

## **TENDER DOCUMENT**

**(Two parts tender)**

**Tender No: KSED/CC/CMN/0061/25-26 dated 02-04-2026**

**Title – Supply and Installation of Water Leakage Rectification & Terrace  
Waterproofing at Keltron Communication Complex Building, Monvila  
Trivandrum**



**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED**

**(A Government of Kerala Undertaking)**

**Keltron Communication Complex, Monvila, Kulathoor,**

**Thiruvananthapuram-695583, Kerala**

**Tel: 0471-2598948 Fax:0471-2598984**

**email : [kelkcc.pur@gmail.com](mailto:kelkcc.pur@gmail.com),**

**[kccpurchase@keltron.org](mailto:kccpurchase@keltron.org)**

**INDIA**

**NOTICE INVITING TENDER****Tender No: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026**

1. Kerala State Electronics Development Corporation Limited (Herein as referred to as KELTRON) invites tenders from contractors, who have the necessary expertise and experience in the execution of the jobs of similar nature and extent, for participating in Supply and Installation of Water Leakage Rectification & Terrace Waterproofing at Keltron Communication Complex Building, Monvila, Trivandrum, as per the Schedule of Requirement given in the **General Terms & Conditions of the Tender**.

2. The civil work shall be done at Keltron Communication Complex, Trivandrum.

3. Non-Refundable Tender Fee & Refundable EMD should be submitted to Keltron Monvila office by electronic money transfer to the following account. Our Bank Account details are as follows:

A,	Account Holder Name	:	M/s. K. S. E. D. C. LTD., Monvila
B,	Account Number	:	67223270658
C,	Bank Name	:	SBI
D,	Bank Branch	:	ENGINEERING COLLEGE BRANCH, KULATHOOR
E,	Account Type	:	CURRENT
F,	IFSC Code	:	SBIN0070268
G,	PAN Card	:	AABCK1319E

4. Micro, Small & Medium Enterprises registered with the National Small Industries Corporation Limited, New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of Earnest Money Deposits and Tender Fee.

5. Site visit shall be allowed for detailed study, before submission of quotation. The visit should be between 9:00AM to 5:00PM on any office working days, within 8 days (up to 10/04/2026) from the date of publishing the tender.

**Schedule of Requirements**

Sl. No	Item Description	Qty. (Nos.)	TENDER FEE (Rs.)	EMD Amount (Rs.)
1.	Supply and Installation of Water Leakage Rectification & Terrace Waterproofing at Keltron Communication Complex Building, Monvila Trivandrum	Ls.	Rs. 3450/- + 18% GST = 4071/-	Rs. 23000/-

6. The tender document should be submitted as per formats along with all relevant documents in support of qualifications and experience.

7. Important Dates & Time of the Tender shall be as below :-

Tender Notification: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026	Refer Website	<a href="https://keltron.org/index.php/tenders">https://keltron.org/index.php/tenders</a>
Clarifications/Site visits , if any from bidders (Closing Date)	Refer Website	
Submission of Tender document – Closing Date (both Envelope 1 and 2)	Refer Website	Tender documents both Technical and commercial should be submitted in separate sealed cover.
Opening of Pre-Qualification and Technical Bids.	Refer Website	
Opening of Sealed Commercial Bid	Refer Website	

8. Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere.

9. KELTRON reserves the right to amend or cancel the tender in part or in full without prior notice at any point of time

10. Keltron reserves the right to reject the bid of parties who have failed to provide adequate after sales support.

11. Supplier shall provide access to their Website so that Keltron can verify whether the warranty and coverage / scope details are updated in the website as per the order.

12. In the event of failure to execute the work as per the agreed schedule, we should be entitled to recover a sum equivalent to 0.5% of the contract value for every 15 days delay or part thereof subject to a maximum of 10% value. Also if the supplies are not within control, the buyer is entitled to cancel the contract and make necessary alternative immediate arrangements. Furthermore, if the delay exceeds 21 days after the scheduled date, such Suppliers will not be considered for the subsequent tenders. Also the security deposit will be recovered from the Contractor, for any failure in execution successfully.

