

**MANUAL TENDER NOTICE**

**Sub:-**Inviting Sealed Tenders for the Supply of furniture

The Manager, SIDCO Straw Board Factory, Kerala Small Industries Development Corporation Limited, Parumala.P.O, Pathanamthitta ( Dist ) invites Sealed Tenders for Supply of furniture experienced and financially sound suppliers. Tender forms and other tender details can be downloaded from the website: [www.keralasidco.com](http://www.keralasidco.com)

|  |   |
|--|---|
| Name of work                             | Inviting sealed tenders for the supply of furniture |
| PAC                                      | Rs. 99973/-   |
| Tender Fee                               | Rs.590/- including GST                              |
| EMD                                      | Rs.2499/-   |
| Last date and time for submission of Bid | 19-1-2024 at 2.00 pm                                |
| Bid opening time                         | 19-1-2024 at 3.00 pm                                |

Sd/-  
Manager,  
SIDCO Straw Board Factory  
Parumala.P.O  
Pathanamthitta( Dist )  
04792312232

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

SIDCO STRAW BOARD FACTORY

PARUMALA.P.O, Pathanamthitta( Dist )

Ph: 0479 - 2312232

E-mail: sbfsidco@yahoo.in

Website: [www.keralasidco.com](http://www.keralasidco.com)

**TENDERS INVITED FOR THE SUPPLY OF**  
**furniture**

**TENDER NO: SZ/PDU/SBF/PTA/2023-24/19**

**SIDCO STRAW BOARD FACTORY**

**PARUMALA.PO, Pathanamthitta**

**Ph: 0479 - 2312232**

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**TENDER NO: SZ/PDU/SBF/PTA/2023-24/19**

**TENDERS INVITED FOR THE SUPPLY OF**

furniture

Name of Tenderer :

Address :

Signature of Tenderer :

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Last date and time for Receipt of Tenders : 19-1-2024 at 2.00 pm

Bid Opening Date :19-1-2024 at 3.00 pm

**N.B:Tendersto be addressed to The Manager, SIDCO Straw Board Factory, Parumala.P.O,  
Pathanamthitta ( DIST ), Pin 689626**

**TENDER NO: SZ/PDU/SBF/PTA/2023-24/19**

**NAME OF WORK: SUPPLY OF furniture**

**SPECIFICATIONS**

| SL.NO | ITEM   | QTY    | Amount |
|-------|--|--------|--------|
| 1     | Steel cabinet 4 fixedshelves with locker 20 g 198x90x48 cm | 1 nos  |        |
| 2     | Steel office table 3 draw 1cup board 150x75x75 cm 20 g     | 2 nos  |        |
| 3     | Steel office table 3 draw 1cup board 180x905x75 cm 20 g    | 1 nos  |        |
| 4     | Computer table with cpu Provision 20 G 120x60x75 cm        | 02 nos |        |
| 5     | Visitors chair cushion seat & back                         | 03 nos |        |
| 6     | Computer chair with arm                                    | 05 nos |        |
| 7     | Exicutive High back revolving chair SPL TYPE               | 01 no  |        |
| 8     | Steel filing cabinet 120x60x50 cm 20 g                     | 01 no  |        |
|       |  |        |        |
|       |  |        |        |
|       |  |        |        |
|       |  |        |        |
|       |  |        |        |

Name of Tenderer :  
Address :  
Signature of Tenderer :

**Note : • Rates to be inclusive of delivery charges • Rate valid up to 31st March 2023.**

## **ELIGIBILITY CRITERIA OF TENDERERS**

1. The bidder have to submit the quotations in 2 covers super scribing our tender no. should reach us on or before the date mentioned in the tender document.
2. The Tenders should be submitted in two covers as below

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

1. Participating bidders should furnish attested copies of all testimonials along with Bid.
2. The bidder should have valid GST registration, PAN etc(Attach attested copy)
3. The bidder should have proven experience in supply of such items. (Attach attested copy)
4. The bidder should furnish agreement in stamp paper worth Rs. 200/- in the prescribed format
5. The bidder should submit their unit/company registration details.(Copy of Certificate of registration)
6. The bidder should enclose the signed and sealed copy of tender as acceptance by the bidder along with Technical (cover 1).
7. The EMD & Tender fee shall be payable to **The Manager, SIDCO Straw Board Factory, Parumala.P.O, Pathanamthitta ( Dist ) by way of DD**
8. EMD & Tender Fee exemption is allowed only for MSME unit/PSU.

