

**The Kerala State Coir Corporation Ltd**

P.B. No. 191, Vazhicherry Ward, CCNB Road,  
Alappuzha 688 001.

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**E-TENDER NOTICE**

E-TENDER NO: KSCC/PUR/TEND/25-26/04

The Kerala State Coir Corporation Ltd invites e-tender in sealed, super scribed tenders in Two bid system on supply from competent manufacturers/Trader fulfilling the qualifying requirements stated hereunder for the SUPPLY OF EMBOSSED POLY PROPELYNE MAT towards The Kerala State Coir Corporation Ltd., The bidders should satisfy following eligibility criteria

1. The bidder must being field of Manufacturing / Trading of Embossed Poly Propylene mats in Domestic/Export market.

**Name of the work: Supply of Embossed Poly Propylene Mats to The Kerala State Coir Corporation Ltd.**

In accordance with respective specification for the work shown in the '**Tender schedule-I**' of this tender document, the tender is to be submitted as e-tender through <https://www.etenders.kerala.gov.in/>. Since this is an e-tender, only those bidders who enrolled in the above portal with their own digital signature certificate (DSC) can participate in the tender. E-tender document and other document can be obtained from above portal.

- |  |  |
|--|--|
| 1. Cost of tender form                 | - Rs. 1000.00 + 18% GST (Total Rs.1180.00) |
| 2. Online bid submission starting date | - 23 .06. 2025 at 5.00pm                   |
| 3. Online bid submission ending date   | - 10.07.2025 at 10.00 am                   |
| 4. EMD (Online payment)                | - Rs. 5000.00                              |
| 5. Opening of technical bid date       | - 11.07.2025 at 10.00 am                   |
| 6. Opening of financial bid date       | - will be published online                 |

Bidder shall remit the tender document fee and EMD using online payment option of e-procurement system only. No exception in the case of remittance of tender document fee. Bidders are advised to visit download section of e-procurement website <https://www.etenders.kerala.gov.in/>. for detailed instructions on making online payment using internet banking facility of SBT or by any NEFT facility. **The Technical Bid and Financial Bid shall be submitted in Two cover (online only).**

**ELIGIBILITY CRITERIA**

1. The Tenderer shall be a manufacturer/Trader of High Quality PP Mats.
2. Tenderer shall be a Company / Partnership/Proprietorship Firm registered under the laws prevailing in India.
3. Tenderer shall be in the Field of Manufacturing /Trading of similar product activity for at least 3 years (2022-23 , 2023-24 and 2024-25) and continuing the same .
4. Shall have valid GST and PAN Registration
5. The tenderer should have Annual sales turnover of minimum Rs. 1 crore in all three financial years ending 31st March 2025.
6. The tenderer shall have manufacturing / supplying capacity of particular PP Mats 10000 Nos per month.
7. Tenderer black listed/ordered for blacklisting by Govt. of Kerala, Govt. of India or KSCC would not be considered.
8. Tenderers who are having unresolved dispute with KSCC will not be considered under any circumstances.
9. The tenderer shall furnish their Company profile and details of the technical and organizational competence to execute the supply along with part I.
10. Technical bid detail duly filled up and signed.

- Technical bid will be opened on the date mentioned above. In case any of the date happens to be a holiday or on happening of any other exigencies, the tenders will be opened on the next working day at the same time.
- Bidder shall submit rates for each item. Lowest bidder will be selected for each item, based on the rate quoted. Agreement will be entered into for supply with bidders who have quoted lowest rate for each item.

The Kerala State Coir Corporation Ltd, reserves the right to reject or accept any e-tender either partially or wholly or to cancel the e-tendering process without assigning any reason, and the bidders shall not be eligible for any compensation in that event.

The bidder is advised to submit the bids well before the stipulated date and time to avoid any kind of network issues, traffic congestions, etc. in this regard, the company shall not be responsible for any kind of such issues faced by bidder. The rules and regulations prescribed for e-tenders by the government of Kerala shall be applicable to this e- tender also.