**Head Purchase**

Kerala State Electronics Development Corporation Ltd  
Keltron Communication Complex  
Monvila, Kulathoor.P.O.,  
Thiruvananthapuram-695 583,  
Kerala, Tel: 0471-2598948 Fax:0471-2598984  
email : [kelkcc.pur@gmail.com](mailto:kelkcc.pur@gmail.com)  
[kccpurchase@keltron.org](mailto:kccpurchase@keltron.org)

**INSTRUCTIONS TO BIDDERS****1. INTRODUCTION - DEFINITIONS**

- 1.1 “KELTRON / The Buyer” means Kerala State Electronics Development Corporation Limited.
- 1.2 "The Bidder / Vendor" means the individual or firm or company who participates in this tender and submits its bid.
- 1.3 "The Supplier / Contractor" means the individual or firm making up the supply / work defined in the Notice Inviting Tender.
- 1.4 "The Supply Order/Work Order" means the order placed for the Supply and Installation of Water Leakage Rectification & Terrace Waterproofing at Keltron Communication Complex Building, Monvila Trivandrum,
- 1.5 "The Contract Price" means the price payable to the Contractor under the Supply Order / Work Order for the full and proper performance of its contractual obligations.
- 1.6 “Non-Responsive Bid” means a bid, which is not submitted in line with the tender requirements - Invitation to Bidders, General Terms and Conditions of the Tender, Special Terms and Conditions of the Tender and other conditions in the tender documents, Tender Fee etc.

**SCHEDULE OF IMPORTANT EVENTS / ACTIVITIES**

<b>Sl. No.</b>	<b>EVENT(S)</b>	<b>DATE (Unless otherwise notified separately)</b>
1	Invitation of RFP (NIT)	02-04-2026
2	Last date of receiving pre-bid queries	08-04-2026
3	Pre-Bid meeting at Keltron Communication Complex	10-04-2026
4	Last date/ time for submission of bids (i.e. Bid due date) (Both PQ & TQ and Commercial)	23-04-2026 3:00 PM
5	Opening of Technical bids	24-04-2026
6	Opening of Financial bids	To be intimated to shortlisted/ pre-qualified bidders separately

## 2 SCOPE OF WORK: -

The contractor shall be responsible for executing the following works in full completion:

The scope of work includes dismantling of the existing weathering course, inspection of the RCC slab, and carrying out necessary repairs. The work also involves the application of a three-layer waterproofing system with mesh reinforcement, followed by laying a 75 mm thick M20 reinforced screed with proper slope and drainage arrangements. Structural slab repairs, as well as replacement of plumbing lines and electrical lines, are included within this civil scope of work.

During the execution of the work, the existing plumbing and electrical lines shall be carefully shifted or temporarily rerouted, wherever required, in such a manner that no disruption is caused to the on-going operations of the company. Upon completion of the works, these services shall be reinstated to their original condition and alignment, ensuring proper functionality and safety. The above-mentioned items shall be executed under a combined Bill of Materials (BOM) and Civil Installation Works, including supply and installation at KCC (Keltron) for the completion of the project. All works shall be carried out strictly in accordance with site conditions, relevant standards, statutory regulations, and applicable safety norms. The contractor shall ensure safe execution of the work without causing any disruption to existing systems.

**A site visit shall be conducted prior to submission of quotation to assess the exact nature of work. No claims on account of lack of knowledge of site conditions shall be entertained later.**

### **IMPORTANT COMMERCIAL & CONTRACTUAL TERMS**

1. Work Completion Period: 45 Days from the issuance of LOA.
2. Warranty / Defect Liability Period: 1 Year from certified completion.
3. Payment Terms: 95% Payment shall be made based on the actual quantity of work executed, duly measured by the competent authority, and shall be subject to satisfactory completion of testing and validation. The balance 5% shall be retained as performance bank guarantee up to the end of warranty period. This amount can be released along with the 95% payment, against a bank guarantee from any nationalized bank / Scheduled banks In India valid up to the end of warranty period for an equivalent amount.
4. Liquidated Damages: 0.5% of contract value per 15 days of delay, subject to maximum 10%.
5. Safety Compliance: Contractor to adhere strictly to all site HSE regulations and statutory requirements.
6. Safety Compliance: Contractor to adhere strictly to all site HSE regulations and statutory requirements.