### **COVERNO.2:FINANCIAL BID**

1. Bidders should submit their lowest offer

## **TERMS & CONDITIONS**

1. The rate quoted is valid for 90 days
2. The bidders should sign and seal in all pages of the Tender Notice and Tender documents
3. Tenders forwarded through e-mail will not be considered.
4. Tenders sent without two Cover system is liable to be rejected.
5. Tenders received after the due date will not be considered
6. Financial bids of those who technically qualified alone will be evaluated
7. The rates furnished by bidders should clearly mentioned the basic rate with statutory duties, taxes and delivery /transportation/installation charges has to be shown separately
8. The tender should be valid for a period of three months from the date of opening of tender
9. Samples should accompany tender wherever required
10. The material/product has to be executed/supplied within 10 days from the issue of Purchase Order.
11. Following documents are to be presented by the successful bidder for payment after Supply

- Triplicates of Invoices
12. If any item supplied are found to be damaged, the same shall be replaced within 7 days at his own cost
  13. Time is the essence of this bid and hence the bidder should see that the products Delivered/works executed on time stipulated as per purchase/work order and Failing on this can leads to penalty/decided by the Corporation
  14. The rate offered must be valid for 90 days
  15. The warranty period has to be specified and the copy of the same in letterhead of firm/manufacturer had to be enclosed. An amount of 5% of bill amount may be withheld as Performance warranty in certain cases which will be released on ensuring product performance/Quality.
  16. The list of Service Center must also to be furnished along with the Technical Bid
  17. **Submission:** The prequalification cum technical bid and the commercial bid Should be put in a single sealed cover super scribing the name of work including Tender reference number. Tender should be submitted to the office by hand or through speed post on or before the last date of quotation submission
  18. The Manager, SIDCO Straw Board Factory, Parumala.P.O, Pathanamthitta reserves the right to accept or reject the tender/tenders without assigning any reason thereof.

**Tender Acceptance Form**  
**(In bidders letter head)**

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,

The Manager  
SIDCO Straw Board Factory  
Parumala, PO, Pathanamthitta.

**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 inform 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..... 2023

Signature of

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

Witness 1. -----

Witness 2. -----



**FORM OF AGREEMENT**

**(For contract for supply of specific quantities)**

AGREEMENT executed .....day of.....2022  
By M/s.....(called the contractor)  
and The Manager ,SIDCO Wood Straw Board Factory, Parumala.P.O, Pathanamthittaon behalf  
of Kerala SIDCO Limited.(herein after call the SIDCO).

WHEREAS the contractor as tendered for the supply of articles for the use of the govt. as  
per the tender notification ... No.....dated.....Published  
at website : [www.keralasidco.com](http://www.keralasidco.com) which tender notifications shall form part of this agreement as  
if incorporated herein.

AND WHEREAS the SIDCO has/has been pleased to accept the offer in respect of The article mentioned in the copy of the order attached.

AND WHEREAS the Contractor has as security for the due fulfillment of his Obligations under this deed deposited Rs..... Being .....  
Percent of the estimated

**NOW THESE PRESENTS WITNESS AS FOLLOWS:-**

1. The contractor hereby declares that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications as sample and particulars contained in the copy of the order attached herewith and the contractor hereby guarantees that the said goods would continue to conform to the description and quality aforesaid for a period of one year from the date of delivery of the said goods to the SIDCO and that notwithstanding the fact SIDCO may have inspected and/or approved the said good, if during the aforesaid period of one year the said goods be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of SIDCO in that behalf will be final and conclusive) SIDCO will be entitled to reject the said goods or such portion thereof as may be Discovered not to conform to the said description and quality. On such rejection, the Goods will be at the Contractor's risk, and all the provisions herein contained relating to Rejection of goods etc. shall apply. The contractor shall, if so called upon to do replace the goods etc. or such portion thereof as is rejected by SIDCO. Otherwise the Contractor Shall pay to SIDCO such damages as may arise by reason of the breach of the condition herein contained. Nothing here in contained shall prejudice any other right of SIDCO in That behalf under this contractor or otherwise.
2. Request for enhancement of rates once accepted will not be considered except where SIDCO have, prior to the actual suppliers, expressly agreed in writing for any price variation under specified circumstances. Conditions of sales or other special terms and conditions if any printed on the quotation sheet of the contractor or attached with contractor's tender or any other letter or paper from the contractor will not govern this contract nor bind SIDCO in any manner whatsoever unless such terms have been expressly accepted by the SIDCO in writing.
3. The articles and quantities to be supplied are as shown in the copy of the order No..... dated..... Here with attached, which shall be considered as part o this Agreement. The contractor agrees to supply the quantities of the articles shown in the order at the rate tendered by him for each articles / within the time fixed.
4. The contractor agrees that time is the essence of this contract.
5. If the contractor defaults in the supply of all or any of the articles correctly and promptly as above SIDCO is at liberty to procure the same from elsewhere without canceling the contract as a whole. If SIDCO incur, in thus procuring such materials, higher cost than

