

No: **NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER)**

Date: 23.07.2026

TENDER NOTICE

Sub:- Inviting Sealed Tenders for the Annual Contract for Collection, Transportation, Delivery, and Allied Services of Machined Components, Raw Materials, Tools, and Other Materials between SIDCO Tool Room Cum Training Centre (TRTC), Kozhikode and ISRO Units in Thiruvananthapuram District – Reg.

Kerala SIDCO Ltd. invites 2-Cover Sealed Tenders (Technical Bid & Financial) for the Annual Contract for Collection, Transportation, Delivery, and Allied Services of Machined Components, Raw Materials, Tools, and Other Materials between SIDCO Tool Room Cum Training Centre (TRTC), Kozhikode and ISRO Units in Thiruvananthapuram District. Tender forms and other tender details can be downloaded from the website: www.keralasidco.com

Tender Reference No.	NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER)
Name of work/Item	Inviting Sealed Tenders for the Annual Transportation Contract for Collection, Loading, Transportation, Unloading, Delivery, and Allied Services of Machined Components, Raw Materials, Tools, and Other Materials between SIDCO Tool Room Cum Training Centre (TRTC), Kozhikode and ISRO Units in Thiruvananthapuram District – Reg.
Tender Value (PAC)	Rs.2,50,000/- (Annual Basis)(Exclusive of GST)
Tender Fee	Rs.590/-
EMD	Rs.6,250/-
Tender Publishing Date	23.07.2026
Last date and time for submission of Bid	06.08.2026 at 2.00 pm
Bid opening date and time	06.08.2026 at 3.00 pm

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KERALA SMALL INDUSTRIES
DEVELOPMENT CORPORATION LTD
(KERALA SIDCO)

Tool Room Head,
Tool Room cum Training Centre,
Parapparakunnu, Pantheerankavu, Kozhikode 673019
Contact: 0495-2432555

Website: www.keralasidco.com

TENDER NO: NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER)

**Tenders for the Annual Transportation Contract for Collection, Loading,
Transportation, Unloading, Delivery, and Allied Services of Machined
Components, Raw Materials, Tools, and Other Materials between SIDCO Tool
Room Cum Training Centre (TRTC), Kozhikode and ISRO Units in
Thiruvananthapuram District**

Name of Tenderer :
Address :

Signature of Tenderer :

Last date and time for Receipt of Tenders : 06.08.2026 at 2.00 pm
Bid Opening Date : 06.08.2026 at 3.30 pm

N.B: Tool Room Head, Tool Room cum Training Centre, Pantheerankavu PO. Kozhikode - 673019
Contact: 0495-2432555

Tender Description

Sealed competitive tenders are invited from experienced firms and individuals for undertaking the annual contract for the collection, transportation, delivery, loading, unloading, and allied services of machined components, finished products, raw materials, tools, machine parts, and other materials between the SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit and various ISRO units located in Thiruvananthapuram District.

The scope of work includes collecting machined components and various products dispatched from the Store Section of the SIDCO TRTC, Kozhikode Unit through courier services at Thiruvananthapuram Central (Thampanoor) Railway Station, Bus Stand, and various courier offices, and ensuring their safe, secure, timely, and responsible delivery, including loading and unloading, to the designated ISRO units in Thiruvananthapuram District.

The contract also includes the collection of raw materials, machine parts, tools, and other materials from the respective ISRO units and transporting them, as required, to Thiruvananthapuram Central (Thampanoor) Railway Station, Bus Stand, or designated courier offices for onward dispatch through courier/parcel services to the SIDCO Tool Room cum Training Centre (TRTC), Kozhikode (Pantheerankavu) Unit, including loading and unloading operations.

The tenderer shall possess adequate transportation facilities, suitable vehicles, and sufficient manpower to execute the work efficiently. The successful contractor shall ensure the safety and security of all materials during collection, handling, transportation, loading, unloading, and delivery, maintain timely execution of the services, and exercise due care in handling confidential and sensitive materials. The services shall be rendered strictly in accordance with the terms and conditions of the contract and the instructions issued by SIDCO from time to time.

The rates quoted in the tender shall be inclusive of all charges towards collection, loading, unloading, handling, transportation, delivery, labour, fuel, taxes, and all other incidental expenses required for the satisfactory execution of the contract. No separate payment or additional claims on any account whatsoever shall be entertained during the contract period.

Scope of Work

1. The contractor shall collect the machined components, raw materials, tools, and other items dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit, from Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices.
2. The collected materials shall be transported safely, securely, and within the stipulated time to VSSC, LPSC, and other ISRO units, as instructed, and handed over to the authorized officials. The contractor shall obtain the Acknowledgement/Proof of Delivery and submit the same to SIDCO TRTC.