## **RIGHTS OF KELTRON COMMUNICATION COMPLEX (KCC)**

KCC reserves the unconditional right to:

1. Accept or reject any or all bids without assigning any reason.
2. Modify, split, or cancel the scope of work or BOQ at any stage before award.
3. Make necessary technical/quantitative changes in the BOQ during execution as required.

## **CONTRACTOR RESPONSIBILITY & LEGAL BINDING**

1. The contractor shall comply with all applicable labour laws, statutory regulations, permits, and safety norms.
2. Any damage to existing structures, utilities, or property during execution shall be rectified by the contractor at no additional cost.
3. The contractor shall maintain site housekeeping and ensure uninterrupted functioning of adjacent operational areas.
4. Non-completion or poor workmanship shall attract penalties, recovery, and other contractual actions as per KCC's discretion.

## **3 ELIGIBILITY CRITERIA**

### **3.1 Eligibility for Tender participation**

- 3.1.1 Documents to be submitted in time, as per this tender notice.
  - 3.1.1.1 Certificate of Incorporation or Registration of the Firm.
  - 3.1.1.2 GST Registration Certificate.
  - 3.1.1.3 Permanent Account Number.
  - 3.1.1.4 The Bidder should have Valid PWD License Class C or above and Experience in executing similar work for value not less than Fifteen Lakhs (15 Lakhs) with Govt /Quasi Govt /PSU etc.
  - 3.1.1.5 Letter for Un-conditional Acceptance of Terms & Conditions of tender in the **Format listed as Annexure- 2** of the Tender Document.
  - 3.1.1.6 Detailed specification of the item offered against schedule of requirement listed in Annexure-5
  - 3.1.1.7 Acceptance Letter by confirming SECTION 1, 2, 3 & 4 of the Tender Document.
  - 3.1.1.8 The bidder firm /Directors should not be defaulted/blacklisted/banned by Central/State Government/ PSU entity in India or similar agencies globally for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as on bid submission date. Declaration in company letter head as per Annexure 8 Shall be submitted.

## **COST OF BIDDING**

3.2 The Bidder shall bear all costs associated with the preparation and submission of the bid. The Buyer, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **4 BID DOCUMENTS**

4.1 The required materials, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include-

- 4.1.1 Section I Notice Inviting Tender
- 4.1.2 Section II Instructions to Bidders
- 4.1.3 Section III General Terms & Conditions of the Tender
- 4.1.4 Section IV Special Conditions of the Tender

4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids non-responsive to the Bid Documents in every respect will result in rejection of the bid.

## **5 AMENDMENTS TO BID DOCUMENTS**

5.1 At any time, prior to the date of submission of bids, the Buyer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by corrigendum.

5.2 The corrigendum shall be notified and published in the location from where the original tender documents were made available for download as notified in the Tender Notification.

## **6 PREPARATION OF BIDS - DOCUMENTS COMPRISING THE BID**

6.1 The bid shall be as follows:

### **The technical bid shall contain:**

6.1.1 Bidder should be a registered Company / Firm in India - Incorporation certificate or Registration of the Firm with full particulars of the firm in details with name(s) and address, contact numbers etc. shall be submitted.

6.1.2 GST Registration Certificate

6.1.3 Income Tax, PAN, final accounts of business and turn over for last three years shall be submitted.

6.1.4 Bidder Information Letter in Bidder's Original Letter Head in the Format listed as Annexure-1.

6.1.5 Bid Form in the Format listed as Annexure-2.

6.1.6 Copies of the detailed work orders indicating date of award of work, value, time given for completing the work etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed work, performance certificates etc. .

