

Ref No: GIW/M.T/09/2025-26

28.11.2025

MANUAL TENDER NOTICE

Sub:-Inviting Sealed Tender for Supply of Name Board & Table Top Glass reg.

The Manager, Government Instrument Workshop, Kerala Small Industries Development Corporation Limited, Industrial Estate, Thiruvananthapuram 695019, invites Sealed Tender for Supply of Name Board & Table Top Glass

Tender forms and other tender details can be downloaded from the website:

www.keralasidco.com

Name of work	Tender for Supply of Name Board & Table Top Glass
PAC	Rs. 38039/Inclusive All Taxes)
Tender Fee	Rs.95/-
EMD	Rs.951/-
Work Location	Thiruvananthapuram
Last date and time for submission of Bid	05.12.2025 1.00pm
Bid opening time	05.12.2025 2.00pm

Sd/-
Manager

KERALA SMALL INDUSTRIES
DEVELOPMENT CORPORATION LTD
(KERALA SIDCO)

Manager, Government Instrument Workshop,
Kerala Small Industries Development Corporation Limited,
Industrial Estate, Thiruvananthapuram 695019
Contact: 0471-2490882

E-mail: giwppd@gmail.com

Website: www.keralasidco.com

Tenders invited for Supply of Name Board & Table Top Glass

Tender no-GIW/M.T/09/2025-26

Kerala Small Industries Development Corporation Limited

Manager, Government Instrument Workshop,
Kerala Small Industries Development Corporation Limited,
Industrial Estate, Thiruvananthapuram 695019

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TENDER NO: :GIW/M.T/09/2025-26

Tenders Invited For Supply of Name Board & Table Top Glass

Name of Tenderer :

Address :

Signature of Tenderer :

Last date and time for Receipt of Tenders :05.12.2025 1.00pm

Bid Opening Date:05.12.2025 2.00pm

N.B:Manager, Government Instrument Workshop,
Kerala Small Industries Development Corporation Limited,
Industrial Estate, Thiruvananthapuram 695019

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Sl No	Description of Article Supplied/Service rendered	Quantity	Unit	Rate	Amount	Remarks
1	Providing Supply and installation Officers Name printing and gum fixing works only (Existing name board name printing and fixing works 90"x42")	1	Nos			
2	Providing Supply and Installation of Acrylic Board Dept name (4mm Black Acrylic (Base) with 2mm Golden Mirror Acrylic letters Fixing (4 Spacer Bolt Fitting) of size 48"x24")	1	Nos			
3	(4mm Black Acrylic (Base) with 2mm Mirror gold Acrylic letters Fixing (4 Spacer Bolt Fitting) of size 48"x24")(4mm Black Acrylic (Base) with 2mm Mirror gold Acrylic letters (4 Spacer Bolt Fitting of size 41"x22")	1	Nos			
4	Providing Supply and installation of Acrylic Board Dept Section Head name board (4mm Black Acrylic (Base) with 2mm Mirror gold Acrylic letters (4 Spacer Bolt Fitting 41"x22")	1	Nos			
5	Providing Supply and installation of Table Top Glass (12 mm thick edge curved polished plain glass of size 180x160 cm Incl materials and labour and transporting and loading cost	1	Nos			

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 self-attested copies of all testimonials along with Bid.
2. The bidders should have valid GST registration, PAN etc
3. The bidder should have proven experience in supply of similar items.
4. The bidder should submit their unit/company registration details.(Copy of Certificate of

- registration)
5. The bidder should enclose the signed and sealed copy of tender as acceptance by the bidder along with Technical (cover 1).
 6. The EMD & Tender fee shall be payable at Manager, Govt. Instrument Workshop, Thiruvananthapuram by way of DD
 7. EMD & Tender Fee exemption is allowed only for MSME unit/PSU.

COVERNO.2: FINANCIAL BID

1. Bidders should submit their lowest offer including taxes all other expenses

TERMS & CONDITIONS

1. The rate quoted is valid for one year
 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. Drawing available at unit for instruction
 10. Samples should accompany tender wherever required
 11. Work should be executed/supplied within 15 days from the issue of Purchase Order
 12. Following documents are to be presented by the successful bidder for payment after Supply
 - Triplicates of Invoices
 - 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 365 days.
 15. The warranty period has to be specified and the copy of the same in letterhead of firm/manufacturer had to be enclosed
 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 sealed cover super scribing the words “**Tender For Supply of Name Board & Table Top Glass**”
- tender should be submitted to the office **by hand or through speed post** on the date of submission
18. The Manager, Government Instrument Workshop, Thiruvananthapuram reserves the right to accept or reject the tender/tenders without assigning any reason thereof

**Sd/-
Manager,**

I/We agree to all above terms and conditions of the Tender No.
.....and Work of..... as per the
specifications/drawings provided in the tender and quote the rate in financial bid of
the tender. **Government Instrument Workshop**

:

(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:

Tender Acceptance Form

BID FORM

From,

.....

.....

To,

The Manager

Kerala Sidco, Government Instrument Workshop

Estate P O Thiruvananthapuram-695019

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 thisday of..... 2020

Signature of

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

Witness 1. -----

Witness 2. -----