be responsible to pay any amount to bidder/contractor.
13. The contractor shall give a list of CSEZA employees related to him.
14. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render, tenders of the contractors tendering, as well as witnessing the tender, liable to summary rejection.

**15. DEFINITIONS**

In the contract, all the expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them in CPWD manual/Manual for procurement of Works, 2022.

**16. WORKS TO BE CARRIED OUT**

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, tools, equipment and transport which may be required in preparation of and for and in full and entire execution and completion of the works.

**17. SUFFICIENCY OF TENDER**

The Cost quoted in the Schedule of Quantities/ Building Components, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

**18. DISCREPANCIES AND ADJUSTMENT OF ERRORS**

- 1) In the case of discrepancy between the conditions of contract, schedule of Quantities/Building Components, the Specifications and/ or the Drawings, the following order of preference shall be observed: -
  - i. Letter of Award
  - ii. NIT/Tender conditions along with Addendum/Corrigendum/Clarifications
  - iii. Description of Schedule of Quantities/Components.
  - iv. Particular Specification and Special Condition, if any.
  - v. Drawings if any.
  - vi. CERC/KSERC/BEE or Local authorities Specifications if any.
  - vii. Indian Standard Specifications of B.I.S.; Relevant Quality Codes including National Building Code 2016, B.I.S. Codes, RDSO standards, etc.
- 2) Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contract.

**19. SIGNING OF CONTRACT**

- 1) The Letter of Award of Work shall be issued within 7 days from the submission of Performance Guarantee by the Successful Bidder. The successful Tenderer/contractor, shall within 7 days from the stipulated date of commencement of the work, sign a contract consisting of: -
  - i. The notice inviting tender, all the documents including drawings, if any, forms the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
  - ii. Additional Conditions of Contract consisting of:
    - a) Various standard clauses with corrections up to the date stipulated in Additional Conditions of Contract along with annexures thereto.
    - b) Safety Code.
    - c) Model Rules for the protection of health, sanitary arrangements for workers employed.
    - d) Contractor's Labour Regulations.
    - e) List of Acts and omissions for which fines can be imposed.
    - f) CERC/KSERC/BEE specification, Indian standard (IS) specification, NBPDC specifications with up to date corrections.
    - g) General Specifications for Electrical works (Part-I internal) 2005 and (Part-II External) 1994 of CPWD if applicable.
- 2) No payment for the work done will be made unless contract/ agreement is signed by the contractor.

**20. LIQUIDATED DAMAGES (LD) AGAINST DELAY IN COMPLETION**

If the contractor fails to maintain the required progress in reaching the milestones or to complete the work and clear the site on or before the contract completion date or extended date of completion, if any, as approved by CSEZA, he shall pay to CSEZA an amount as compensation, calculated @ 0.5% of the total contract value per week of delay to be computed on per day basis. The total amount of such compensation penalty for delay shall not exceed 10% of the contract value of work.