3. The contractor shall collect raw materials, components for machining, tools, and other materials from VSSC, LPSC, and other ISRO units and, as instructed, arrange to dispatch them to SIDCO TRTC, Kozhikode Unit by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices through bus, railway, or courier/parcels service.
4. The contractor shall be fully responsible for loading, unloading, handling, booking, transportation, delivery, handling of all related documents, and collection and submission of delivery acknowledgements/receipts.
5. The contractor shall be solely responsible for the safe custody and security of the materials from the time they are taken over until they are delivered to the authorized recipient and the acknowledgement of receipt is obtained. The contractor shall be fully liable for any loss, damage, shortage, misplacement, or wrong delivery of the materials occurring during transportation, loading, unloading, handling, temporary storage (wherever applicable), or at any stage of the delivery process. In the event of any financial loss or other liability suffered by SIDCO due to such incidents, SIDCO shall have the right to recover the actual value of the loss, together with any incidental expenses, from the contractor's pending bills or by any other lawful means.
6. The contractor shall provide the required services on all working days, holidays, and in emergency situations whenever requested by SIDCO. The contractor shall ensure the availability of the required vehicle(s) and manpower within the time specified by the organization.
7. The contractor shall maintain strict confidentiality regarding all materials, documents, drawings, and information handled during the execution of the contract. No information relating to the materials or the work shall be disclosed to any third party without the prior written permission of SIDCO.
8. During the contract period, the contractor shall strictly comply with all instructions issued by SIDCO, as well as the security regulations, entry procedures, and other operational guidelines in force at VSSC, LPSC, and other ISRO establishments.
9. Wherever packing is required for the safe transportation of Machined Components, Raw Materials, Tools, and Other Materials, the Contractor shall undertake the necessary packing. The actual packing charges incurred shall be reimbursed to the Contractor upon submission of genuine original bills, subject to verification and approval by SIDCO. Reimbursement shall be limited to the actual packing cost incurred.

TECHNICAL DATA /RATE SCHEDULE
NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER)

1. Transportation Charges for VSSC–CMSE Unit, Vattiyoorkavu

Rates shall be quoted for collecting machined components, raw materials, tools, and other materials dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit, and received at Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, and delivering the same to the VSSC–CMSE Unit, Vattiyoorkavu, Thiruvananthapuram District.

The quoted rates shall also include the collection of raw materials, components for machining, tools, and other materials from the VSSC–CMSE Unit and arranging their dispatch to SIDCO TRTC, Kozhikode Unit, by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices through bus, railway, or courier/parcels service.

The quoted rates shall be inclusive of Loading, Unloading, Handling, Collection, Delivery, Booking, and all other incidental charges required for the execution of the work.

Sl. No.	Weight of Consignment	Unit
1	0- 20 kg	Per Consignment / Trip
2	21 - 50 kg	Per Consignment / Trip
3	51 - 100 kg	Per Consignment / Trip
4	101 - 200 kg	Per Consignment / Trip
5	201 - 300 kg	Per Consignment / Trip
6	301 - 400 kg	Per Consignment / Trip
7	401 - 500 kg	Per Consignment / Trip
8	501-1000 kg	Per Consignment / Trip

2. Transportation Charges for ISRO–VSSC Units (Veli & Thumba)

Rates shall be quoted for collecting machined components, raw materials, tools and other materials dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit and received at Thiruvananthapuram Central Railway Station, Bus Stand or designated Courier Offices, and delivering the same to the following ISRO–VSSC Units located at Veli and Thumba, Thiruvananthapuram District: Mechanical Maintenance Engineering (MME), RFF Area, Centre Store, AVM Store, SOG Store, 17 Acre Area, Any other VSSC location as directed by SIDCO.

The quoted rates shall also include the collection of raw materials, components for machining, tools and other materials from the above ISRO–VSSC Units and arranging their dispatch to SIDCO TRTC, Kozhikode Unit by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand or designated Courier Offices through Bus, Railway or Courier/Parcel Service, as instructed by SIDCO. The quoted rates shall be inclusive of Loading, Unloading, Handling, Collection, Delivery, Booking, and all other incidental charges required for the execution of the work.

Sl. No.	Weight of Consignment	Unit
1	0- 20 kg	Per Consignment / Trip
2	21 - 50 kg	Per Consignment / Trip
3	51 - 100 kg	Per Consignment / Trip
4	101 - 200 kg	Per Consignment / Trip
5	201 - 300 kg	Per Consignment / Trip
6	301 - 400 kg	Per Consignment / Trip
7	401 - 500 kg	Per Consignment / Trip
8	501-1000 kg	Per Consignment / Trip

3. Transportation Charges for VSSC/LPSC Unit, Valiyamala

Rates shall be quoted for collecting machined components, raw materials, tools and other materials dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit and received at Thiruvananthapuram Central Railway Station, Bus Stand or designated Courier Offices, and delivering the same to the VSSC/LPSC Unit, Valiyamala, Thiruvananthapuram District.

The quoted rates shall also include the collection of raw materials, components for machining, tools and other materials from the above VSSC/LPSC Unit, Valiyamala, and arranging their dispatch to SIDCO TRTC, Kozhikode Unit by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand or designated Courier Offices through Bus, Railway or Courier/Parcel Service, as instructed by SIDCO. The quoted rates shall be inclusive of Loading, Unloading, Handling, Collection, Delivery, Booking, and all other incidental charges required for the execution of the work.