the agreed rate such excess cost may be deducted by SIDCO from the Contractor's bill or adjusted or otherwise realized from his security deposit or recovered from him by other means. The contractor agrees that he shall not be entitled to claim the excess, if any of the tendered rates over such cost to SIDCO.

6. prepaid post to his address as mentioned in this deed

- (a) The contractor agrees that final payment will be made only on production of tax clearance certificates relating to Sales Tax and Income tax by him.
- (b) All payments to the contractor for suppliers effected satisfactorily will be made after scrutiny of his bills.
  - I. Either by cheque drawn on Government Treasuries.
  - II. Or by account payee cheque drawn on SIDCO's Bankers.
  - III. Or in the case of supplies from abroad by Drafts or otherwise as may be agreed to.
- (c) The firms will produce stamped pre-receipted invoices for payments.

7. All incidental expenses incurred by SIDCO for making payment outside the District in which the claim arises shall be borne by the contractor.

8. The contractor shall not assign or make over in part or wholly the contractor or the benefits or burdens thereof. The contractor shall not underlet or sublet the execution of the contract or any part thereof without the consent of SIDCO in writing SIDCO shall have absolute power to refuse such consent or rescind such consent (if given) at any time. The contractor shall not be relieved from his obligation, duty or responsibility under this contract even if consent to let or sublet is given by SIDCO.

9. Notwithstanding the provisions contained in clause 4 SIDCO shall have the right to cancel the contract for any default on the part of the contractor in due performance thereof.

10. It shall be lawful for the SIDCO from and out of any moneys for the time being payable or due to the contractor from SIDCO under this contract or otherwise to set off any loss or expense, cost of damages, sustained or incurred by SIDCO by reason of the cancellation of the contract

11. The security deposit shall subject to the conditions specified herein be returned to the contractor within three months after the expiration of the contract, if the contractor has performed his obligation under the contract. In all cases where are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period.

12. The contractor agrees that any communication addressed to him may be handed over to him or his agent personally or left at his residence or place of business or may be sent by post.

13. The contractor agrees that all sums found due to SIDCO under or by virtue of these presents shall be recoverable from him and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though they are arrears of land revenue or in any manner as SIDCO may deem fit.
14. The contractor agrees that any sum of money due and payable to him from SIDCO shall be adjusted against any sum of money due to SIDCO from him under any other Contracts.
15. It is mutually agreed that all amounts due to SIDCO toward damages or lose from the contractor shall be recovered either by initiating revenue recovery proceedings under the Revenue Recovery Act of through the courts at Ernakulam only.

IN WITNESS WHERE OF THE CONTRACTOR ..... (H.E.  
 .....  
 name and address of the contractor and Shri.....  
 ..... Manager, SIDCO Straw Board Factory, Parumala.P.O  
 ..... For and on behalf of the Kerala  
 Small Industries Development Corporation Ltd., Thiruvananthapuram have here unto set their  
 hands. Signed sealed and Delivered by:

SIGNATURE OF THE CONTRACTOR

In the presence of witnesses:

1

2

Signed, sealed and delivered by Shri.....  
 Manager ,Straw Board Factory, Parumala.P.O, Pathanamthitta ( Dist )  
 .....  
 ..... (H.E.Name& Designation) for and on behalf of  
 Kerala Small Industries Development Corporation Ltd, Thiruvananthapuram.

SIGNATURE OF THE.....

In the presence of witnesses.

1.

2.