21. The Competent Authority may, by notice in writing absolutely determine the contract in any of the following cases if the contractor has:
- i. Failed to rectify, reconstruct or replace any defective work.
  - ii. Suspended the progress of the work or has failed to proceed with the work with due diligence.
  - iii. Fails to complete the work within the stipulated date.
  - iv. Neglects to carry out obligations or fails to comply with the terms and conditions of the contract.
  - v. Offer/give to any person in CSEZA service any gift or consideration or commission of any kind as an inducement or reward in relation to this tender/contract.
  - vi. Secured this contract unfairly or commits breach of Integrity Agreement/Pact.
  - vii. Been adjudged insolvent or is undergoing proceedings for liquidation.
  - viii. Has assigned/transferred, sublet the work in this tender without the prior written approval of the Engineer -in-Charge.
- In the event of the above course, the contractor shall have no claim to compensation with respect to the execution of the work or the performance of the contract. Further, the Contractor shall be liable to pay for the additional cost of work suffered by CSEZA for the completion of work the Contractor had agreed to complete. The contractor shall handover the vacant peaceful possession of the site after removing all his plants, tools, machinery and equipment.
22. Period of contract is **7 days**
23. Engineer-in-Charge shall, except as otherwise provided, ascertain and determine by measurement, the value in accordance with the contract of work done. The contractor shall maintain all the required records/registers and shall get it signed by the Engineer-in-Charge.
24. The contractor shall keep the site clean
25. The final bill shall be submitted by the within three months of physical completion of the work or within one month of the date of final certificate of completion. No further claims shall be made by the contractor after submission of the final bill
26. The contractor shall, at his own expense, provide all materials and testing equipment required for the works. All such materials and testing equipment to be provided by the Contractor shall be in conformity with the specifications laid down or referred to in the contract or any Authority.
27. The contractor shall meet within the total contract value all the expenses connected with increase in price/wages or due to variation in prices of materials during the contract period.
28. The contractor shall execute the work as regards materials and the specifications. In case specification of any item is not clear, CERC/KSERC specification, Bureau of Indian Standard or any other, published standard or code or, Schedule of Rates that is applicable. The contractor shall also conform to the design, drawings and instructions.
29. The Engineer-in-Charge shall have power to make any alterations in, omissions from, additions to or substitutions for, the original specifications, drawings, designs and instructions that may appear to him to be necessary during the progress of the work
30. If the contractor does not execute the work with due diligence or does not comply with any of the terms and conditions of the contract or fails to complete the work(s), CSEZA shall take possession of the site and materials, carry out the incomplete work at the risk and cost of the contractor.
31. The contractor shall pay to labour employed by him minimum wages as defined in the C.P.W.D. Contractor's Labour Regulations or Minimum Wages Act, 1948 or Contract Labour (Regulation and Abolition) Act, 1970 and the contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.
32. The contractor shall at his own expense arrange for the safety provisions as per C.P.W.D. Safety Code. In case the contractor fails to make arrangement and provide necessary facilities as aforesaid, he shall be liable to pay a penalty of Rs.200/- for each default.
33. Previous approval in writing of CSEZA shall be obtained before any change is made in the constitution or the ownership of the contractor's firm.
34. The contractor shall provide and employ on the site only such technical assistants as are skilled and experienced in their respective fields and such foremen and supervisory staff as are competent to give proper supervision to the work as per this tender. The contractor shall provide

and employ skilled, semiskilled and unskilled labour as is necessary for proper and timely execution of the work. If the contractor fails to appoint suitable technical Principal technical representative and/or other technical representative(s) and if such appointed persons are not effectively present or are absent without duly approved substitute or do not discharge their responsibilities satisfactorily, the Engineer-in-Charge may suspend the execution of the work until such date as suitable other technical representative(s) is/are appointed and the contractor shall be held responsible for the delay so caused to the work.

35. CSEZA shall have the option of terminating the contract without compensation to the contractor.
36. The contractor shall not be permitted to tender for works in the CSEZA if his near relative is posted in CSEZA and is responsible for award and execution of contracts in which he participates.
37. No Officer of gazetted rank or other gazetted officer employed in administrative duties in department of the Government of India shall work as a contractor or employee of a contractor for a period of one year after his retirement from government service without the previous permission of Government of India in writing.
38. The contractor shall be responsible for the rectification of defects in the works for a period of Two (2) months from the date of taking over of the works by the CSEZA or clients whichever is later. Any defects discovered and brought to the notice of the contractor forthwith shall be attended to and rectified by him at his own cost and expense. In case the contractor fails to carry out these rectifications, the same may without prejudice to any other right or remedy available, be got rectified by CSEZA at the cost and expense of the contractor.
39. The execution of the works shall commence from such time period as mentioned in Work Award or the date on which the Engineer-in-Charge issues written orders to commence the work. If the Contractor commits default in commencing the execution of the work as aforesaid, the CSEZA shall be at liberty to forfeit the Performance Guarantee absolutely.
40. The contractor shall carry out the various mandatory tests as per specifications and the technical documents that will be furnished to him during the performance of the work. All the tests on materials, as recommended by CERC, KSERC, BEE and relevant Indian Standard Codes or other standard specifications (including all amendments current at the last date of submission of tender documents) shall be got carried out by the contractor at the field-testing laboratory or outside laboratories, at the direction of the CSEZA. All testing charges, expenses etc. shall be borne by the contractor. All the tests, either on the field or outside laboratories concerning the execution of the work and supply of materials shall be got carried out by the contractor or CSEZA at the cost of the Contractor.
41. It shall be obligatory for the contractor to obtain at his own cost stipulated insurance cover under the following requirements: **Contractor's all risk and Third Party** Cover under Contract Labour (Regulation and Abolition) Act, 1970, Accidents to staff, Officers, Supervisors and others who are not governed by workmen's compensation Act, Damage to material, machinery and works due to fire theft etc., any other risk to be covered by insurance as may be specified by the CSEZA in this tender.
42. It is clearly agreed and understood by the contractor that, notwithstanding anything to the contrary that may be stated in the agreement between CSEZA and the contractor; the contractor shall become entitled to payment for the work subject to the condition that the Contractor complete the work strictly as per specifications in the scope of work and to the subjective satisfaction of CSEZA

