



KERALA SIDCO LIMITED

(A Government of Kerala Undertaking)
Housing Board Building, 6th Floor, Santhi Nagar,
Thiruvananthapuram, P.B. No:50, Pin No: 695001.

Ph: 0471-2330613, 2330614, 2327615

Website: www.keralasidco.com Email:
sidcoprocurement@gmail.com

TENDER DOCUMENT

Inviting Manual Re-tender for the Supply and Installation of Desktop ,Printer, And UPS
at Trivandrum

SIDCO/PROC/HO/DESK/26-27



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

P.R.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/PROC/HO/DESK/26-27

25.04.2026

TENDER NOTICE

Sub:-Inviting Manual Re-tender for the Supply and Installation of Desktop ,Printer, And UPS at Trivandrum
-reg:-

The Deputy General Manager, Kerala Small Industries Development Corporation Limited, Housing Board Building, 6th floor, Santhi Nagar, Thiruvananthapuram-695001 invites 2- cover Inviting Manual Re-tender for the Supply and Installation of Desktop ,Printer, And UPS at Trivandrum from experienced manufacturers /Suppliers . Tender forms and other tender details can be downloaded from the website: www.etenders.kerala.gov.in.

Name of Work	Inviting Manual Re-tender for the Supply and Installation of Desktop ,Printer, And UPS at Trivandrum
Quantity	As per BOQ
PAC	Rs. 200000 /-(including GST)
EMD	Rs. 2000/-
Tender Fee	Rs. 590/-(including GST)
Tender Publishing Date	04.04.2026, 02.00 PM
Last Date And Time For Submission of Bid	28.04.2026, 02.00 PM
Technical Bid Opening Date and Time	28.04.2026, 03.00 PM
Period of validity of offer	180 days from the date of opening of Financial bid

**Sd/-
Deputy General Manager**

(In Bidders Letter Head)

From,
(Address of the Bidder)

To,
The Deputy General Manager
Kerala SIDCO Limited,
Housing Board Building, 6th Floor,
Santhi Nagar, Thiruvananthapuram,
P.B. No:50, Pin No: 695001.

Sir,

Sub: - Inviting Manual Re-tender for the Supply and Installation of Desktop ,Printer, And UPS at Trivandrum reg:-

In response to your Tender No: SIDCO/PROC/HO/DESK/26-27 for the Inviting Manual Re-tender for the Supply and Installation of Desktop ,Printer, And UPS at Trivandrum we thereby offer the firm rates quoted in the Financial Bid .

I/We agree that this offer shall be valid for a period of 180 days from the date of opening of the Financial Bid Online. Earnest Money Deposit (EMD) furnished by me/us shall be forfeited, if I/We fail(s) to honor the tender.

I/We hereby agree to abide by and fulfill all the Terms and conditions of the (Name of products/work) contract attached herewith for supply/execution of which shall be deemed to form an integral part of this offer and I/We return herewith the same duly signed on each page in token of my/our acceptance thereof.

I/We have transferred an amount of Rs...../- (Rupees..... only) through Online/NEFT/RTGS towards the EMD & Tender Fee through online SBI Payment Gateway link in the website www.etenders.kerala.gov.in

I/We hereby declare that this bid and your acceptance to be communicated by you to Me/us by registered letter or by any means of written communication shall constitute a valid and binding contract between us.

Yours faithfully,

Name & Signature of the Bidder)

Encl: 1. Tender Notice, Item specifications, Terms and Conditions of contract
duly filed and signed with office seal.

2. Technical Bid documents duly signed with office seal.

(Seal of the Bidder)

ELIGIBILITY CRITERIA

The bidders should fulfill the following eligibility criteria for participating in the tender. The bidders should enclose documentary evidence in support of fulfilling the eligibility criteria.

1. The bidder should be a company registered under the Indian Companies Act 1956 or under proprietorship/partnership firm. If the firm is registered as Company (Enclose Self Attested copy of Certificate of incorporation/ Company registration certificate). In case of Partnership and Proprietary firm. (Enclose Self Attested copy of Details of Partners and copy of Partnership deed with the certificate of registration of the firm, Copy of PAN of all the partners, Identity proof, Electoral card / Aadhar card).
2. Work Orders within past three years, cumulative total not less than 1 lakhs
3. The Bidder should have a valid PAN, GST registration.
4. The bidder shall have proven experience in the supply of such items (Work order copy & Completion certificate has to be enclosed)
 5. The bidder shall enclose the Specification details of the required items as per tender.
 6. The EMD & Tender fee should be payable at Kerala SIDCO Ltd by the way of DD.
 7. EMD & Tender Fee exemption is allowed for only MSME unit/PSU unit ,and unit having udyog Aadhar Memorandum
8. Latest GST remittance details.
9. Upload the copy of Annual Income Tax return filed for the past year.
10. Bank details – Banker's name & address and details of Bank Account Number of the bidder
11. Duly signed and sealed Tender Documents.
12. The bidder should upload duly filled Bidder profile . ANNEXURE-I
13. Warranty: Product Warranty/Guarantee in bidder's letter head as per items in specification list .

