

## 1. Notice Inviting Tender

**The Marine Products Export Development Authority  
(Ministry of Commerce & Industry, Govt. of India)**

Head Office, MPEDA House,  
Building No: 27/1162, PB No:4272,  
Panampilly Avenue, Panampilly Nagar PO,  
KOCHI-682 036, KERALA  
Telephone (EPABX) : +91 2311803 / 2311901  
2311854 / 2314468 / 2315065 / 2313415  
Fax: +91 484 2313361 / 2314467 / 2312812 / 2312036  
E-mail: admn@mpeda.gov.in

### TENDER NOTICE

ST-OEMS/1/2024-ADMN

12.08.2025

The Marine Products Export Development Authority (MPEDA), Kochi invites bids through e-Tendering System under the single stage: two bid system separately (i.e. Technical BID and Financial Bid) from eligible bidders for the **ELECTRICAL WORKS IN QC LAB AT MPEDA HEAD OFFICE, Kochi**. The details of requirements and terms & conditions for each item are available in the MPEDA Website: <http://mpeda.gov.in> and E-procurement portal <https://eprocure.gov.in>. The bids shall be submitted online following the instructions appearing on the screen. Users are requested to map their system as per the System settings available on the link "System Requirement and Registration Manual" on the E-Procurement portal. **Dead line for submission of bid: 1400 hrs on 03-09-2025.** The bids are required to be uploaded in two separate parts i.e. techno-commercial bid & Financial Bid. **The techno-commercial bids will be opened at 15:30 hrs. on 03-09-2025** in the presence of bidders or their representatives who choose to attend on the specified date and time at the MPEDA Head Office at the address given above. The Financial Bids of bidders whose techno-commercial bids get qualified would be opened at a specified later date.

Sd/-

**SECRETARY  
MPEDA, KOCHI**

## **2. Introduction**

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as “MPEDA”) is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

## **3. SCOPE OF WORK**

The Electrical work are to be carried out in the fifth floor of Quality Control LABH at Head Office of MPEDA at Panampilly Nagar, Kochi, Kerala. The existing old Outgoing wiring of UPS mains to instruments distribution boards to be removed and supply laying termination of 4Cx10 Sq mm armored XLPE cable with copper earthing to be done as per the BOQ and terms and conditions of the tender document. The detailed Bill of Quantity (BOQ) and Drawings for the work is in the website: <https://mpeda.gov.in> and the same have to be downloaded from the website procurement portal for the submission of tender.

Interested Bidders may obtain further information from the Head Office of MPEDA at the address given below from 10:00 to 17:00 hrs. (IST) on all working days –

Deputy Director (Admn)

The Marine Products Export Development Authority

(Ministry of Commerce & Industry, Govt. of India)

MPEDA House, Building No: 27/1162, PB No: 4272,

Panampilly Avenue, Panampilly Nagar PO,

Kochi-682 036, Kerala

Telephone (EPABX): +91 484 2311901 – Extn- 304, 311

E-mail: [admn@mpeda.gov.in](mailto:admn@mpeda.gov.in)

Web: [www.mpeda.gov.in](http://www.mpeda.gov.in)

## **4. GENERAL CONDITIONS**

### **4.1. ELIGIBILITY CRITERIA.**

(i) The tenderer should be **successfully completed 3 (three) similar works** (renovation/new installation of Electrical wiring works, in commercial /industrial/ office building, etc.) costing not less than the amount of Rs.60,000/-. during the last 3(Three) years ending 31/03/2025 OR two similar completed works costing not less than ₹0.75 Lakh in Govt. Organizations, Autonomous Bodies or Private enterprises of repute in the last three years. Work orders and Work completion certificates should be submitted as proof.

ii. The tenderer should have average **annual financial turnover** during last 3 (Three) consecutive years, ending 31/03/2025 should be at least as ₹3 Lakh. Relevant copies of Annual Accounts certified by Chartered Accountant and IT returns should be submitted as proof.

(iii) The **bidder should not have been blacklisted** by any Govt. agencies in India. A self declaration in this regard should be submitted along with the tender.

iv. Tenderer shall have valid GST Registration and PAN. Self attested copy of PAN and Goods & Service Tax (GST) registration certificate should be uploaded along with Technical bid.

v. The contractor or his supervisor should be a **class 'B'** electrical contractor license (with the scope of all LT / MV **Electrical** installations up to 250kW)

vi. The bidder should have an registered office in the state of Kerala at the time of bidding. Proof of the office should be submitted.

