



**TRANSFORMERS AND ELECTRICALS KERALA LTD
(A JOINT VENTURE OF GOVT. OF KERALA & NTPC LTD)
ANGAMALY SOUTH PO, ERNAKULAM DIST - 683 573**

NOTICE INVITING TENDER (NIT)

BID DOCUMENT No. : TELK/C&M/QMS/RA/299/2022 (Re- tender)

We are pleased to invite competitive offline tenders **in single cover system** for the “Recertification of Quality Management System of TELK in line with ISO 9001:2015” strictly as per the enclosed tender documents mentioned below. The quotations may be submitted either in sealed cover or emailed to telktenders@gmail.com

Bid Synopsis

1. Name and Address of Owner : Transformers and Electricals Kerala Ltd
Angamaly South. P. O, Ernakulum Dist,
PIN- 683573.
2. Name of Project : Recertification of Quality Management System of TELK
in line with ISO 9001 : 2015.
3. Location. : Angamaly, Ernakulam Dist, Kerala State
4. Nearest Airport. : Cochin International Airport
5. Accessibility : Site is accessible by Road, Rail & Air.
6. Scope of Work : Scope as described in the information sheet attached.
The certificate shall be issued with our company logo.
7. Contract Period : 3 Years Recertification Audit : tentatively in Jan 2023~
Feb 2023 and 2 Nos. surveillance audits in the successive
years 2024 & 2025, the schedule of which will be
confirmed later.
8. Tender Fee : Rs. 500.00
9. EMD : Rs. 5000.00
(Vendors can avail Tender Fee & EMD exemption based on producing valid MSME certificate)
9. Tender document issuing & receiving authority : Assistant General Manager (C&M)
TELK, Angamaly South P.O.
PIN- 683573,Ernakulam Dist.
Kerala State, India
10. Last date & time for submission of Bids : 23/01/2023 Time up to 4.30 PM
11. Date and Time of Technical Bid opening : 24/01/2023 Time at 11.00 AM
12. Bid Validity : 90 days



The following are the tender documents:

Cover 1

- i. NIT
- ii. ANNEXURE 1 : Information Sheet to Bid.doc No TELK/C&M/QMS/RA/299/2022.
- iii. ANNEXURE 2 : Pre-Qualifying Requirements to Bid.doc No TELK/C&M/QMS/RA/299/2022
- iv. ANNEXURE 3 : General terms & conditions
- v. ANNEXURE 4 : Commercial terms & conditions to Bid.doc No TELK /C&M /QMS/RA/299/2022
- vi. ANNEXURE 5 : Rate Schedule Format.
- vii. ANNEXURE 6 : Bank Details for tender fee & EMD.

NOTES :

- (1) The techno-commercial and priced quotations shall be submitted either in sealed cover or emailed to **telktenders@gmail.com** so as to deliver before the due date. Tender reference number shall be super scribed on the sealed envelope or mentioned in the subject. Quotations emailed to any other email addresses of TELK are liable to be rejected. A message confirming participation in the tender may be emailed to **contracts@telk.com**.
- (2) Tender Fee and EMD shall be submitted separately either by means of DDs drawn in favour of TELK, Angamaly or by NEFT to the bank account of TELK (see annexure-6). MSME certified companies are exempted from paying the tender fee and EMD by submitting valid MSME/Udyog Adhar certificate. The demand drafts shall be enclosed along with the tender documents. The transaction details shall be submitted along with the tender documents in the case of NEFT payment.
- (3) The bids received will be subjected to techno-commercial evaluation by TELK and qualified bids will only be considered.
- (4) All tender documents with signature and stamp of the bidder shall be submitted along with technical bid as a token of its acceptance.
- (5) Commercial Terms & Conditions shall be submitted in Annexure-4
- (6) The evaluation criteria for financial evaluation of the bid and deciding the lowest bidder will be the net cash out flow of TELK.

Yours Faithfully,
For Transformers and Electricals Kerala Ltd.