For more details Contact : 0471-2330613, 0471-2330614

PLACE OF DELIVERY :

Kerala SIDCO Limited, Housing Board Building, 6th Floor, Santhi Nagar, Statue,
Thiruvananthapuram, Pin No: 695001.

- ❖ The rate quoted must be inclusive of all taxes, levies , loading unloading ,transportation charges and installation charges at SIDCO Head Office, Shanthinagar , 6th floor ,Statue -695001

Cover 2:- Financial Bid (BoQ)

1. quoted must be inclusive of all taxes, levies , loading unloading ,transportation charges and installation charges at SIDCO head Office, Shanthinagar 6th floor ,Statue -695001.
2. The bidder may visit the worksite [SIDCO head Office, Shanthinagar 6th floor ,Statue -695001] before participating in the tender.
3. The rates quoted by the bidder are inclusive of all taxes, Transportation, fitting charges and any other charges, if any.
4. All the works should be completed as prescribed by the SIDCO within stipulated days from the date of agreement.

TERMS AND CONDITIONS

1. The tender is invited for and on behalf of the Managing Director, Kerala SIDCO Limited, Housing Board Building, 6th Floor, Santhi Nagar, Thiruvananthapuram .
2. Tender document may be downloaded from www.keralasidco.com and required documents as per the requirements of the tender. Duly prepared tender may be submitted within the time mentioned in the tender
3. Tenders will not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their tenders. Tenderers who failed to comply with earlier contractual obligations of SIDCO which resulted in short closure/cancellation of any contracts, due to reasons not on the part of SIDCO are not eligible to participate in this tender for two years. Firms Blacklisted by SIDCO are not eligible to apply.
4. A performance security of 5% has to be remitted at the time of executing the agreement and same will be released only after the successful completion of work and after producing non compliance certificate from the department.
5. The duly signed and sealed Technical bid documents should be submitted .
6. The rate quoted must be inclusive of all taxes, levies and installation charges.
7. The quantity mentioned in the tender may vary according to the requirements of customer department and the bidder should be willing to supply the items with same specifications and the rate quoted in the tender.
8. Tender document is to be submitted by the Authorized Signatory of the firm.
9. The Tenderer should sign on all pages of the Tender Notice and Terms & Conditions with office seal affixed and submit the same with the Technical Bid, in acceptance of the terms and conditions, along with required documents specified in the tender.

10. Submitted tender should be free from overwriting. All corrections and alterations should be duly attested by the tenderer.
11. The Financial bid (Cover 2) of those who are qualified in the Technical bid evaluation only be opened.
12. SIDCO reserves the right to modify the Tender prior to the last date of submission. Amendments if any will be uploaded in the website as Corrigendum. The tender also will be modified accordingly in the website based on the corrigendum. All the Tenderer are requested to verify the amendments if any uploaded in Corrigendum and to submit/resubmit the tenders.
13. SIDCO reserves the right to cancel the E- tender at any time or reject any bidder if the documents submitted by the bidder is seen false.
14. SIDCO reserves the right to modify and amend the terms & conditions and announce the same at any time before tender concludes. Announcements during the tender on the website and/or by facts including announcement of any additional conditions or correction in the tender and/or additions or deletions of items being offered for purchase are binding on the bidder.
21. Those who have been terminated or black listed by Govt. / SIDCO will not be able to participate in this tender.
15. In the case of the successful Tenderer(s) and the L2 Tenderers, the EMD shall be retained. In the case of other Tenderers, the EMD will be refunded/reversed. EMD can be converted to Security Deposit on awarding of work. No interest will be paid on the EMD/Security Depositi
16. The successful bidder has to execute agreement in prescribed format in Annexure II in stamp paper worth Rs.200/- or at the prevailing value tariff as per rules on award of work /issue of Purchase Order.
17. Terms and Conditions of Purchase order/Work Order:
 - The Successful bidder on award of Work/Purchase order based on the tender, copy of the same has to be returned to SIDCO duly signed.
 - The items specifications must be strictly adhered the bidder and if there is any variation in the specification of the product supplied the same has to be replaced.
 - 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.
 - The items supplied against the tender must strictly confirm to the specifications as prescribed in tender.
 - The delivery should be made on supply point mentioned in order on or before due date and failing of this can leads to penalty/damages decided by the Corporation
 - SIDCO or the ultimate consumer 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 with in time limit by intimated by SIDCO.