#### **4.2. Earnest Money Deposit (EMD)**

The EMD in the form of DD for Rs.5,000/- (**Rupees Three Thousand Only**) in the name of the Secretary, MPEDA payable at Kochi shall be submitted in original in a sealed envelope superscribing **“ELECTRICAL WORKS OF QC LAB AT MPEDA HEAD OFFICE”** MPEDA House, Panampilly Nagar, Kochi, before due date of Tender. A copy of the DD shall be uploaded along with the Technical bid.

The EMD will be returned without interest to the unsuccessful tenderers. The EMD of selected tenderer shall be retained against performance guarantee.

If the tenderer is exempted from submission of EMD, the valid certificate issued by National Small Scale Industries Corporation (NSIC) or MSME certificate should be uploaded in the technical bid.

#### **4.3. Performance Guarantee**

The successful bidder, even if exempted from payment EMD, shall submit 5 % of the contract value as Performance guarantee within 7 days from the award of contract. The performance guarantee will be released after 60 days from completion of defect liability period (ONE YEAR) without interest.

In case the performance guarantee is not submitted within that time MPEDA shall reject the tender.

#### **4.4. Timeline of the Project**

The successful tenderer shall be required to execute an agreement within **14 days** from the date of receipt of the notice of acceptance of tender from MPEDA. In the event of failure on the part of the successful bidder to sign the agreement within 14 days, the EMD will be forfeited and the acceptance of the tender shall be considered as cancelled.

The timeline is of utmost importance. The work needs to be completed within **60 days** from the receipt of work order in synchronization with other works going on simultaneously in the premises.

In case the bidder is not completing the work within the stipulated days MPEDA will impose penalty of Rs 2000 for each day of such delay.

#### **5. Payment Terms**

Up on Satisfactory completion of all the items as per the BOQ the contract amount shall be released on completion of entire work to the satisfaction of MPEDA and submission of the Invoice with Detailed Bill and after verification by the MPEDA or any other agency appointed by MPEDA.

Only one valid DSC should be registered by tenderers/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

#### **6. SPECIAL CONDITIONS**

6.1. The contractor shall submit the TENDER through e-procure.gov.in only.

6.2. Tenders that are not submitted with complete documents as listed shall be liable to be rejected.

6.3. MPEDA reserves the right to reject any or all tenders without assigning any reasons thereof. Canvassing in any form is prohibited and will lead to disqualification.

6.4. The tenderer shall keep all the information relating to the work or any other aspect of MPEDA's business that comes into his possession as a result of or in connection with this work as confidential.

6.5. In case of any discrepancies/dispute in the performance of agreement regarding the construction/validity/breach/questions it shall be dealt within the jurisdiction of offices/court in Ernakulum.

6.6. The contractor shall indemnify MPEDA against any loss/claim that may occur to MPEDA, in connection with the execution of the work or against MPEDA whatsoever on account of the conduct or otherwise of the workers employed by the contractor for construction.

6.7. Any statutory payments/remittances like EPF contribution in respect of the workers shall be the sole responsibility of the contractor.

6.8. The tenderer may visit the site at MPEDA to know about the requirements in person on any working day during office hours.

6.9. The Successful tenderer shall appoint his own employees to carry out the works. Sub contracting in any form is not allowed.

6.10. The first electronic envelope will be named as **Technical Envelope** & will contain documents of tenderers /bidders satisfying the eligibility conditions, scanned copies of tender document fees and EMD, NIT, etc. and the second electronic envelope will be named as **Financial Envelope** containing Rate Quote Sheet. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and thereafter financial bids of only the eligible tenderers/bidders shall be opened.

6.11 Tenderers are expected to visit the site before quoting the rates and should satisfy themselves as to the nature and condition of the work and facilities available.

6.12 Tenderers are required to study the tender document and understand the conditions, drawings, specifications, etc. Doubts, if any, should be got clarified.

6.13 The tenderer should quote for all items in the tender schedule in figures. If there is any discrepancy between the unit rate and total amount, the unit rate will prevail.

6.14. No additional clauses, alterations in specifications by the tenderer will be accepted. If done, the tenderer will be disqualified. The tenderer shall on submission of this tender be deemed to have accepted the terms and conditions contained in the tender documents.