6.1.7 Confirmation Letter by accepting SECTION 1, 2, 3 & 4 of the Tender Document

6.1.8 Detailed specification of the item offered against schedule of requirement listed in Annexure-5.

## 7 BID SUBMISSION

7.1 The bidder shall submit the above tender document in hardcopy well in advance before the prescribed time as detailed below

The bidder shall submit the above tender document in hard copy well in advance of the prescribed time, as detailed below:

- A sealed cover containing the Prequalification and Technical documents as described in the RFP. This cover shall be properly labeled as “PQ & TQ Documents” with reference to Tender No: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026, along with the bidder’s name.
- Another sealed cover containing the Commercial Proposal. This cover shall be properly labeled as “Commercial Documents” with reference to Tender No: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026, along with the bidder’s name.
- Both covers shall be placed inside a larger envelope and submitted to the address given below. This outer envelope shall be properly labeled as “Submission of Documents” with reference to Tender No: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026, along with the bidder’s name.
- Address

Keltron Communication Complex,  
Monvila, Kulathoor,  
Thiruvananthapuram-695583, Kerala  
Tel: 0471-2598948

## BID PRICES

8.1 Prices in the Commercial bid format shall be entered in the following manner:

8.1.1 The Basic Rate of the Item in Rs. and Work Contract Tax amount in Rs. Shall be entered in the respective cells of the format.

8.1.2 The rate quoted by the bidder shall be on F.O.R destination. Any further transporting, loading & unloading charges will not be entitled.

8.1.3 The bidder shall quote the rates in numerals. **The rates shall be in whole numbers.**

8.1.4 All expenses incurred during delivery of the item at destination including transporting and unloading charges has to be borne by the bidder

## 9. DOCUMENTS ESTABLISHING ITEMS CONFORMITY TO BID DOCUMENTS

9.1 The bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the Bid document of all Items and services, which he proposes to supply under the Contract. Submission shall be as follows:

9.1.1 Bidder must attach required technical brochures / literatures / data sheets for all the products asked in the tender to ensure that compliance to all the specifications given in the tender document can be verified. All the brochures/literature/datasheets shall be counter signed and stamped by the vendor or authorized signatory of vendor. Non-availability of specifications (as mentioned in the tender document) in the brochure/literature will be treated as non-compliance and no clarifications shall be asked in this regard. If bidder fails to submit the required brochures/literatures along with the tender document, it shall be treated as non-compliance and may lead to outright rejection of bid submitted by bidder. No clarifications in this regard shall be sought from the bidder.

9.1.2 Each specifications sought shall be marked or highlighted in the attached brochures / literatures / data sheets. The brochures / literatures / data sheets shall be superscripted with the Item Number and shall be arranged sequentially. The supporting documents shall carry all the required specifications and same shall be marked.

9.1.3 The compliance statement submitted shall be duly supported by technical literature, equipment brochures & other related reports / documents from the OEM. The compliance statement not supported by the documentary evidence shall not be considered. Such bids shall be considered as non-responsive and may result in rejection on technical grounds.

## **10 PERIOD OF VALIDITY OF TENDER (BID)**

10.1 The Tender (Bid) shall be valid for a period of Six months from bid submission end date. The bidder shall not be entitled to revoke or cancel the offer or to vary any term thereof, during the said period of validity without the consent in writing of the Buyer.

10.2 If there is any delay in finalization of the tender due to unforeseen factors, all the bidders shall be asked to extend the validity for an appropriate period, specifying a date by which tender is expected to be finalized. The request and the responses thereto shall be made in writing. The tender process will not be violated if any tenderer declines to extend the offer as requested for.

## **11 BID OPENING AND EVALUATION - OPENING OF PRE-QUALIFICATION CUM COMMERCIAL BID:**

11.1 The Buyer shall open bid on the Tender Opening Time and Date as notified in this document and upload the details in the website.

## **12 CONTACTING THE BUYER**

12.1 Canvassing in any form in connection with the tenders is strictly prohibited. No bidder shall try to influence directly or through external source, the Buyer on any matter relating to its bid, from the time of publication of the Tender Notification till the time the contract is awarded.

12.2 Any effort by a bidder to influence the Buyer in the bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid, and such actions will be considered as bad performance for future Tenders.

### **13 AWARD OF CONTRACT**

13.1 The acceptance of the tender will be intimated to the successful bidder by the Buyer.

13.2 The Buyer shall be the sole judge in the matter of award of contract and decision of the Buyer shall be final and binding.