- Products/services are supplied to the customer as directed by SIDCO an acceptance certificate indicating the quality and quantity of the materials delivered should be produced by the successful bidder.
- Following documents are to be presented by the successful bidder for payment after supply
 - Duplicate of delivery challan
- Triplicates of invoices
- Test certificate
 - Acceptance certificate from authorized officer of the customer department regarding quality and quantity
- Two purchase order copy shall be sent to successful bidder. Supplier has to return one copy with signature and seal to SIDCO.
- 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.

18. The bidder should see that all the documents required for transportation of the products/execution of work are ready with the truck and should be accompanied along with invoice from SIDCO, including E-declaration. If any issue arises at Check Posts or any other places, the Corporation will not be responsible.

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

20. The assurance of quality, time bound supply, loading, delivery and installation of the products/execution of works at customer site will be the sole responsibility of the bidder. In case of damage in supplied products or any defects found in the executed works, replacement or rectification of damage/defects should be done by the bidder. Collecting the damaged products or rectification of damage/defects from the customer site and replacing the products to the customer site including loading, unloading and installation will be at the cost of the bidder only.

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. The corporation will in no way indemnify against any eventualities arising out of Quality Complaints by the Legal/Statutory Authorities due to negligence on the part of the bidder or his representative. All such issues are to be solved by the bidder at his own risk and cost if any.

23. TDS or if any taxes as applicable for execution of work/service and transportation imposed

by the Govt. will be deducted from the bidder's bill.

24. The bidder should be always committed to his responsibilities and be loyal to the Corporation and should not, in any way, disclose the details of the business information to any other parties or bidders, which may affect the business of the Corporation.
25. The quality, quantity of the products/works must be ensured by the bidder/ his authorized representative while making delivery of products
26. The bidder must obtain acknowledgement from the customers on delivery of the products/completion of works stating that they have received the products/works in proper quantity, quality, condition. Quality complaints reported will be the responsibility of the bidder. Bidder will be liable to replace the products/rectification of damage to customer at their own cost and transporting charges for the same has to be borne by the bidder. Otherwise corporation will deduct the amount of the products and transportation charges, including loading and unloading charges, from the bill and or from the Security Deposit remitted by him or by initiating Revenue Recovery Action as per rules in force.
27. If the products are supplied to the customer as directed by SIDCO an acceptance certificate indicating the quantity and quality of the products/works delivered should be produced by the bidder in the prescribed format.
28. The successful Bidder will be responsible for making delivery of the product and for clearing the loads delivered from the Check Posts by producing the required documents. The E-declaration has to be obtained from SIDCO where ever required by the bidder. The bidder will have the full responsibility to transport and deliver the products to the customers of SIDCO in time. The bidder should see all the documents required for the transportation or installation or execution of work are ready with the transporting vehicle and accompanied along with Invoice from SIDCO. If any issue arises at Check Posts or any other places during the transit the Corporation will not be responsible.
29. Time is the essence of this bid and hence the bidder should see that the products delivered/works executed on time stipulated without fail.
30. Rate should be firm for the period of bid. Request for enhancement of the rate during the bid period will not be entertained under any circumstances including hike in oil price, labour charge, etc. If any such hike is demanded during the agreement period the Corporation will have the liberty to make its own arrangement and any additional charge or loss incurred to the Corporation, while arranging alternative arrangement, will be recovered from the bidder's bill or from any other amount due from the Corporation or other means, including by Revenue Recovery, which the Corporation thinks fit.
31. In case of electronic goods/computer system and peripherals onsite warranty certificate copy from the manufacturer has to be submitted to Corporation.
32. Once the tender has been accepted, the bidder will be liable to supply the products/execute the works to the destinations as per the Purchase/Work Order within the time stipulated for delivery
33. The corporation will in no way indemnify against any eventualities arising out of low quality

of product/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 risks.

34. SIDCO reserves the right to cancel the tender and call retender if the rate quoted by the Tenderer is exorbitant. Hence the Tenderers are advised to quote the lowest possible rate for the bid.
35. A security deposit of 5% will be deducted and same will be released after completion of warranty period .
36. SIDCO reserves the right to provide the work order to other bidders, who have participated in tender, matching the L1 price
37. 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.
38. The bidder should ensure the genuinity of all the documents uploaded. Any fraud if found will leads to disqualification of the bidder.
39. The L1 bidder should furnish the details of concerned person acting on behalf of the company , their Aadhar/Passport/Electrol ID card, Father's details, Latest photographs, L1 bidder's and Witness address [both official and residential with village , taluk details] etc during / before execution of agreement.