6.15. The rates quoted in the tender shall be all inclusive including cost of materials, transportation, freight charges, taxes etc.

6.16. MPEDA has the right to reject any or all tenders without assigning any reason.

6.17. MPEDA reserves the right to delete or alter any item(s) from the tender schedule without assigning any reason. Claims by the contractor for compensation or damages on account of these shall not be entertained.

6.18. The contractor must co-operate with other agencies appointed by MPEDA so that the work shall proceed smoothly.

6.19 Quantities shown in the tender are approximate and payment shall be made against the invoice as per actual measurements taken jointly by the Contractor and MPEDA.

6.20 In the course of execution of if it become necessary to do any additional /excess work, prior consent of MPEDA shall be taken. The successful tenderer is not entitled to any sort of compensations with regard to variations, if any, between the actual quantities and tender quantities if prior permission for the same is not obtained.

6.21. The successful tenderer shall bestow all necessary personal attention to the work during the progress of work and also until the expiry of **Defects Liability Period', which is one year from the date of issue of work completion certificate** and may engage his own person for effective supervision at no extra cost.

6.22. If the successful tenderer does not complete the work within the stipulated time, MPEDA reserves the right to recover the liquidated damages of Rs.2000/- for every additional day or part thereof until the work is satisfactorily completed and handed over. Such damages will be deducted from any money due to the tenderer.

6.23 The Contractor shall not use the site for any purpose other than carrying out the work as defined in the Contract.

6.24 The Contractor is responsible for clearing the site of the debris, rubbish and the leftover materials as and when accumulated once in every day so that the site is kept clean and orderly. No additional payments will be made for this. The contractor shall make arrangement for buy back of any usable / salvaged material or scrap accrued on account of dismantling, and any revenue generated thereof shall be adjusted against the dues to the contractor'.

6.25 The Contractor may use the electricity and water connections of the premises for carrying out the work but will have to pay a nominal amount which is mutually agreed up on between the contractor and MPEDA.

6.26 The Contractor shall take maximum care to safeguard the furniture, fixtures /stationary / electronic equipment etc in the MPEDA building & premises. Damages / loss caused shall be compensated by the Contractor failing which the cost shall be recovered from the Contractor's Bill.

6.27 MPEDA has the right to introduce new items, not included in the Tender schedule for which the rates shall be fixed by MPEDA as per the prevailing market rates. The contractor can give a cost analysis if asked to justify his rates which may be acceptable to MPEDA if the rates are justifiable.

**ANNEX I**

**DECLARATION FORM**

(To be given on Company Letter Head)

Date:

Secretary, MPEDA,  
MPEDA House,  
Panampilly Nagar,  
KOCHI-682 036

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No .....

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned  
'Tender' from the web site(s)  
namely:.....  
.....  
.....

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to \_\_\_\_\_ (including all documents like Annex(s), table(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annex II****GENERAL INFORMATION ABOUT THE TENDERER**

|                                                                                 |                                             |  |                                    |                 |
|---------------------------------------------------------------------------------|---------------------------------------------|--|------------------------------------|-----------------|
| 1                                                                               | Name of the Tenderer                        |  |                                    |                 |
|                                                                                 | Registered address of the firm with GSTIN   |  |                                    |                 |
|                                                                                 | State                                       |  | District                           |                 |
|                                                                                 | Telephone No.                               |  | Fax                                |                 |
|                                                                                 | Email                                       |  | Website                            |                 |
| <b>Contact Person Details</b>                                                   |                                             |  |                                    |                 |
| 2                                                                               | Name                                        |  | Designation                        |                 |
|                                                                                 | Telephone No.                               |  | Mobile No.                         |                 |
| <b>Communication Address</b>                                                    |                                             |  |                                    |                 |
| 3                                                                               | Address                                     |  |                                    |                 |
|                                                                                 | State                                       |  | District                           |                 |
|                                                                                 | Telephone No.                               |  | Fax                                |                 |
|                                                                                 | Email                                       |  | Website                            |                 |
| <b>Type of the Firm ( Please <input type="checkbox"/> relevant box)</b>         |                                             |  |                                    |                 |
| 4                                                                               | Private Ltd.                                |  | Public Ltd.                        | Proprietorship  |
|                                                                                 | Partnership                                 |  | Society                            | Others, specify |
|                                                                                 | Registration No. & Date of Registration.    |  |                                    |                 |
| <b>Nature of Business ( Please <input type="checkbox"/> relevant box)</b>       |                                             |  |                                    |                 |
| 5                                                                               | Original Equipment Manufacturer             |  | Authorized Dealer / Representative |                 |
|                                                                                 | Direct Importer                             |  | Others, specify.                   |                 |
| <b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)</b> |                                             |  |                                    |                 |
| 6                                                                               | in case of Directors, DIN Nos. are required |  |                                    |                 |
|                                                                                 | Name                                        |  | Designation                        |                 |