Sl. No.	Weight of Consignment	Unit
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1	0- 20 kg	Per Consignment / Trip
2	21- 50 kg	Per Consignment / Trip
3	51 - 100 kg	Per Consignment / Trip
4	101 - 200 kg	Per Consignment / Trip
5	201 - 300 kg	Per Consignment / Trip
6	301 - 400 kg	Per Consignment / Trip
7	401 - 500 kg	Per Consignment / Trip
8	501-1000 kg	Per Consignment / Trip

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 2 covers, superscribing our tender no and Tender name in a sealed cover and should reach this office by hand or through speed post/courier on or before the date mentioned above. 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 the Bid.
- ii) The bidder should submit copy of valid GST registration(if applicable), PAN Card.(cover 1).
- iii) Bank account Details
- iv) The bidder should furnish agreement in the prescribed format (To be furnished in Rs.200 stamp paper by successful bidder only after the award of work order) Annexure I
- v) The bidders shall sign and seal in all pages of the Tender Notice and enclose along with Technical bid (cover 1).
- vi) The bidder should enclose the signed and sealed copy of Tender acceptance form & Bid form along with the Technical bid (cover 1).
- vii) The EMD & Tender fee shall be payable at Kozhikode SIDCO Tool Room Cum Training Centre by way of DD (DD in the name of 'Kerala Sidco-TOOL ROOM CUM TRAINING CENTRE').
- viii) EMD & Tender Fee exemption is allowed only for MSME unit/PSU working within the state of Kerala. (Copy of necessary documents are to be attached).
- ix) Declaration regarding black listing/non-blacklisting - Annexure II

COVER NO.2: FINANCIAL BID

- i) Bidders shall submit their lowest offer in a separate cover. The bidder should quote rate per item. (The basic rates with split-ups of tax, transportation, delivery charges, etc, applicable, if any, should be clearly mentioned).

Terms and Conditions

1. The successful bidder whose tender is accepted shall execute an **Agreement** on a **₹200/- (Rupees Two Hundred only) non-judicial stamp paper** in the prescribed format of SIDCO and submit the same within the stipulated time. The **Work Order** shall become effective only after the execution of the Agreement.
2. Bidders participating in the name of a **Firm/Company/Organization** shall submit self-attested copies of the following documents along with the tender:
 - Certificate of Registration of the Firm/Company.
 - Document evidencing the ownership/constitution of the Firm (such as Proprietorship Declaration, Partnership Deed, LLP Registration Certificate, Certificate of Incorporation, etc., as applicable).
 - Permanent Account Number (PAN) Card.
 - Goods and Services Tax (GST) Registration Certificate, wherever applicable.
3. Bidders participating as **Individuals** shall submit self-attested copies of the following documents along with the tender:
 - Aadhaar Card.
 - Permanent Account Number (PAN) Card.
 - Valid Driving Licence.
4. SIDCO reserves the right to reject any tender without assigning any reason if the required documents are not submitted or if the documents submitted are incomplete.
5. The bidder shall be solely responsible for the authenticity of all documents submitted along with the tender. If any document is found to be false, fabricated, forged, or misleading, SIDCO shall have the right to reject the tender, terminate the contract, and initiate appropriate legal action against the bidder.
6. SIDCO reserves the absolute right to accept or reject any or all tenders, wholly or partly, without assigning any reason whatsoever. The decision of SIDCO in this regard shall be final and binding on all bidders.
7. If the contractor violates any of the terms and conditions of the contract, fails to provide satisfactory service, does not comply with the instructions of SIDCO, or causes undue delay

- in the execution of the work, SIDCO shall have the right to terminate the contract by giving prior notice or, in cases of serious breach, with immediate effect.
8. If the contractor fails to provide the services within the stipulated time or causes undue delay in the delivery of consignments, SIDCO shall have the right to impose suitable penalties and/or recover the applicable amount from the contractor's bills.
 9. The contractor and his personnel shall strictly comply with all security instructions, entry regulations, identification procedures, and other guidelines applicable to ISRO, VSSC, and LPSC premises. Any violation of the security regulations shall be treated as a breach of contract.
 10. The contractor shall not assign, transfer, or sub-contract the whole or any part of the contract to any other person or agency without the prior written approval of SIDCO.
 11. The contractor shall be solely responsible for the conduct, discipline, behaviour, and performance of all personnel deployed for the execution of the contract.
 12. In the event of interruption of the services due to Force Majeure events such as natural calamities, strikes, Government restrictions, or any other circumstances beyond the reasonable control of either party, both parties shall promptly notify each other in writing.
 13. The rates quoted in the tender shall remain valid for a period of 90 (Ninety) days from the date of opening of the tender. Any Purchase Order/Work Order issued by the Purchaser within the said validity period of 90 (Ninety) days shall be binding on the successful bidder, and the bidder shall be obliged to accept and execute the order at the quoted rates and terms of the tender.
 14. Submission of forged or fraudulent documents, wilful breach of contract, or serious deficiency in service may result in termination of the contract and initiation of **blacklisting/debarment proceedings**, rendering the bidder ineligible to participate in future tenders of SIDCO and other Government organizations, in accordance with the applicable rules and procedures.
 15. If more than one consignment(Delivery Point) is required to be handled on the same day, payment shall be made separately for each consignment based on the applicable approved weight slab.
 16. Combined Delivery and Collection Charges:- In cases where, during the same trip, the contractor simultaneously delivers materials (including finished machined components, raw materials, tools, or any other materials) from the SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit to the designated destination and collects materials from the same destination for onward dispatch to TRTC through Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, the transportation charges shall be regulated as follows:

- The full applicable rate shall be paid for the consignment falling under the higher weight slab.
- The other consignment (delivery or collection, as the case may be) shall be paid at 50% (half) of the applicable rate corresponding to its respective weight slab.
- No separate or additional trip charges shall be admissible for such combined delivery and collection undertaken during the same journey.
- The contractor shall clearly indicate the details and weight of both consignments in the bill, and the billing shall be subject to verification by SIDCO.