## SCOPE OF WORK

The bidder shall be responsible for the measuring/testing the following tasks:

### a) **Relay Coordination Study:**

- I. Collection of all relay settings, protection schemes, and SLD (Single Line Diagram) of the existing system.
- II. Conducting a detailed relay coordination study using software such as ETAP/DigSILENT or equivalent.
- III. Proposing optimized relay settings to ensure selective tripping, reducing unnecessary outages.
- IV. Identification of maloperation or miscoordination issues.
- V. Preparation of a final relay coordination report with recommended settings.

### b) **Arc Flash Study and Analysis:**

- I. Data collection of equipment ratings, cable parameters, relay characteristics, and switchgear details.
- II. Calculation of arc flash incident energy levels at various points in the electrical network.
- III. Identification of high-risk areas and hazard categorization based on IEEE 1584 or equivalent standard.
- IV. Preparation of arc flash hazard labels indicating required PPE levels.
- V. Recommendations for mitigating arc flash hazards, such as improved protection settings, upgraded switchgear, or operational modifications.

### c) **Testing & Validation:**

- I. Verification of relay settings and functionality.
- II. Testing of CTs/PTs for accuracy and healthiness.
- III. Compilation of test reports and validation of simulation results.



## **SPECIAL CONDITIONS OF CONTRACT**

### **Mandatory Additional Qualification Criteria**

- I. Must have a team of qualified professionals, including certified power system engineers.
- II. Must have access to licensed earthing analysis software (ETAP/CYMEGRD or equivalent).

### **Reports to be submitted after completion of Work**

1. Key findings and observations
2. Existing protection scheme overview
3. Protection philosophy at 110 kV/11 kV substation and RMUs
4. Types of relays installed (numerical/electromechanical)
5. Existing relay settings and coordination philosophy
6. Relay Coordination Analysis
7. Short circuit analysis (fault levels at different buses)
8. Time-current characteristic (TCC) curves for relay settings
9. Coordination between upstream and downstream relays
10. Analysis of relay operation sequences under different fault scenarios
11. Relay grading margin verification
12. Required relay setting changes and justification
13. Arc Flash Study Methodology
14. Standards followed (IEEE 1584, NFPA 70E, IEC 60909, etc.)
15. Data collection (bus voltages, fault current levels, working distances)
16. Incident Energy Calculations
17. Arc flash boundary calculations
18. Incident energy at different switchgear locations (11 kV switchboard, RMUs, 110 kV panels, etc.)
19. Assessment of potential hazard levels at critical points
20. Current levels, working distances)
21. Incident Energy Calculations
22. Arc flash boundary calculations
23. Incident energy at different switchgear locations (11 kV switchboard, RMUs, 110 kV panels, etc.)
24. Assessment of potential hazard levels at critical points  
Arc Flash PPE Recommendations
25. Categorization of arc flash risk levels
26. Recommended Personal Protective Equipment (PPE) for different locations
27. Signage and labelling requirements for arc flash hazards
28. Mitigation Measures
29. Recommendations for reducing arc flash risks (e.g., relay settings, zone-selective interlocking, improved breaker clearing times)
30. Engineering controls to minimize hazard levels  
Annexures
31. Arc flash calculation sheets
32. Arc flash labels and warning sign designs