Sd/-

**Managing Director,**

The Kerala State Coir Corporation Ltd,

P.B. No 191,

Sea View Ward, CCNB Road

Alappuzha-688 001, Fax: 0477-2243112

Tel:0477- 2240116, 2240111, 2245044

## **TENDER SCHEDULE**

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## **1. SUBMISSION OF TECHNICAL BID AND FINANCIAL BID AND CONDITIONS**

### **A. TECHNICAL BID – DOCUMENTS TO BE SUBMITTED**

- a. Financial, Business and Technical capability sheet duly filled up and signed in FORMAT A- Attached.
- b. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership etc.
- c. Audited Profit & Loss of 2022-23,2023-2024Provisional / Audited account of 2024-25
- d. Company Profile of the Tenderer
- e. Copy of GST registration certificate.
- f. Copy of PAN
- g. Copy of the power of attorney authorizing the signatory to sign the tender.
- h. A self certificate that the firm or company is not blacklisted by Govt. of Kerala, Govt. of India or KSCC
- i. Latest available Income Tax acknowledgments.
- j. Technical bid detail duly filled up and signed
- k. If additional technical information has to be furnished, separate data sheet shall be attached

### **B. FINANCIAL BID**

The financial bid shall be submitted in BOQ format given for downloading along with this tender in e-tender portal.

*NB: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.*

Financial bid submitted in other format will be summarily rejected.

### **Specific conditions to be noted for Financial Bid**

- a. The rate should be quoted per piece based on the required specification given.
- b. Bidder shall submit rate for each item. Lowest bidder will be selected for each item, based on the rate quoted. Agreement will be entered into for the supply with bidders who have quoted lowest rate for each item.
- c. The quoted rate shall be remain valid of the period of one year from the date of Agreement date.
- d. This price quoted should have a validity period of 1 year / The lowest bidder shall keep the price validity for a period of One year.

## **2. OTHER SPECIFIC TERMS AND CONDITIONS OF CONTRACT**

1. Online opening of the tenders will be done on 11.07.2025 at 10.00 am
2. In the event of a tender being submitted by a partnership firm, it must be signed separately by each partner thereof or in the event in the absence of any partner, it should be signed on his behalf by a person holding a Power of Attorney authorizing him to do so.
3. Receipts of payments made on account of any work, when executed by a firm shall also be signed by all the partners, except where all the Contractors are described in their Tender as a firm, in which case the receipts shall be signed in the name of the firm by one of the partners, or any other persons having authority to give effectual receipts for the firm.
4. The Managing Director of the KSCC shall have the right of rejecting all or any of the Tenders, without assigning any reasons.
5. The rates tendered and accepted shall be treated as firm and final without any escalation until the complete fulfillment of the Contract.
6. All corrections and additions or any pasted slips should be initialed by the Tenderer and later attested by the Officer on opening the tender. Where the corrections have not been initialed by the Tenderer, they should be got attested by him or his representative, if present, by the Officer.
7. Quality of items will be specified by K.S.C.C. and the same shall be strictly adhered by the suppliers. Items supplied if found not confirming to the specifications will be rejected and such items shall be replaced by the supplier at this cost.
8. Earnest money accompanying the tender shall be accepted only in the form of online payment as prescribed. Exemption shall be applicable for the payment of EMD as per rule in force.
9. No interest shall be paid on the Earnest Money deposited by the Tenderer. The earnest money of the unsuccessful Tenderer will be refunded within a reasonable period of time without any interest.
10. Acceptance of tender will rest with the KSCC which does not bind itself to accept the lowest or any tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever. The successful Tenderer must sign an agreement with the KSCC on a Rs. 200.00 stamp paper. If the Tenderer fails to sign the agreement immediately after the notice of acceptance of the tender is issued, the earnest money will be forfeited to the KSCC, and the acceptance of the tender will be considered withdrawn.
11. Communication of acceptance of the tender normally constitutes a concluded contract. Never the less the successful tender shall also execute an agreement with security deposit equivalent to 5% of contract value. Security deposit should be remitted by cash / Bank Guarantee or Demand Draft (Crossed) on any nationalized bank at Alappuzha drawn in favour of the Kerala State Coir Corporation Ltd.
12. The contractor shall have to pay all stamp duties, lawyer's charges and other expenses incidental to execution of the agreement, failure to execute the agreement within the period specified will entail the penalty set out below.
13. The general tender notice shall be deemed to form part of the agreement.
14. No advice of any change in rate or condition after opening of the tender will be entertained. Violation of this instruction shall result in rejection of the tender at the discretion of the KSCC.
15. Should the Tenderer be in doubt about the precise meaning of any item or figure, for any reasons whatsoever

he must inform the KSCC in order that the correct meaning may be decided upon before the date for the submission of the tender. No liability, whatever, will be admitted nor claim allowed in respect of errors in the Tenderer's tender due to mistakes in the schedule of quantities which should have been rectified in the manner described above.