17. The rates quoted shall remain firm and fixed throughout the contract period. No escalation in rates on account of increase in fuel prices, labour charges, or any other reason shall be entertained.

Contract Period

- 1) The contract shall remain valid for a period of One (1) Year from the date of execution of the Agreement, or until the cumulative value of work orders executed under this contract reaches ₹2,50,000/-(Exclusive of GST) (Rupees Two Lakh Fifty Thousand only), whichever occurs earlier, unless terminated earlier in accordance with the terms and conditions of the contract.
- 2) The rates quoted shall remain firm and fixed throughout the contract period and shall include all charges towards collection of consignments, loading, unloading, handling, booking, transportation, delivery, labour charges, vehicle charges, fuel, toll, parking, waiting charges, documentation, submission of Proof of Delivery (POD)/Acknowledgement, and all other incidental expenses necessary for the satisfactory execution of the work.
- 3) No escalation in rates on account of increase in fuel prices, wages, (other than statutory changes, if specifically made applicable), or any other reason shall be entertained during the currency of the contract.

Courier Charges

- 1) The courier/parcel charges for consignments dispatched from SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit to Thiruvananthapuram shall be borne directly by SIDCO TRTC, Kozhikode Unit. Such courier/parcel charges shall not be included in the rates quoted by the contractor.
- 2) Consignments collected from the ISRO units in Thiruvananthapuram and dispatched to SIDCO TRTC, Kozhikode Unit shall be booked by the contractor through Railway Parcel, Bus Parcel or Courier Service on a "To Pay" basis. The applicable courier/parcel charges shall be paid directly by SIDCO TRTC, Kozhikode Unit at the time of receiving the consignment.

- 3) While booking the consignment, the contractor shall strictly comply with the instructions issued by SIDCO and shall submit the original or self-attested copy of the Consignment Note/ /Lorry Receipt (LR)/Parcel Receipt along with the bill.
- 4) The contractor shall not pay the courier/parcel charges in advance or claim reimbursement of such charges without the prior written approval of SIDCO.
- 5) The rates quoted by the contractor shall be inclusive of Collection, Loading, Unloading, Handling, Local Transportation, Delivery, documentation, and all other incidental service charges required for the execution of the work. However, the actual freight/courier/parcel charges levied by the Railway, Bus or Courier Service Provider shall be excluded from the quoted rates and shall be borne directly by SIDCO as specified above.

Packing Charges

Wherever packing is required for the safe transportation of Machined Components, Raw Materials, Tools, and Other Materials, the Contractor shall undertake the necessary packing. The actual packing charges incurred shall be reimbursed to the Contractor upon submission of genuine original bills, subject to verification and approval by SIDCO. Reimbursement shall be limited to the actual packing cost incurred.

Payment Terms

1. The contractor shall submit the bill only after the successful completion of each consignment/trip in accordance with the terms and conditions of the contract.
2. Payment shall be released only after verification and acceptance of the bill and all supporting documents by SIDCO TRTC. The decision of SIDCO regarding the admissibility of the bill shall be final and binding.
3. Before submitting the bill, the contractor shall ensure that all materials collected from SIDCO TRTC have been safely and timely delivered to the respective VSSC, LPSC, or other designated ISRO units, as instructed, and that the Acknowledgement/Proof of Delivery (POD) duly signed by the authorized receiving official has been submitted to SIDCO TRTC.
4. The bill shall be accompanied by the following documents:
 - Original Bill/Invoice.
 - Proof of Delivery (POD)/Acknowledgement duly signed by the authorized official of the receiving unit.
 - Consignment Note/Air Waybill (AWB)/Lorry Receipt (LR)/Parcel Receipt, wherever applicable.
 - Any other documents required by SIDCO.

5. No payment shall be made for any consignment for which the prescribed supporting documents, including the Proof of Delivery (POD)/Acknowledgement, are not submitted or are found to be incomplete.
6. SIDCO reserves the right to withhold or deduct payment, either wholly or partly, in respect of any consignment involving delay, loss, damage, shortage, misdelivery, or any breach of the contract terms and conditions, until the matter is satisfactorily resolved.
7. Payments shall be released only through electronic transfer to the contractor's bank account after statutory deductions, including applicable taxes, TDS, or any other deductions as per the prevailing Government rules.
8. No interest shall be payable by SIDCO for any delay in payment arising out of incomplete documentation, submission of incorrect bills, or non-compliance with the terms and conditions of the contract.