ANNEXURE-I (TO BE UPLOADED IN BIDDER'S TECHNICAL BID)

BIDDER PROFILE

Name of Company/Proprietor:	
Name of Authorized Person:	
Address of Company:	
Address of Authorized Person with Village, Taluk etc.	
email:	
Mobile number	
Tin(if Applicable)	
CIN	
Aadhar number of Authorized person	
Voter's ID of Authorized person.	

ANNEXURE-II

(Only the successful bidder has to execute the agreement in prescribed format in stamp paper worth Rs.200/-)

**FORM OF AGREEMENT (Draft)
(For contract for supply of specific quantities)**

AGREEMENT executed day of.....2025
by M/s.....(Called the Contractor) and
The Manager, SIDCO.....on behalf of Kerala
SIDCO Limited. (Hereinafter call the SIDCO)

WHEREAS the Contractor has tendered for the supply of articles for the use of the Government as per the Tender Notification No.....dated published at website: etenders.kerala.gov.in 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 of 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.
 - (a) All payments to the contractor for suppliers effected satisfactorily will be made after scrutiny of his bills.
 - I. Either by cheques 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 prepaid post to his address as mentioned in this deed.
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.

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.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS AND OBLIGATIONS IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

- 1 The First party warrants that the goods supplied by them to the second Party shall be free from defects in materials, workmanship and installation for a period ofyears/ after the completion/commissioning/installation and from the date of purchase.
- 2 That the purchase bill of and copy of warranty card shall be produced in the event of claiming Warranty by the Second Party.
- 3 That the first party shall replace the defective parts/ product to the complete and total satisfaction of the second party.
- 4 The First Party unconditionally agreed to rectify all or any of the defects with respect to the goods, expeditiously within the time as required by the Second Party and shall also be liable and responsible to pay damages to the Second Party on breach of warranty.
- 5 Any dispute – controversy and difference arising between the parties here to out of or in relation to these terms or its agreements or any breach thereof shall be settled by mediator appointed in consensus with the Managing Director SIDCO and Managing Director,
.....And the

matter which cannot be settled amicably shall be referred to and finally settled in accordance with the provision of the Indian Arbitration and conciliation Act 1996 and in respect of all disputes, the Court of Thiruvananthapuram shall bare the exclusive jurisdiction.

- 6 Amendments/ modifications to this agreement shall be made in writing signed by both parties.

IN WITNESS WHERE OF THE CONTRACTOR
.....(H.E.
name and address of the contractor and Shri.....
..... Manager/Special Officer/Sr. Manager SIDCO
..... 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.



ITEM SPECIFICATION

1. DESKTOP TECHNICAL SPECIFICATION - 1 No.
Make & Model: DELL, HP, LENOVO, ACER

Core i3 12gen or above processor
8GB DDR4 RAM
512GB SSD
22" Monitor
Keyboard
Mouse, Windows 11 Pro - **1 NUMBER**

TOWER PC 13th Gen Intel(R) Core(TM) i3-13100 (3.40 GHz)
8GB DDR4 RAM
512GB SSD
22" Monitor
Keyboard
Mouse, Windows 11 Pro

- **1 NUMBER**

2. A4 MULTIFUNCTION PRINTER – 1 No.

Make & Model: HP, Cannon,EPSON

Sl. No.	Parameter	Description
1.	Type	Print Scan Copy
2.	Print Method	Monochrome Laser Beam Printing
3.	Paper Capacity	Min. 100 Sheets
4.	Print Resolution	1200 X 1200 Min.
5.	Print Life Cycle	Min. 2500 Pages Per Month
5.	Connectivity	USB
6.	Features	ADF, Auto Duplex & Other Advanced Features
7	Print Speed	33 Prints Per Minute600 X 600 Dpi
8	Copy Speed	33 Prints Per Minute
9	Scan RESOLUTION	Up To 600 X 600 Dpi

3. UPS – 1 No.

Make & Model: V Guard, APC, Microtek

SPECIFICATION
<ol style="list-style-type: none">1. Minimum Load capacity of 300 Watts / 600 VA2. 3 Pin 6 A-3 Battery Backup and 1 surge protection3. Automatic Voltage Regulator4. 150-280 volt5. Min. Backup time of 15 minutes6. SMF lead acid battery7. UPS should have advance monitoring s/w with USB compatible connectivity with desktop including power interface cable8. 2 yrs onsite warranty including Battery