|                     |                                                                                                                                                                                                                       |  |             |                                                  |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|--------------------------------------------------|
|                     | Name                                                                                                                                                                                                                  |  | Designation |                                                  |
| <b>Bank Details</b> |                                                                                                                                                                                                                       |  |             |                                                  |
| 7                   | Bank Account No.                                                                                                                                                                                                      |  | IFSC Code   |                                                  |
|                     | Bank Name & Address                                                                                                                                                                                                   |  | Branch Name |                                                  |
|                     | Tel No                                                                                                                                                                                                                |  | Email ID    |                                                  |
|                     | PAN Card No                                                                                                                                                                                                           |  |             |                                                  |
| 8                   | Whether any criminal case was registered against the company or any of its promoters in the past?                                                                                                                     |  |             | Yes / No                                         |
| 9                   | Other relevant Information provided *<br>(here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/ brochures etc, if possible.) |  |             |                                                  |
|                     | Date:                                                                                                                                                                                                                 |  | Office Seal | Signature of the tenderer / Authorized signatory |

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**Annex-III****CHECK LIST FOR BIDDER****Name of the Bidder:.....**

| <b>Sl. No.</b> | <b>Particulars</b>                                                                                                                                                                                                  | <b>Document attached</b> | <b>Page No.</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------|
| A              | EMD- ₹...../-<br>DD No.....<br>Date:.....                                                                                                                                                                           | Yes/No                   |                 |
| B              | Technical bid with following Annexes: <b>COVER A</b>                                                                                                                                                                | Yes/No                   |                 |
|                | 1. Annex-I Declaration Form                                                                                                                                                                                         | Yes/No                   |                 |
|                | 2. Annex-II - General Information about the tenderer                                                                                                                                                                | Yes/No                   |                 |
|                | 3. Annex-III Check List For Bidder                                                                                                                                                                                  | Yes/No                   |                 |
|                | 4. Copy of Annual Turnover Certificate/Balance sheet in pdf (Last three years)                                                                                                                                      | Yes/No                   |                 |
|                | 5. Copy of Valid GST /PAN Registration Certificate in pdf                                                                                                                                                           | Yes/No                   |                 |
|                | 6. Scanned copy of Registration certificate of the Firm/Company with appropriate Authority as applicable in pdf format                                                                                              | Yes/No                   |                 |
|                | 7. Scanned copies of specific WORK EXPERIENCE CERTIFICATES/ WORK COMPLETION CERTIFICATE along with Work Order/Letter of intent issued by Govt. /Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite | Yes/No                   |                 |
| C              | BOQ properly filled and uploaded- <b>COVER B only in.xls format.</b>                                                                                                                                                | Yes/No                   |                 |

**Signature of Bidder**  
**Name & Designation**

**Date:**  
**Seal**

**ANNER-IV**

**DETAILS OF SIMILAR WORKS DONE DURING PAST**  
**THREE YEARS ENDING 31.03.2025**

| <b>Sl. No</b> | <b>Full postal address of employer and with EMAIL ID/ land line Numbers/Mobile Number</b> | <b>Description of work</b> | <b>Amount of the contract</b> | <b>Work start date / Completion date</b> |
|---------------|-------------------------------------------------------------------------------------------|----------------------------|-------------------------------|------------------------------------------|
| <b>1.</b>     |                                                                                           |                            |                               |                                          |
| <b>2</b>      |                                                                                           |                            |                               |                                          |
| <b>3</b>      |                                                                                           |                            |                               |                                          |
| <b>4</b>      |                                                                                           |                            |                               |                                          |
| <b>5</b>      |                                                                                           |                            |                               |                                          |
| <b>6</b>      | -                                                                                         | -                          | -                             | -                                        |
| <b>-</b>      |                                                                                           |                            |                               |                                          |