GENERAL TERMS & CONDITIONS OF TENDER

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.
2. The bidders shall sign and seal in all pages of the Tender Notice and Tender documents.
3. Tenders forwarded through e-mail or open cover will not be entertained.
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 shall be inclusive of statutory duties, all taxes if applicable (Taxes & Charges has to be clearly shown separately in the Financial Bid).
8. The successful bidder has to execute an agreement as per the format specified in ANNEXURE –I (After award of Contract).
9. 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.
10. Statutory deductions shall be recovered from the work bill as per prevailing rules.
11. An agreement has to be executed between Kerala SIDCO and the successful bidder within seven working days after publishing the **Award of contract**.
12. 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.
13. 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.

14. 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.
15. 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.
16. 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.
17. Those who have been terminated or black listed by Govt. / Kerala SIDCO will not be able to participate in this tender.
18. The Earnest Money Deposit will not bear any interest.
19. The The managing director /Head-Pruction Infra structure / Head Tool room cum Training Centre Kerala SIDCO reserves the right to accept or reject the tender/tenders without assigning any reason thereof.
20. All conditions in Notice inviting Tenders will form part of the agreement.

Sd/-
Tool Room Head.
TRTC Calicut.

Tender Acceptance Form

I/We agree to all above terms and conditions of the Tender No. **NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER)** Tenders for the Annual Transportation Contract for Collection, Loading, Transportation, Unloading, Delivery, and Allied Services of Machined Components, Raw Materials, Tools, and Other Materials between SIDCO Tool Room Cum Training Centre (TRTC), Kozhikode and ISRO Units in Thiruvananthapuram District – Reg.

Name & Full address of the tenderer :(with e-mail id & mobile number)

Details of items offered against tender with catalogue if any:

Our bank details provided below

Bank Name:

Account No.

IFSC No.

Signature of the Tenderer with Seal

Place:

Date:

BID FORM

From,

.....
.....

To,
The Head,
Kerala SIDCO Tool Room Cum Training Centre
Parapparakunnu, Pantheerankavu (P.O)
Kozhikode- 673019

**Sir,
Sub**

Ref: Tender No NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER)

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..... 2026.....

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 executedday of.....2026.....

By M/s.....(called the contractor) and
The on behalf of Tool Room cum Training Centre,
Kerala SIDCO Limited.(herein after call the SIDCO).

WHEREAS the Contractor has submitted a tender for providing transportation services for the dispatch and delivery of consignments of the Tool Room cum Training Centre, Kerala SIDCO Limited, in response to Tender Notification No. dated, published on the website www.keralasidco.com, and the said Tender Notification, together with the Tender Documents, shall be deemed to form an integral 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

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. The Contractor agrees to provide transportation services under this Agreement in accordance with the Tender Document, Work Order, and the terms and conditions of this Agreement. The Contractor shall ensure safe, efficient, and timely transportation of all consignments entrusted by SIDCO, without loss, damage, delay, or tampering, and in good condition to the designated destination.
2. Once accepted, the contract rates shall be final and no request for enhancement shall be entertained. Any terms or conditions printed on quotations, correspondence, or other documents of the Contractor shall not be binding on SIDCO unless expressly accepted in writing
3. The transportation services to be performed under this Agreement shall be as specified in the Work Order/Purchase Order No. dated, a copy of which is attached hereto and shall be deemed to form an integral part of this Agreement. The Contractor agrees to provide the transportation services in accordance with the scope of work, destinations, schedules, and other requirements specified in the said Work Order/Purchase Order, at the rates accepted by SIDCO and within the stipulated time
4. The contractor agrees that time is the essence of this contract
5. If the Contractor fails to commence or perform services as required, SIDCO shall be entitled to arrange alternative service providers without terminating the contract immediately. Any additional expenditure, loss, or damage incurred by SIDCO shall be recoverable from the Contractor by deduction from payments, Security Deposit, or any other lawful means. Delay shall attract

- liquidated damages at the rate of 0.5% of contract value per week or part thereof, subject to a maximum of 15% of the total contract value, until satisfactory completion or termination.
6. The Contractor shall not be entitled to claim any additional payment or compensation arising from SIDCO's engagement of alternative service providers due to the Contractor's default.
 7. SIDCO reserves the right to terminate the Agreement, in whole or in part, in case of breach or non-performance by the Contractor, without prejudice to other rights and remedies available under law or this Agreement.
 8. SIDCO shall have the right to set off any amounts payable to the Contractor against any dues, losses, or damages recoverable from the Contractor under this or any other contract.
 9. All amounts due to SIDCO/Government may be recovered under the Revenue Recovery Act or through competent courts at Ernakulam or any other lawful means. The decision regarding dues shall be final and binding on the Contractor.
 10. 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
 11. The Contractor shall commence services within the time specified by SIDCO and deploy adequate manpower, vehicles, and resources. Services shall be performed efficiently, safely, and to the satisfaction of SIDCO throughout the contract period.
 12. All conditions contained in the Notice Inviting Tender shall form part of this Agreement.
 13. It is mutually agreed that all amounts due to SIDCO toward damages or loss from the contractor shall be recovered either by initiating revenue recovery proceedings under the Revenue Recovery Act or through the courts at Ernakulam only.
 14. The Work Order/Purchase Order and Tender Documents shall form an integral part of this Agreement.
 15. The contractor agrees that. The tender will be considered firm for acceptance for a period of 90 DAYS and the tenderers will not be free to withdraw or modify their tender within this period or till after the tenders are decided, whichever is earlier.
 16. The Contractor shall be fully liable for all losses, damages, and costs incurred by SIDCO due to breach, delay, or non-performance of the contract.
 17. 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.
 18. The Managing director /Head-Production Infra structure / Regional Operation Head, Head Tool room cum Training Centre Kerala SIDCO reserves the right to accept or reject the tender/tenders without assigning any reason thereof.