16. Tenders in which any of the particulars and prescribed information is missing or are incomplete in any respect are liable to rejection.
17. Canvassing of any kind is strictly prohibited and the tender submitted by the Tenderer who resorts to canvassing is liable to rejection.
18. Tenders containing uncalled for remarks or any conditions are liable to rejection.
19. No page of tender documents shall be removed or altered. Failure to comply with these instructions may result in the rejection of the tender.
20. The Quantities given in the "Schedule of items" are approximate only and are liable for variation. The KSCC shall not be liable for any loss sustained by the contractor due to variation(s) in the quantity(ies) indicated therein.
21. The contractor should be supplying the item(s) in accordance with the delivery schedule/program given by the KSCC.
22. All supplies should uniformly confirm to the standards specified. The items which do not confirm to the standards will be rejected the contractor shall supply best quality products at all the time in the event the material supplied is found faulty / inferior in quality, the contractor shall make good of the losses incurred to the company which are arisen out of usage of the material. The contractor shall bear the cost of tests and transportation done to assess the quality of the material. The contractor shall be debited the cost of additive used for rectifying the fault of the product supplied by them and will be debited consequential damages if any incurred due to the use of the low quality/ inferior material supplied by the contractor. The contractor shall replace the faulty/ inferior material at their cost.
23. The supplies will be accepted and paid for only after getting the approval from our quality control Department.
24. KSCC reserves the right to place/ alter/cancel the order for quantity specified in the schedule in this tender.
25. KSCC reserve the right to finalize the rate and quantity with or without negotiation.
26. Excess quantity if any supplied without prior directions from KSCC will not be accepted.
27. Tenderers who avail exemption of EMD by virtue of SSI Unit shall produce a current certificate from the General Manager, DIC or concerned authority regarding the eligibility for exemption.
28. The tenderer shall have GST valid registration.
29. Communication of acceptance of the tenders normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance.
30. The rate should be quoted per piece based on the required specification given.

### **3. GENERAL CONDITIONS OF CONTRACT**

- The tender should be addressed to the officer calling Bid and submit in two cover e- tender.
- The tenders should be in the prescribed BOQ along with tender fee paid online. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed BOQ are liable to be rejected. The rate quoted should be only in Indian Currency. Tenders in any other currency are liable to rejection.
- Intending Tenderers should submit their tender online on due date and time. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm or acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation closed and or subject to prior condition etc; are liable to be rejected.
- The tenders will be opened online at the prescribed time.
- If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rate firm for acceptances, the earnest money deposited by him will be forfeited to the KSCC.
- The final acceptance of tenderers rests entirely with the KSCC who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in the tender as may be allotted to them.
- In the case of materials of technical nature, the successful tenderer should be prepared to guarantee the satisfactory performance for a definite period under a definite penalty clause.
- In case where a successful tenderer, after having made partial supplies fails to fulfill the contract in full, all or any of the material not supplied may at the discretion of the purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the KSCC shall thereby together with such sums as may be fixed by the KSCC towards damages be recovered from defaulting tenderer.
- (a) All payments to the contractors will be made by the KSCC by cheque (s) payable at Alappuzha, in case of Demand Draft(s)/Bank Transfer is arranged, DD commission/Bank charges will be deducted from the supplier.
- All incidental expenses incurred by the KSCC for making payments outside the district in which the claim arises shall be borne by the contractor.
- All expenses and damages caused to the KSCC by any breach of contract by the contractor shall be paid by the contractor to the KSCC and may be recovered from him under the provisions of the Revenue Recovery Act in force in the state or otherwise.
- (a) In case the contractor fails to supply and delivery any of the said articles and things within the time provided for delivery of the same or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and own his part to be observed and performed then and in any such case it shall be lawful for the KSCC (if they shall think fit do so) to arrange for the purchase of the said articles and things from elsewhere and put an end to or in case the KSCC shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchases or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss costs, damages, expense, or other moneys shall then or any time during the continuance of these contract be payable by the contractor to the KSCC under any circumstance by virtue of these contract. It shall be lawful for the KSCC to recover such loss from any amount due to the contractor from Govt. of Kerala or otherwise.