# **FINANCIAL BID**

**NIT No.: CSEZ-CSZA0H(4)/1/2022-SEZ Cochin/580 dated 12-03-2025**  
**A: LETTER OF TRANSMITTAL FOR FINANCIAL BID**

To  
CSEZA  
CSEZ Admin. Building, Kakkanad,  
Cochin, Kerala--682037

**Subject: "Financial Bid for CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ" –reg.**

Sir,

With reference to your NIT document dated ....., I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I / We acknowledge that the CSEZA will be relying on the information provided in the BID and the documents accompanying the BID for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the BID are true copies of their respective originals.
2. The BID Price has been quoted by me / us after taking into consideration all the terms and conditions stated in the NIT, draft Agreement, our own estimates of costs and after a careful assessment of the site and all own the conditions that may affect the project cost and implementation of the project.
3. I/ We acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
5. I / We shall keep this offer as specified in the NIT.
6. I / We hereby submit our BID and offer a BID Price of Rs. ....excluding Goods and Services Tax  
(Rs..... in words) for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

Yours faithfully

Date:

(Signature, name and designation  
of the Authorized signatory)

Place:

**Name and seal of Bidder**

**BILL OF QUANTITIES (BOQ)**

<b>Sl. No</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price (₹)</b>	<b>Total Price (₹)</b>
1	Relay Coordination Study	LS	1		
2	Arc Flash Study & Analysis	LS	1		
3	Testing & Validation	LS	1		
4	Any Other Charges (Specify)	LS	1		
<b>Total Cost</b>					
<b>In Words:</b>					

Yours faithfully

Date:

Place:

(Signature, name and designation  
of the Authorized signatory)  
**Name and seal of Bidder**

# **FORMS**

**ANNEXURES**

**ANNEXURE -I  
FORM OF PERFORMANCE GUARANTEE**

To  
CSEZA,  
CSEZ Admin. Building  
Kakkanad -682037

In consideration of Cochin Special Economic Zone Authority, Kakkanad-682037 (hereinafter referred to as "the Employer") which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to \_\_\_\_\_ (Contractor's name & address) (hereinafter referred to as "the Contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a contract, by issue of Letter of Acceptance No. \_\_\_\_\_ dt. \_\_\_\_\_ and the same having been unequivocally accepted by the Contractor, resulting into a contract valued at Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for \_\_\_\_\_ (name of work) (hereinafter called " the contract") and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (5 % of the said value of the Contract to the Employer).

We, \_\_\_\_\_ (name & address of bank) (hereinafter referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer, on demand any or, all monies payable by the Contractor to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as aforesaid at any time upto \_\_\_\_\_ without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the Employer on the bank shall be conclusive and binding notwithstanding any difference between the Employer and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges this guarantee.

We the said Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharges the guarantee.

The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from, time to time to extend the time for performance of the Contract by the Contractor. The Employer shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Contractor or any other course or remedy or security available to the Employer. The bank shall not be released of its obligations under these presents by any exercise by the Employer of its liberty with reference to the

matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would but for this provision, have the effect of relieving the Bank. The guarantee shall not be affected by a change in the constitution of the bank or of the employer.

The bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

We, the Said Bank do hereby declare that we have absolute and unconditional power to issue this guarantee in your favour under the Memorandum and Articles of Association or such other constitutional documents of the Bank and the undersigned have full power to execute this guarantee under the Power of Attorney/ Post Approval Authorization dated \_\_\_\_\_ of the bank granted to him / us by the Bank. We the said bank do hereby declare and undertake that your claim under the guarantee shall not be affected by any deficiency or other defect in the powers of the bank or its officials and the guarantee shall be deemed to have been issued as if the bank and its officials have all the powers and authorization to give this guarantee on behalf of the bank.

We the said bank do hereby certify the genuineness and appropriateness of the Stamp paper and stamp value used for issuing the guarantee. We the said bank do hereby declare and undertake that your claim under the guarantee shall not be affected by any deficiency or other defect in the stamp paper or its stamp value.

We the said bank do hereby declare that our payments hereunder shall be made to you, free and clear of and without and deduction, reduction on account of any reasons including any and all present and future taxes, levies, charges of withholding whatsoever imposed or collected with respect thereto.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the Employer on whose behalf this bank guarantee has been given.