SCOPE OF WORK (PART OF AGREEMENT)

1. The contractor shall collect the machined components, raw materials, tools, and other items dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit, from Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices.
2. The collected materials shall be transported safely, securely, and within the stipulated time to VSSC, LPSC, and other ISRO units, as instructed, and handed over to the authorized officials. The contractor shall obtain the Acknowledgement/Proof of Delivery and submit the same to SIDCO TRTC.
3. The contractor shall collect raw materials, components for machining, tools, and other materials from VSSC, LPSC, and other ISRO units and, as instructed, arrange to dispatch them to SIDCO TRTC, Kozhikode Unit by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices through bus, railway, or courier/parcels service.
4. The contractor shall be fully responsible for loading, unloading, , handling, booking, transportation, delivery, handling of all related documents, and collection and submission of delivery acknowledgements/receipts.
5. The contractor shall be solely responsible for the safe custody and security of the materials from the time they are taken over until they are delivered to the authorized recipient and the acknowledgement of receipt is obtained. The contractor shall be fully liable for any loss, damage, shortage, misplacement, or wrong delivery of the materials occurring during transportation, loading, unloading, handling, temporary storage (wherever applicable), or at any stage of the delivery process. In the event of any financial loss or other liability suffered by SIDCO due to such incidents, SIDCO shall have the right to recover the actual value of the loss, together with any incidental expenses, from the contractor's pending bills or by any other lawful means.
6. The contractor shall provide the required services on all working days, holidays, and in emergency situations whenever requested by SIDCO. The contractor shall ensure the availability of the required vehicle(s) and manpower within the time specified by the organization.
7. The contractor shall maintain strict confidentiality regarding all materials, documents, drawings, and information handled during the execution of the contract. No information relating to the materials or the work shall be disclosed to any third party without the prior written permission of SIDCO.
8. During the contract period, the contractor shall strictly comply with all instructions issued by SIDCO, as well as the security regulations, entry procedures, and other operational guidelines in force at VSSC, LPSC, and other ISRO establishments.

9. If more than one consignment(Delivery Point) is required to be handled on the same day, payment shall be made separately for each consignment based on the applicable approved weight slab.
10. Wherever packing is required for the safe transportation of Machined Components, Raw Materials, Tools, and Other Materials, the Contractor shall undertake the necessary packing. The actual packing charges incurred shall be reimbursed to the Contractor upon submission of genuine original bills, subject to verification and approval by SIDCO. Reimbursement shall be limited to the actual packing cost incurred.
11. Combined Delivery and Collection Charges:- In cases where, during the same trip, the contractor simultaneously delivers materials (including finished machined components, raw materials, tools, or any other materials) from the SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit to the designated destination and collects materials from the same destination for onward dispatch to TRTC through Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, the transportation charges shall be regulated as follows:
 - The full applicable rate shall be paid for the consignment falling under the higher weight slab.
 - The other consignment (delivery or collection, as the case may be) shall be paid at 50% (half) of the applicable rate corresponding to its respective weight slab.
 - No separate or additional trip charges shall be admissible for such combined delivery and collection undertaken during the same journey.
 - The contractor shall clearly indicate the details and weight of both consignments in the bill, and the billing shall be subject to verification by SIDCO.

Termination of Agreement

1. The Contractor agrees that if he/she/it commits a breach of any of the terms and conditions of this Agreement, fails to provide satisfactory services, fails to comply with the lawful instructions issued by SIDCO, or causes undue delay in the execution of the work, SIDCO shall have the right to terminate this Agreement by giving prior written notice to the Contractor.
2. Notwithstanding the above, in the event of any material or serious breach of this Agreement, including but not limited to fraud, submission of false or forged documents, misconduct, abandonment of work, or any act prejudicial to the interests of SIDCO, SIDCO shall have the right to terminate this Agreement with immediate effect without assigning any further notice and without prejudice to its right to recover damages or to take such other legal action as may be permissible under law.

Compliance with Security Regulations

1. The Contractor and all personnel deployed by the Contractor under this Agreement shall strictly comply with all security instructions, entry regulations, identification procedures, and other

security guidelines applicable to the premises of ISRO, VSSC, LPSC, or any other designated institutions where the services are to be performed.

2. Any violation of such security regulations shall be treated as a material breach of this Agreement and shall entitle SIDCO to take appropriate action, including termination of the Agreement, in accordance with its terms.