- In case of difference or dispute arise in connection with the contract all legal proceedings relating to the matter shall be instituted in a court within Kerala state.
  - Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place or business, or may be handed over to his agent personally, or may be addressed to the contractor by post to his last known place of abode or business and it so addressed and posted shall be deemed to have been served on the contractor on the date on which, the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.
  - The tender undertakes to supply materials according to the standard samples and/or specifications.
  - No representation for enhancement of rates once accepted will be considered.
  - Tenderers should be prepared to accept orders subject to penalty forfeiture of security in the event of default in supplies or failures or supply within the stipulated period.
  - Samples should be forwarded if called for an unapproved sample got back by the Tenderers at their own cost.
  - Special Conditions, if any of the Tenderers attached with the tender will be applicable to the contract unless they are expressly excluded in writing by the purchaser.
  - Definitions: KSCC" means The Kerala State Coir Corporation Ltd., Alappuzha "Purchasing Officer" means, the The Managing Director, Kerala State Coir Corporation Ltd., or any other Officer authorized by him.
  - Any attempt on the part of the tenderers or their Agents to influence the department /stores purchase department in their favor by personal canvassing with the officers concerned will disqualify the tenderers.
  - The contractor shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or body corporate the execution of the contractor any part thereof without the consent in writing of the MD who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the subcontractor upon such rescission. Provided always that if such consent be given at any time, the contractor shall not be relived from any obligation, duty or responsibility under this contract.



#### **4. TENDER SCHEDULE I**

#### **TECHINICAL SPECIFICATION OF POLY PROPELYNE MATS FOR WHICH THIS TENDER IS INVITED**

##### **POLY PROPELYNE MAT EMBOSSED**

1. Size: 40CM X 60CM  
Weight : 650 to 750 Gram  
Weave : RIBBED  
Backing : Recycled Rubber  
Without Edge
2. Size: 45CM X 75CM  
Weight : 900 to 1000 Gram  
Weave : RIBBED  
Backing : Recycled Rubber  
Without Edge
3. Size: 70CM X 120CM  
Weight : 2300 to 2600 Gram  
Weave : RIBBED  
Backing : Recycled Rubber  
Without Edge

##### **Requirement for Sample Submission and Inspection**

###### **a) Submission Requirements**

The bidder, if required by tenderer, shall provide a sample. This submission will be a key part of our quality check process. Once submitted, the specifications of the supplying material must remain consistent with the sample provided.

###### **b) Inspection and Evaluation**

The committee will perform a comprehensive inspection of the sample. This evaluation will include an assessment of adherence to required standards, including aesthetic aspects, comfort, and other relevant criteria.

**Address for communication.**

All postal communications addressed to the KSCC shall be in writing and in English Language and shall be sent by registered acknowledgement due post to its registered office as given below.

**KSCC HO:** The Kerala state Coir Corporation Limited,  
P.B.No.191,Sea View Ward Alappuzha-688 001,  
Kerala State

## **FORMAT A – FOR TECHNICAL BID**

All the Tenderers must submit the qualification application along with the information in the following format A with the relevant documentation:

### **FINANCIAL BUSINESS AND TECHNICAL CAPABILITY**

Name and full address of Tenderer:

Phones: \_\_\_\_\_ Telex: \_\_\_\_\_ Fax \_\_\_\_\_

1. Latest Balance sheet filed with \_\_\_\_\_ on \_\_\_\_\_  
(Attach audited copies of annual accounts audited under section 44 AB of Income Tax Act. In case the accounts are not required to be audited, a Chartered Accountant or Manager of a Nationalized Bank should attest the information in this statement).
2. Latest Profit & loss Statement from \_\_\_\_\_ to \_\_\_\_\_ filed with \_\_\_\_\_ on \_\_\_\_\_. (Attach an audited copy).
3. Tenderer's financial arrangements (check appropriate item)
  - a) Own Resources                      b) Bank credits                      c) Others (Specify)
4. Sales

Category	Value of current orders to be executed during 2025-26
A) State/ Central Govt. Department	
B) Others	

5. Capacity to manufacture/Supplying major Products:

Description of Products	Capacity of production /supply in one month(in nos)	<i>No. of Units Manufactured/Supplied</i>		
		Current year	Last year	Second last year
Poly Propylene Mat Embossed				

6. Describe Quality Control Department, if any.
- a) Are goods offered subject to batch test, random sampling or full 100% test for quality?
  - b) Are tests carried out by factory employees or by a separate testing agency?
  - c) Are independent Quality Control Organization checks made and certificates issued?

**6. AGREEMENT FOR ENTERING INTO CONTRACT WITH SUCCESSFUL BIDDER**

Successful Bidder shall enter into an agreement with KSCC ON NON-JUDICIAL STAMP PAPER OF Rs.200.00 soon after receiving the Purchase Order.