**MATERIAL SPECIFICATION FOR ELECTRICAL WORK**

|                           |                                    |
|---------------------------|------------------------------------|
| MCCB                      | LEGRAND/SCHNEIDER / L & T/ ABB     |
| DB / MCB / ELCB           | L & T/ SCHNEIDER/ABB               |
| On load Changeover switch | SCHNEIDER / L & T/ SIEMENS/LEGRAND |
| Armored Cable Al. XLPE    | FINOLEX/VGUARD/POLYCAB             |



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
**(MINISTRY OF COMMERCE & INDUSTRY, GOVT OF INDIA)**  
**PANAMPILLY NAGAR, KOCHI – 682036.**  
**BOQ – RATE QUOTE**

| Sl No     | Work/ description                                                                                                                                                                                                              | Qty | Unit | Rate | Amount |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|------|--------|
| 1         | Supply and termination of the following LT PVC Insulated armored Aluminum L.T .Cables (XLPE) using double compression brass cable glands ,Al. crimped type cable lugs, Gland earthing using copper Conductor of adequate size. |     |      |      |        |
| 1.1       | 10 Sq mm x4 Core Al XLPE cable                                                                                                                                                                                                 | 185 | Mtr  |      |        |
| 2         | Modification in UPS panel ground floor electrical room to accommodate 70 Sq Mm Al XLPE cable with 125 A FN Switch, Bus bar modification, Panel door modification, termination of 70 sq mm cable                                | 1   | No   |      |        |
| 3         | Termination of 70 Sq mm Al XLPE cable at UPS room 5th floor & ground floor UPS panel                                                                                                                                           | 2   | No   |      |        |
| 4         | Laying of 10SWG copper conductor for earthing                                                                                                                                                                                  | 185 | Mtr  |      |        |
| 5         | Termination of 10 Sq mm x 2 core both end with copper double comp. cable gland. As per size                                                                                                                                    | 10  | Nos  |      |        |
| 6         | Dismantling Existing wiring, Conduit etc. as per the instruction of site in charge.                                                                                                                                            | 1   | Job  |      |        |
| Sub total |                                                                                                                                                                                                                                |     |      |      |        |
| GST 18%   |                                                                                                                                                                                                                                |     |      |      |        |
| Total     |                                                                                                                                                                                                                                |     |      |      |        |

Name & Address of the contractor:

Seal with Signature:

**Annexure: VI****ELIGIBILITY CRITERIA**

| Sl No | Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Documents to be submitted                                                             | Yes/No |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------|
| 1     | The tenderer should be <b>successfully completed 3 (three) similar works</b> (renovation/new installation of Electrical wiring works, in commercial /industrial/ office building, etc.) costing not less than the amount of Rs.60,000/- during the last 3(Three) years ending 31/03/2025 OR two similar completed works costing not less than Rs.0.75 Lakh in Govt. Organizations, Autonomous Bodies or Private enterprises of repute in the last three years. | Copy of work orders/Work completion certificate                                       |        |
| 2     | The tenderer should have average <b>annual financial turnover</b> during last 3 (Three) consecutive years, ending 31/03/2025 should be at least as Rs.3 Lakh.                                                                                                                                                                                                                                                                                                  | Copy of Annual turnover certificate attested by CA or Self declaration form the firm. |        |
| 3     | The <b>bidder should not have been blacklisted</b> by any Govt. agencies in India.                                                                                                                                                                                                                                                                                                                                                                             | Copy of self declaration in this regard should be submitted.                          |        |
| 4     | Tenderer shall have valid GST Registration and PAN                                                                                                                                                                                                                                                                                                                                                                                                             | Self attested copy of PAN and GST certificate should be Certificate submitted.        |        |
| 5     | The contractor or his supervisor should be a <b>class 'B'</b> electrical contractor license (with the scope of all LT / MV <b>Electrical</b> installations up to 250kW                                                                                                                                                                                                                                                                                         | A valid copy of license to be submitted                                               |        |
| 6     | The bidder should have an registered office in the state of kerala at the time of bidding. Proof of the office should be submitted                                                                                                                                                                                                                                                                                                                             | Copy of office address proof to be submitted                                          |        |
| 7     | MSME / Startups                                                                                                                                                                                                                                                                                                                                                                                                                                                | Copy of Certificates                                                                  |        |

Name & Address of the contractor:

Seal with Signature: