



**Kerala Small Industries Development Corporation**  
(An undertaking of Government of Kerala)

P.B.No: 50, Housing Board Building, Santhi Nagar, Thiruvananthapuram. Pin No: 695001  
Tel No: 0471 2330613, 2330614, 2330458 ( after office hours) Fax: 0471 2330904  
Email - sidcoho@yahoo.com, Website: www.keralasidco.com

**SIDCO/SSETVM/MT 02/2024-25**

**29-05-2024**

**TENDER NOTICE**

**Sub:** -Inviting Sealed Tenders for- Paper Shedder Machine

The Manager Sidco Sales Emporium Kerala Small Industries Development Corporation Limited, near Spencer Palayam Tvm invites Two Cover Sealed tender for and experienced manufacturers

Tender forms and other tender details can be downloaded from the website:  
[www.keralasidco.com](http://www.keralasidco.com)

|  |                                   |
|--|-----------------------------------|
| Tender Reference No.                     | <b>SIDCO/SSETVM/MT 02/2024-25</b> |
| Tender Value (PAC)                       | 26,167/- (including GST)          |
| Tender publishing date and time          | 29-05-2024 at 11.00 AM            |
| Last date and time for submission of Bid | 05-06-2024 at 11.00 AM            |
| Bid opening date and time                | 05-06-2024 at 2.00 PM             |

**Sd/-**

**MANAGER SIDCO SALES EMPORIUM TVM**

**KERALA SMALL INDUSTRIES**  
**DEVELOPMENT CORPORATION LTD**  
**(KERALA SIDCO)**

**Housing Board Building,  
Santhinagar, Thiruvananthapuram-695001  
Ph: 0471-2330613, 2330513  
Fax: 0471-2330904  
Website: [www.keralasidco.com](http://www.keralasidco.com)**

**TENDERS INVITE**  
Paper Shedder Machine

**Kerala SIDCO Ltd**  
**Housing Board Building, Santhinagar,**  
**Thiruvananthapuram – 695001**  
**Ph: 0471-2330613, 2330614**  
**Fax: 0471-2330904**  
**Website: www.keralasidco.com**

**TENDER NO: SIDCO/SSETVM/MT-02/2024-25**

**TENDERFOR: Paper Shedder Machine**

Name of Tender :

Address :

Signature of Tender :

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Last date and time for Receipt of Tenders:05 -06-2024  
Bid Opening Date05-06-2024

**N.B:Tenders are addressed to The Manager Kerala SIDCO Sales emporium Trivandrum**

## **ELIGIBILITY CRITERIA OF TENDERERS**

1. The tender is in two bid system viz Technical and Financial
2. The bidder have to submit the tenders in single cover super scribing our tender no and Tender name in sealed cover and should reach this office by hand or through speed post on or before the date mentioned in the website. The Tenders shall be submitted as specified below:

### **COVER NO.1 : TECHNICAL BID**

- i) Participating bidders should furnish self attested copies of all testimonials along with Bid.
- ii) Constitution of the firm i.e. attested copy of Certificate of MSME Registration of the firm, Udyog Adhaar Memorandum, Memorandum & Articles of Association, Partnership deed (if Proprietary firm, copy of Identity proof, Electoral card / Adhaar card - duly attested).
- iii) The bidder should have valid GST registration, PAN etc. (Enclose self attested copy of the same).
- iv) Service Tax Registration where ever applicable (Enclose self attested copy of the same).
- v) The Tenderer should sign on all pages of the Tender Notice and Terms & Conditions and submit the same with the Technical Bid, as a token of acceptance of the terms and conditions, with office seal affixed along with cover one.
- vi) The bidder shall have proven experience in the supply of such items (Work order copy & Completion certificate has to be enclosed).
- vii) The bidder should enclose test certificate for Luminaires.
- viii) The bidder shall enclose the Specification details of the required items as per tender.

| SI No | Name and specification | Quantity |
|-------|------------------------|----------|
| 1     | Paper shedder machine  | 1no      |

1. The AMC will be comprehensive in nature. Cost of spare will not be charged extra. Cost of spares also includes replacements due to general wear and tear of the products.
2. The technical team will inspect and will carry out preventive and periodical maintenance every 2 months which is mandatory due to the corrosive environment due to high salinity.
3. Emergency maintenance calls will be attended 24\*7 throughout the period of contract. There won't be any limit for the number of calls.
4. The faults will be attended within 24 hours of lodging of complaint and break down call will be attended on urgent basis.
5. Quote Validity- 180 days
6. AMC Period- 1 year from the date of agreement

1..Every tender shall be made in English. Tender should be free from overwriting. All corrections and alterations should be duly self attested by the tenderer. The bidders shall sign and seal in all pages of the Tender Notice and Tender documents.

2. Tenders forwarded through e-mail or open cover will not be entertained.

3. Tenders sent without two Cover system is liable to be rejected.

4. Tenders received after the due date will not be considered.

5. Financial bids of those who technically qualified alone will be evaluated.

6. The item shall require comprehensive warranty (Copy of the same in letter head of firm/manufacturer has to be enclosed). Or Manufactures warranty in case of Computer/Electronic /Electrical Items) as per the product

7. In case of electronic goods/computer system and peripherals copy of the onsite warranty certificate copy from the manufacturer has to be submitted to Corporation.