Assignment and Sub-contracting

The Contractor shall not assign, transfer, sub-let, or sub-contract the whole or any part of this Agreement to any other person, firm, or agency without obtaining prior written approval from SIDCO. Any unauthorized assignment or sub-contracting shall be deemed a breach of this Agreement and shall entitle SIDCO to terminate the Agreement.

Responsibility for Personnel

The Contractor shall be solely responsible for the conduct, discipline, behaviour, integrity, and performance of all personnel engaged by the Contractor for the execution of this Agreement. Any act of misconduct, negligence, or violation committed by such personnel shall be deemed to be the responsibility of the Contractor.

Force Majeure

Neither party shall be held liable for any failure or delay in performing its obligations under this Agreement if such failure or delay is caused by Force Majeure events including, but not limited to, natural calamities, floods, earthquakes, fire, strikes, lockouts, riots, war, Government restrictions, or any other cause beyond the reasonable control of the affected party. In the event of such Force Majeure circumstances, the affected party shall promptly notify the other party in writing regarding the occurrence, nature, and expected duration of such event.

Blacklisting and Debarment

1. The Contractor agrees that submission of any forged, fabricated, false, or fraudulent document, wilful breach of any provision of this Agreement, or any serious deficiency or misconduct in the performance of the services shall constitute a material breach of this Agreement. In such event, SIDCO shall have the right to terminate this Agreement forthwith, without prejudice to any other rights or remedies available under this Agreement or under applicable law. SIDCO may also initiate appropriate blacklisting or debarment proceedings against the Contractor in accordance with the applicable Government rules, regulations, and procedures, which may render the Contractor ineligible to participate in future tenders or contracts of SIDCO and other Government Departments, Public Sector Undertakings, or Government organizations, as applicable.

CONTRACT PERIOD

1. Duration of the Agreement:- The contract shall remain valid for a period of One (1) Year from the date of execution of the Agreement, or until the cumulative value of work orders executed under

this contract reaches ₹2,50,000/-(Exclusive of GST) (Rupees Two Lakh Fifty Thousand only), whichever occurs earlier, unless terminated earlier in accordance with the terms and conditions of the contract.

2. **Contract Rates;-** The Contractor agrees that the rates accepted by SIDCO under this Agreement shall remain firm and fixed throughout the currency of the Agreement and shall include all expenses towards collection of consignments, loading, unloading, handling, transportation, delivery, labour charges, vehicle charges, fuel, toll charges, parking charges, waiting charges, documentation, submission of Proof of Delivery (POD)/Acknowledgement, and all other incidental expenses necessary for the proper and satisfactory execution of the services under this Agreement.
3. **Price Variation;-** The Contractor shall not be entitled to claim any escalation or revision in the agreed rates during the currency of this Agreement on account of increase in fuel prices, wages, labour charges, transportation costs, or any other reason whatsoever, except where any statutory revision is specifically made applicable by the Government and expressly accepted by SIDCO in writing.

Packing Charges

Wherever packing is required for the safe transportation of Machined Components, Raw Materials, Tools, and Other Materials, the Contractor shall undertake the necessary packing. The actual packing charges incurred shall be reimbursed to the Contractor upon submission of genuine original bills, subject to verification and approval by SIDCO. Reimbursement shall be limited to the actual packing cost incurred.

Payment terms

1. The Contractor shall submit bills only after successful completion of each consignment/trip in accordance with the terms and conditions of this Agreement.
2. Payment shall be released only after verification and acceptance of the bill and all supporting documents by SIDCO TRTC. The decision of SIDCO regarding the admissibility of any bill shall be final and binding on the Contractor.
3. The Contractor shall ensure, prior to submission of any bill, that all materials collected from SIDCO TRTC have been safely and timely delivered to the respective VSSC, LPSC, or other designated ISRO Units, as instructed, and that the duly signed Proof of Delivery (POD)/Acknowledgement from the authorized receiving official has been obtained and submitted to SIDCO TRTC.
4. Each bill submitted by the Contractor shall be accompanied by the following documents:

- Original Bill/Invoice;
 - Proof of Delivery (POD)/Acknowledgement duly signed by the authorized official of the receiving unit;
 - Consignment Note/Air Waybill (AWB)/Lorry Receipt (LR)/Parcel Receipt, wherever applicable;
 - Any other documents as may be required by SIDCO.
5. No payment shall be made for any consignment in respect of which the required supporting documents, including the Proof of Delivery (POD)/Acknowledgement, are not submitted or are found to be incomplete or incorrect.
 6. SIDCO reserves the right to withhold or make deductions from any payment, either wholly or partly, in respect of any consignment involving delay, loss, damage, shortage, misdelivery, or any breach of the terms and conditions of this Agreement, until such issues are satisfactorily resolved.
 7. All payments shall be made only through electronic transfer to the Contractor's bank account, after deduction of applicable statutory taxes, TDS, and other deductions as per prevailing Government rules and regulations.
 8. No interest shall be payable by SIDCO for any delay in payment arising due to incomplete documentation, submission of incorrect bills, or non-compliance with the terms and conditions of this Agreement.

IN WITNESS WHERE OF THE CONTRACTORand Shri.,Tool Room Head(i/c), SIDCO Tool Room Cum Training Centre Parapparakunnu.P.O Olavanna, Calicut on behalf of Kerala SIDCO Limited, Thiruvananthapuram have here unto set their hands. Signed sealed and delivered by:

SIGNATURE OF THE CONTRACTOR

In the presence of witnesses:

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Signed, sealed and delivered by Shri., Tool Room Head, SIDCO Tool Room Cum Training Centre Parapparakunnu.P.O Olavanna, Calicut on behalf of Kerala SIDCO Limited, Thiruvananthapuram

SIGNATURE OF THE.....

In the presence of witnesses:

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FINANCIAL BID

Sub:- Tenders for the Annual Contract for Collection, Transportation, ,Delivery, and Allied Services of Machined Components, Raw Materials, Tools, and Other Materials between SIDCO Tool Room Cum Training Centre (TRTC), Kozhikode and ISRO Units in Thiruvananthapuram District – Reg.

Tender Reference No. NZ/PDU/STR/KZH/2026-27/MT-03(RETENDER) Dated.....

1. Transportation Charges for VSSC–CMSE Unit, Vattiyoorkavu

The rates quoted herein are for collecting machined components, raw materials, tools, and other materials dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit, and received at Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, and delivering the same to the VSSC–CMSE Unit, Vattiyoorkavu, Thiruvananthapuram District. Further, the rates quoted herein also include the charges for collecting raw materials, machining components, tools, and other materials from the VSSC–CMSE Unit and arranging their dispatch to SIDCO TRTC, Kozhikode Unit, by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, through bus, railway, or courier/parcels services. The quoted rates are inclusive of collection, loading, unloading, handling, transportation, delivery, documentation, Proof of Delivery (POD)/acknowledgement, and all other incidental charges required for the satisfactory execution of the work.

Sl. No.	Weight of Consignment	Unit	Rate (Rs)
1	0-20 kg	Per Consignment / Trip	
2	21 - 50 kg	Per Consignment / Trip	
3	51 - 100 kg	Per Consignment / Trip	
4	101 - 200 kg	Per Consignment / Trip	
5	201 - 300 kg	Per Consignment / Trip	
6	301 - 400 kg	Per Consignment / Trip	
7	401 - 500 kg	Per Consignment / Trip	
8	501-1000 kg	Per Consignment / Trip	

2. Transportation Charges for ISRO–VSSC Units (Veli & Thumba)

The rates quoted herein are for collecting machined components, raw materials, tools, and other materials dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit, and received at Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, and delivering the same to the following ISRO–VSSC units located at Veli and Thumba, Thiruvananthapuram District:(MME,RFF Area, Centre Store,AVM Store,SOG Store,17 Acre Area,Any other VSSC location as directed by SIDCO.

Further, the rates quoted herein also include the charges for collecting raw materials, machining components, tools, and other materials from the above ISRO–VSSC units and arranging their dispatch to SIDCO TRTC, Kozhikode Unit by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, through bus, railway, or courier/parcel services, as instructed by SIDCO. The quoted rates are inclusive of collection, loading, unloading, handling, transportation, delivery, documentation, Proof of Delivery (POD)/acknowledgement, and all other incidental charges required for the satisfactory execution of the work.

Sl. No.	Weight of Consignment	Unit	Rate (Rs)
1	0-20 kg	Per Consignment / Trip	
2	21 - 50 kg	Per Consignment / Trip	
3	51 - 100 kg	Per Consignment / Trip	
4	101 - 200 kg	Per Consignment / Trip	
5	201 - 300 kg	Per Consignment / Trip	
6	301 - 400 kg	Per Consignment / Trip	
7	401 - 500 kg	Per Consignment / Trip	
8	501-1000 kg	Per Consignment / Trip	

3. Transportation Charges for VSSC/LPSC Unit, Valiyamala

The rates quoted herein are for collecting machined components, raw materials, tools, and other materials dispatched by courier from the Store Section of SIDCO Tool Room cum Training Centre (TRTC), Kozhikode Unit, and received at Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, and delivering the same to the VSSC/LPSC Unit, Valiyamala, Thiruvananthapuram District.

Further, the rates quoted herein also include the charges for collecting raw materials, machining components, tools, and other materials from the above VSSC/LPSC Unit, Valiyamala, and arranging their dispatch to SIDCO TRTC, Kozhikode Unit by delivering them to Thiruvananthapuram Central Railway Station, Bus Stand, or designated courier offices, through bus, railway, or courier/parcel services, as instructed by SIDCO. The quoted rates are inclusive of collection, loading, unloading, handling, booking, transportation, delivery, documentation, Proof of Delivery (POD)/acknowledgement, and all other incidental charges required for the satisfactory execution of the work.

Sl. No.	Weight of Consignment	Unit	Rate (Rs)
1	0-20 kg	Per Consignment / Trip	
2	21 - 50 kg	Per Consignment / Trip	
3	51 - 100 kg	Per Consignment / Trip	
4	101 - 200 kg	Per Consignment / Trip	
5	201 - 300 kg	Per Consignment / Trip	
6	301 - 400 kg	Per Consignment / Trip	
7	401 - 500 kg	Per Consignment / Trip	
8	501-1000 kg	Per Consignment / Trip	

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.

Signature of