C.ELSY
ASSISTANT GENERAL MANAGER (C&M)

Angamaly
16/01/2023

REVIEWED

Scope of Work and Information Sheet		Date: 21/12/2022
		ISO 9001 : 2015
		Audit type : Recertification
Name of the Organisation	TRANSFORMERS AND ELECTRICALS KERALA LIMITED	
Address	Angamaly South P O, Ernakulam District, Kerala State. Ph : 0484 2510251	
Website	www.telk.com	
email	qms@telk.com contracts@telk.com	
Managing Director	Mr. Bipin Satya	
	Email : md@telk.com	Tel No : 0484-2510300
Management Representative (contact person)	Mr. Augustus Walter	
	Email : qms@telk.com	Mobile No. 9388167002

Scope of Certification	Products/Services
Design & development, production, installation and servicing of power transformers, series and shunt reactors, instrument transformers, tap changers and bushings.	Power transformers, Instrument Transformers, Tap Changers and Bushings / Installation and servicing of the above products.

Scope of Work	Tentative Audit Schedule
Recertification Audit in two stages-(Stage 1 & Stage 2)	Jan ~ Feb 2023
1 st Surveillance Audit	Feb 2024
2 nd Surveillance Audit	Feb 2025

Employee Details	
Total No. of employees as on 21.12.2022	393
Average No. of employees per shift :	
Shift I	213
General Shift	105
Shift II	70
Shift III	5
No. of employees category wise :	
Supervisory level (including management staff)	118
Clerical staff	15
Skilled labour	215
Unskilled labour	45



Handwritten signature and date: 21/12/22

ANNEXURE 2

PRE-QUALIFYING REQUIREMENTS to BID DOC No. : TELK/C&M/QMS/RA/299/2022		
Sl. No.	Requirements	Reply by the Bidders
1	The certifying body should have recognition from atleast one accreditation body among UKAS or ANAB towards ISO 9001 : 2015 certification.	Yes/No (supporting documents shall be furnished)
2	The accreditation shall be current and valid on the date of submitting quotation and also on date of placement of contract.	Yes/No (supporting documents shall be furnished)
3	The certifying body should have minimum 20 years of experience in certifying ISO 9001 for the organisations.	Yes/No (supporting documents shall be furnished)
4	Certifying body should have experience in certifying heavy engineering industries having employee strength above 400 Nos. and management staff above 6 Nos.	Yes/No (supporting documents shall be furnished)
5	Mandays requirements for the audits : Recertification audit in 1st year i.e , stage 1 and stage 2 together : 7.5 minimum, 1st surveillance audit : 2.5 mandays & 2nd surveillance audit : 2.5 mandays.	Agreed
6	Certifying body shall have 3rd party inspection facility.	Yes/No (supporting documents shall be furnished)
7	Certifying body shall have local office in the state of Kerala	Yes/No (supporting documents shall be furnished)
Notes :		
1	The supporting documents for the details furnished above shall be submitted.	
2	The bids submitted will be subjected to techno-commercial evaluation by TELK and qualified bids will only be considered.	



AUTHORIZED SIGNATORY

**TRANSFORMERS AND ELECTRICALS KERALA LIMITED**

(A Joint Venture of GOVERNMENT OF KERALA & NTPC Limited)