8. The rates furnished by bidders shall be inclusive of statutory duties, all taxes, transportation, delivery and installation charges (taxes & Charges has to be clearly shown separately in the Financial Bid).

9. The successful bidder has to execute an agreement as per the format specified in ANNEXURE –I(After award of Contract)
10. Once the tender has been accepted, the bidder will be liable to supply the products/execute the works to the destinations 60 days from the date of the Purchase/Work Order within the time stipulated for delivery
11. The items supplied against the tender must strictly conform to the specifications as prescribed in tender. If there is any variation in the specification of the product supplied the same has to be replaced.
12. The Successful bidder on award of Purchase order based on the tender, has to return a copy of the same to SIDCO duly signed and sealed as token of acceptance.
- 13 The tender should be valid for a period of six months from the date of opening of tender
- 14 Transporting of materials to our customer site will be responsibility of the supplier and hence the prices shall be inclusive of transportation charges which have to be shown separately.
15. An agreement has to be executed between Kerala SIDCO and the successful bidder within seven working days after publishing the **Award of contract**.
16. By submitting the bid it is presumed that the bidder has verified the tender documents and technical specification of the items in details and has quoted the tender rate accordingly.
17. The bidder should agree and give an undertaking that they will give onsite support through their local office/support centre/ arrangement in Kerala and keep it operational till the duration of warranty.
18. The assurance of quality, time bound delivery, supply and installation of the products/execution of works at customer site will be the sole responsibility of the bidder and they should ensure the same.
19. The Successful bidder on award of Purchase order based on the tender, has to return a copy of the same to SIDCO duly signed and sealed.
20. The successful Bidder shall submit the agreement in stamp paper and within the period specified in the letter of acceptance of his tender/supply order.

21. If the bidder fails to honor the Purchase/Work Order or fails to deliver the products/execution of works in time, the Corporation will make its own arrangement for supplying the products/execution of works at the cost of the bidder. If the Corporation incurs any loss in this account, the amount will be recovered from the bidder.

22. SIDCO or the ultimate customer will be doing final inspection for product/work supplied/delivered and shall reject the material at the cost of supplier in case of quality/specification complaint. The rejected goods are to be removed from supply point at the expense of supplier and materials should be replaced within time limit as intimated by SIDCO.

23. Quality Complaints: Any kind of quality complaints, if noticed, will be made good from the bidder's bill or from any other amount due to the bidder from the Corporation or through other means which the Corporation thinks fit, including Revenue Recovery. It is the duty of successful bidder to prove that they have not caused any quality complaints of the product/execution of work, delivered to the customers of the Corporation.

24. The Corporation will in no way indemnify against any eventualities arising out of low quality of products/work/service and punishments by the legal/statutory authorities due to negligence, willful act on the part of the bidder or his representative engaged by the bidder. All such issues are to be solved by the Bidder at his own risk.

25. Disputes: All disputes in this regard, if any, will be settled by Arbitration. The venue of the Arbitration will be either in Thiruvananthapuram or Ernakulam. The Arbitrator will be appointed by the Managing Director of Kerala SIDCO Ltd. and the law will be Indian law and language will be in English.

26. Those who have been terminated or black listed by Govt. / Kerala SIDCO will not be able to participate in this tender.

27. Following documents are to be presented by the successful bidder for payment after Supply:

- Triplicates of invoices
- Acceptance, Completion and Delivery certificate has to be produced from the customer department with specific remarks.

28. The rate offered must be valid for 180 days.

29. SIDCO shall make payment to successful bidder only after collecting sales proceeds and deducting the service charges. No interest is paid to bidder for belated payments from customer department.
30. Delivery must be made within 30 days after getting the work order. Payment will be released only after the 100% delivery.
31. The Earnest Money Deposit will not bear any interest.
32. The Manager/ Regional Operation Head, Kerala SIDCO reserves the right to accept or reject the tender/tenders without assigning any reason thereof.

**Sd/-**

**Signature of issuing authority**  
**Email: [www.keralasidco.com](http://www.keralasidco.com)**

**THE MANAGER**  
**KERALA SIDCO SALESEMPORIUM**  
**TRIVANDRUM**



## **Tender Acceptance Form**

I/We agree to all above terms and conditions of the Tender No. ....and Supply of..... items as per the specifications/drawings provided in the tender and quote the rate in financial bid of the tender.

Name & Full address of the tenderer :  
(with E-mail ID & Mobile number)

Details of items offered against tender with catalogue if any:

Delivery period:.....

Warranty/Shelf Life:

Our bank details provided below

Bank Name:

Account No.

IFSC No.

**Signature of the Tenderer with  
Seal**

Place:

Date :

**BID FORM**

From,

.....  
.....

To,  
Regional Manager Commercial  
Kerala small Industries  
Development Corporation. Ltd  
Santhinagar, Thiruvananthapuram.695001

Sir,

**Sub:**.....

**Ref.Tender No.**.....

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged, I / we, undersigned, tender specifications referred above and also to the said terms conditions.
2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us. Dated this .....day of..... 2018

Signature of  
In capacity of duly authorized to sign the bid for and on behalf of -----

Witness 1. -----  
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Witness 2. -----