Notwithstanding anything contained herein

- i) our liability under this guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only);
- ii) This bank guarantee shall be valid up to \_\_\_\_\_ **(indicate a date two months after the probable date of completion)**
- iii) Our liability to make payment shall arise and we are liable to pay the guaranteed amount or any part thereof under this guarantee, only and only if you serve upon us a written claim or demand in terms of the guarantee on or before \_\_\_\_\_ **(indicate a date three months after validity of guarantee)**.
- iv)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

**For & on behalf of Tenderer**

**ANNEXURE – II  
FORMAT FOR AFFIDAVIT**

I / We have submitted a bank guarantee for the work (Name of work) Agreement No. \_\_\_\_\_ Dated \_\_\_\_\_ from \_\_\_\_\_ (Name of the Bank with full address) to the CSEZA, Kakkanad, Ernakulam with a view to fulfil the condition of performance guarantee in the tender. This Bank guarantee expires on \_\_\_\_\_ I / We undertake to keep the validity of the bank guarantee intact by getting it extended from time to time at my / our own initiative up to a period of \_\_\_\_\_ months after the recorded date of completion of the work or as directed by the CSEZA.

I / We also indemnify the CSEZA against any losses arising out of non-encasement of the bank guarantee if any.

**(Deponent)  
Signature of Contractor**

**Note:**

**The affidavit is to be signed by the Executants before a notary public.**



**ANNEXURE -III**

**AGREEMENT PROFORMA  
(To be furnished on non-judicial Rs.200/- stamp paper)**

To be executed on non-judicial stamp worth Rs.200/- and continuation sheets on ledger papers and two copies on ordinary paper to be submitted neatly type-written sheets on one side of the paper in single line spacing.

**AGREEMENT**

THIS AGREEMENT IS MADE on this ..... day of ..... 2024

**BETWEEN**

CSEZA, Kakkanad represented by its Secretary, .....S/o.....,aged ..... years residing at .....(hereinafter referred to as the 'CSEZA ' or 'Client' which expression shall, unless repugnant to the context or meaning thereof, includes its successors and assigns) of one part

**AND**

M/s....., a company incorporated under the Indian Companies Act, 1956, having its registered office at ..... represented by ..... (Designation), aged .....years, S/o..... residing at ..... (Hereinafter referred to as 'Agency' which expression shall, unless repugnant to the context or meaning thereof, includes its successors, administrators, liquidators and assigns or legal representatives) of the other part.

WHEREAS the Client invited NIT for "Name" vide Tender ID and the Agency submitted a bid for the same giving rates/amounts accepting the terms and conditions of the NIT document.

AND WHEREAS the said bid submitted by the Contractor has been accepted and the Client has awarded the work of ".....". vide Work order No.....Dated.....and the Contractor submitted a signed copy of the work order as a token of acceptance of the same, giving rates/amounts accepting the terms and conditions as stipulated in the work order.

NOW THIS AGREEMENT WITNESSETH and the parties hereby agree as follows:

1. The bid submitted by the Contractor for the scope of services/work specified in the NIT at the rates/amounts specified in consideration of all the terms and conditions in the NIT is accepted.
2. It shall be valid for a period of ..... from the date of signing unless revoked earlier. Further extensions will be considered as per the provisions of NIT.
3. The Contractor agreed to abide by and fulfil all the terms and provisions of the said conditions of contract in default thereof forfeit and pay to CSEZA the sum of money mentioned in the said conditions.
4. It is mutually agreed that the offer in its entirety shall form part of this agreement.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

1. Notice Inviting Tender (NIT) along with Addendum/Corrigendum/Clarifications

2. Contract Data
3. Bidder's Bid
4. Letter of Award/Work Order
5. Performance Security
6. Description of Schedule of Quantities/Components.
7. Particular Specification and Special Condition, if any.
8. Drawings if any.
9. Any other document listed in the Contract Data as forming part of the contract.

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written at Cochin.

**Signature of the authorized officer of CSEZA**  
(with the seal of company and address)

**Signature of the Bidder**  
(with the seal of company and address)

In the presence of:

Witness

1. Name and Address

2. Name and Address

NIT No.: CSEZ-CSZA0H(4)/1/2022-SEZ Cochin/580 dated 12-03-2025  
**ELIGIBILITY CRITERIA AND IT's FORMS:**

**FORM A**

**LETTER OF TRANSMITTAL OF TECHNICAL BID**

To  
CSEZA  
CSEZ Admin. Building, Kakkanad,  
Cochin, Kerala--682037

**Subject: Submission of bids for the work of "CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ"**

Sir,  
Having examined the details given in press notice and bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed **forms A to J** and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

Name of work	Certificate from

**Certificate:**

**It is certified that the information given in the enclosed technical bid are correct. It is also certified that I/we shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us found to be incorrect.**

Enclosures:

**Seal of bidder**

Date of submission:

**Signature(s) of Bidder(s)**

**FORM B**

**FINANCIAL INFORMATION**

Financial Analysis: Details to be furnished should be duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

<b>Years</b>	<b>Gross Annual Turnover</b>	<b>Profit/Loss (After Tax)</b>
<b>2023-2024</b>		
<b>2022-2023</b>		
<b>2021-2022</b>		

**UDIN:**

**Signature of Chartered Accountant  
(with Number & Seal)**

**Signature of Bidder(s).  
(with Seal)**

**FORM C**

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING LAST SEVEN YEARS**

<b>Sl. No</b>	<b>Name of Project &amp; Location</b>	<b>Owner or sponsoring organization</b>	<b>Cost of work in rupees</b>	<b>Date of Commencement as per contract</b>	<b>Stipulated date of completion</b>	<b>Actual date of completion</b>	<b>Name and address/ telephone number of officer to whom reference may be made</b>
1							
2							
3							
4							
5							
6							
7							

**(Signature of the Bidder)**

**Note: This should be accompanied by Completion certificate and work order.**

**FORM D**

**FORMAT FOR UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT**

**[On the letterhead of the Organization]**

**Name of work: "CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND  
ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION  
SYSTEM IN CSEZ"**

To  
CSEZA  
CSEZ Admin. Building, Kakkanad,  
Cochin, Kerala--682037

This is to certify that we have taken the cognizance of Blacklisting Policy of CSEZA Further, we hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government Department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/Undertaken the works/Services during the last 5 years.

Yours faithfully,

Date:

(Signature, name and designation  
of the Authorized signatory)

Place:

**Name and seal of Bidder**

**BIDDER'S REQUEST FOR CLARIFICATION**

Name and address of Organization submitting request		Name & position of person submitting request	Contact details of the Organization
			Tel: Fax: E-mail:
Sl. No.	Bidding Document Reference (Number/page)	Content of NIT requiring clarification	Points of Clarification required
1			
2			
3			
4			
5			

**Seal and Signature of Contractor**

**FORM F**

**UNDERTAKING for LUT  
(To be submitted in letterhead)**

Date

To  
The Chairperson  
Cochin Special Economic Zone  
Kakkanad  
Ernakulam-682037

**Subject:** Tender for **CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ**

Sir/Madam,

We hereby undertake that, we shall supply goods and services at zero rate through LUT or as per the applicable law of taxes/GST, prevailing at that time, if we are awarded the contract. We also undertake that we will get registered with GST (LUT) before submission of bills.

Thanking you

Yours faithfully

Authorized Signatory



FORM G

**AFFIDAVIT OF UNDERSTANDING NIT  
(To be submitted in letterhead)**

Date

To  
The Chairperson  
Cochin Special Economic Zone  
Kakkanad  
Ernakulam-682037

**Subject:** Understanding NIT for **CONDUCTING COMPREHENSIVE ASSESSMENT OF RELAY COORDINATION AND ARC FLASH INTENSITY AT THE EHT SUBSTATION UNDER POWER DISTRIBUTION SYSTEM IN CSEZ**

Sir/Madam,

I have read and understood the terms and conditions mentioned in NIT:

\_\_\_\_\_ dated \_\_\_\_\_ from page no \_\_\_\_ to \_\_\_\_ and shall  
comply unconditionally to the terms and conditions mentioned therein along with  
corrigendum(s)/clarifications issued in this regard.

Thanking you

Yours faithfully

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