GENERAL TERMS & CONDITIONS

1. **Mode of submission of tender :** The offers shall be submitted online (through Kerala Govt. e-tender portal (www.etenders.kerala.gov.in) or offline (in sealed cover only) as specified in the Notice Inviting Tender (NIT). The bidders shall submit the bids well in advance before the prescribed due date and time.
2. The tenders shall be submitted in single cover system or two cover system as specified in the NIT. For two cover system, Technical Bid and Price Bid are separate. First cover is Technical Bid which shall contain all Technical particulars, Un-priced commercial terms & conditions etc. necessary for the technical evaluation of the tender. Second cover shall contain only the Price Bid. Price bid shall be submitted in the prescribed BOQ (Bill Of Quantity) format through the portal only in the case of e-tender. The bidders shall submit/upload all the tender documents along with the technical bid (Cover-1) with signature and stamp of the bidder. In case of any deviations/comments/additional information the same shall be submitted/uploaded by the Bidders as a separate document along with the technical bid.
3. **Fixed Price :** Bidder shall quote only Fixed Rate/Price which shall not be subject to any escalation whatsoever during the period of Bid Validity and completion of Supply/Execution of the Contract. Any Bid with adjustable or price variation clause shall be treated as 'Non-Responsive' and liable to be rejected unless price variation clause is specified and accepted by the Buyer. Quoted Unit Rate will only be considered as correct and valid, which shall be taken for further consideration.
4. **Tender Fee & EMD :** Tender Fee & EMD shall be paid if specified in the tender documents by means of separate Demand Drafts drawn in favour of "TELK, Angamaly" in the case of offline tenders and only through the e-tender portal in the case of online tenders. EMD of successful bidder will be refunded as per the terms and conditions of the tender/contract. EMD of the unsuccessful bidders will be refunded immediately after awarding of the contract to the successful bidder. The bids shall be submitted well in advance to avoid delays if any for NEFT transfer, which may lead to rejection of the bid. PSUs, Govt. undertakings and vendors with the valid MSME certificate are exempted from paying tender fee & EMD and may avail the exemption route while participating in the online tender by uploading the relevant valid documents/MSME certificate. Tender fee is not refundable.
5. **Taxes and Duties :** All Taxes/Duties if any, payable extra over and above the quoted rate, shall be specifically indicated in the Un-Priced Bid, failing which the quoted rates will be considered as "all inclusive". Offer shall carry clear details of HSN code and applicable rates of CGST/IGST/SGST. Invoice shall be submitted in triplicate and shall be in conformance with the format specified as per GST ACT 2017.
6. **Terms of payment :** Payment will be made through NEFT within 60 days of satisfactory execution of the contract unless otherwise specified.
7. Evaluation of the Offers will be on "**To-Door Cost at TELK, Angamaly**" based on NET Cash outflow of TELK.
8. For technical qualification, TELK will be evaluating bidder's capability to execute the supply/contract, past performance references and commercial terms conditions offered.

Contd...2

ANGAMALLY SOUTH. P.O., PIN. 683 573, ERNAKULAM DISTRICT, KERALA, INDIA.
Phone: 0484-2510332, 2510337, 2510335. Fax: 0484-2452873.

e-mail : contracts@telk.com, elsy@telk.com



TRANSFORMERS AND ELECTRICALS KERALA LTD.

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9. In case the lowest bidder (L1) is not a registered / approved supplier of TELK, Angamaly, they will be allowed to supply the items only after evaluation by TELK authorities and enlisting as approved/registered supplier. They shall submit duly filled vendor capability report/supplier registration requisition form available in our website www.telk.com.
10. In case L1 is a new supplier to TELK, L2 may also be considered in order to meet urgent requirements.
11. TELK has the right to split the order quantities in appropriate ratios to various parties to meet the delivery requirements.
12. **Publicity** : Any publicity by the Vendor in which the name of TELK is to be used should be done only with the explicit written permission of TELK, Angamaly.
13. All applicable statutory deductions like TDS will be deducted from the bill of the supplier/contractor.
14. **Jurisdiction** : Any dispute arising out of this contract will be subject to the jurisdiction of courts having jurisdiction over the area in which our factory situates.
15. Transit insurance for the materials in the scope of supply shall be arranged by the supplier/contractor.
16. **RIGHT TO ACCEPT OR REJECT THE TENDERS:**
 - a) The right to accept the tender in full or in part/parts will rest with TELK.
 - b) Tenders not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.
 - c) TELK reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.
 - d) If the bidder gives wrong information in his tender, TELK reserves the right to reject such tender at any stage or to cancel the contract.
 - e) TELK reserves the right to reject the bid of parties who have failed to meet contractual delivery/provide adequate after sales support for the products supplied/contracts executed against earlier orders.

Important Notice

17. Bidder is requested to furnish all the details called for in the tender. In case any required data/information is/are not furnished in the offer, Purchaser reserves the right to assume the same for the purpose of evaluation/comparison and decide the Tender accordingly.
18. In case special conditions are mentioned in the tender documents, the same shall prevail over the General Terms & Conditions.
19. **Risk Purchase** : We reserve the right to execute the contract from elsewhere at your risk and cost in the event of failure to execute the contract within the stipulated time.



[Handwritten Signature]

Sr. MANAGER (Contracts & Materials)

ANGAMALLY SOUTH. P.O., PIN. 683 573, ERNAKULAM DISTRICT, KERALA, INDIA.
Phone: 0484-2510332, 2510337, 2510335. Fax: 0484-2452873.
e-mail : contracts@telk.com, elsy@telk.com

ANNEXURE 4

Commercial Terms & Conditions to Bid Doc. No. TELK/C&M/QMS/RA/299/2022		
Sl. No.	Particulars	Reply/Remarks by Bidders
1	Submission of Tender Fee	Yes/No
2	Submission of Earnest Money Deposit	Yes/No
3	Submission of MSME certificate if applicable	Yes/No
4	Applicable GST (%)
5	Submission of all Tender Documents duly signed & stamped for its acceptance	Yes/No
6	Submission of Annexure-2 along with supporting documents for fulfilling the Pre-Qualifying Requirements	Yes/No
7	Bid shall be valid for 90 days from the date of opening of tender.	Yes/No
8	Acceptance of Technical Specification / All other Terms & Conditions	Yes/No
9	Deviations/Remarks from the specifications/terms & conditions if any shall be submitted as separate PDF documents.	Yes/No (Document if any shall be uploaded separately)
10	Minimum time schedule for mobilizing the audit team from the date of receipt of the work order/intimation from TELK days
11	Acceptance of the payment terms specified by TELK (within 60 days of satisfactory execution of the contract)	Yes/No
12	Contact details of the contractor (Name, address, Tel. No. Mob. No. email ID etc) :	



Authorized signatory with seal

Rate Schedule to BID DOCUMENT No. :TELK/C&M/QMS/RA/299/2022				
Sl. No.	Item Description		Unit	Baic Unit Rate (without GST) Rs.
1	Fee for Re- Certification audit as per ISO 9001:2015 standard (year 2023)	STAGE - 1	Lump sum	
2		STAGE - 2	Lump sum	
3	Fee for 1st annual surveillance audit (year 2024)		Lump sum	
4	Fee for 2nd annual surveillance audit (year 2025)		Lump sum	
5	Fee for issuance of certificate (if any)		Lump sum	
6	Charges for travel (if any) *			
7	Charges for stay (if any) *			
8	Charges for local conveyance (if any) * .			
9	Charges towards incidental expenses (if any) *			
10	Fees for issuing additional copy of certificate with company logo (if any)		Per copy	
11	Fees for issuing additional copy of certificate without company logo		Per copy	
12	Any other Charges (if any) *			
13	Applicable GST		%	
14	Additional information (if any) :			

(*) Charges may be quoted in appropriate units



Authorised signatory with seal



ഭാരതീയ സ്റ്റേറ്റ് ബാങ്ക്
भारतीय स्टेट बैंक
STATE BANK OF INDIA

Date:23.11.2018

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s Transformers and Electricals Kerala Ltd, Angamaly, Ernakulam, Pin-683572 is maintaining a Cash Credit Account with us Account no 57060281793 since 1984 .

Bank Account Details of M/s Transformers and Electricals Kerala Ltd

Name of Bank	STATE BANK OF INDIA
Bank A/c Nr.	57060281793
Bank address	STATE BANK OF INDIA ANGAMALLY BRANCH KALLOOKARAN TOWERS ANGAMALLY P.O.683572
Branch Code	70157
9 Digit MICR code	683002902
IFSC Code for Bank Branch RTGS Mode	SBIN0070157
IFSC Code for Bank Branch NEFT Mode	SBIN0070157
SWIFT Code	SBININBBT18
GSTN	32AAACT6205D1ZZ

This certificate is issued as per request from customer.

Yours Faithfully

കൃത്യം ഭാരതീയ സ്റ്റേറ്റ് ബാങ്ക്
For STATE BANK OF INDIA
Kalyan
പ്രബന്ധക/Manager



കൃഷ്ണകുമാർ ബി. പരമാനന്ദൻ/Angamaly Branch, Ernakulam
Chief Manager