13.3 The buyer reserves the right to accept or reject the tender in full or part.

13.4 The buyer reserves the right to cancel the contract either in part or full, if the contractor fails to deliver the specified quantity of the item at the stipulated time and award the same to the next successful bidder.

### **14 RIGHT TO ACCEPT OR REJECT THE TENDERS**

14.1 The right to accept the tender in full or in part/parts will rest with the Buyer. However, the Buyer does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.

14.2 Tenders not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.

14.3 The Buyer reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.

14.4 The specifications indicated in the Tender Notification are the minimum and bids of the firms not complying with these minimum requirements or having deviations equivalent to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implication.

## **SECTION – 3**

### **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

1. Please read the specifications, tender schedules, annexures etc carefully.
2. Any ambiguity or omission in the specifications, quantities etc shall not be misinterpreted and has to be got clarified before arriving the rate and submission of tender/ commencement of work.
3. No alteration shall be made by the tenderer in the tender schedule, specifications, drawings, quantities etc and if any such alterations are made, the tender will be invalid. Remarks, explanations, tenderer's own terms and conditions if any should be set out in a covering letter which will become binding only if accepted by the employer in writing at the time of acceptance of the tender.
4. The tenderer must quote his rate only on the proper format of the tender. The amount for each item should be worked out in figures only for the probable quantities specified in the bills of quantities.
5. The tenderer must obtain for himself on his own responsibility and his own expense all the information necessary , including risks, contingencies and other circumstances to enable him to make a proper tender and to enter into a contract with the employer , he must examine the drawings, specifications, conditions of contract and so on and must inspect the site of work, examine the nature of ground and acquaint himself with local conditions ,means to access to the work, the nature of work, in fact all matters pertaining there to before he submits his tender.
6. The company does not bind itself to accept the lowest tender and reserves the right to reject any or all quotations without assigning any reason.
7. The company further reserves the right to delete any items or portions of schedule or altering the drawing without assigning any reason and no claim will be entertained in this regard.
8. The quantities furnished in the bills of quantities are only probable and liable to alteration, deduction or addition
9. The earnest money will be retained in the case of successful tenderer, as a part of the security for due fulfillment of the contract.
10. The security deposit or retention money will bear no interest what so ever.
11. In case the supplier could not supply as per the agreement within the specified delivery period penalty will be charged @ 0.5% per 15 days of the total value of the contract subject to a maximum of 10%. In case the contract is not completely and satisfactorily performed, Keltron has the right to terminate the contract at the risk and cost of the contractor and forfeit the Security Deposit. Since no security deposit is separately collected, the EMD amount will be converted to Security Deposit from the successful bidder. This amount should be maintained up to the completion period.
12. The time allowed for the completion of the work will be specified in the tender, which is from the seventh day after the date of written order to commence work or after the date on which the site is handed over to the contractor whichever is later, and time shall be considered as the essence of the contract.
13. If the contractor fails to complete the work by the date stated or with in any extended time, the contractor shall pay or allow company to deduct the sum named as

liquidated damages for the period during which the said work shall remain incomplete and the company may deduct such damages from any amounts due or that may become due to the contractor.

14. The rate quoted in the schedule of quantities shall be for the finished works in site, item by item as provided for and shall include cost of all necessary materials and labour, all necessary incidental charges and all statutory payments applicable unless stated otherwise.

15. The contractor shall be bound to carry out all extra items not provided for in the schedule, but found necessary for the proper execution of the project and for its completion up to any amount as fixed by the company.

16. All materials brought to site shall be got approved by the officer in charge before use.

17. The company does not undertake to supply any materials unless otherwise specifically stated here in.

18. The number of persons to be deployed by the contractor for the work should be intimated to the office in advance. The contractor will be fully responsible for the conduct of his crew inside the company.

19. The contractor shall be required to cooperate and work in coordination with and afford reasonable facilities for such other agencies / specialists as may be employed by the company on other works / sub works in connection with the project / scheme of which the work form part.

20. The contractor shall be solely responsible for the safety of the labours and other employees engaged on the work and to pay compensation act inforce.

21. The contractor is required to comply with all acts of govt. relating to labour ,including ESI and the rules and regulation made there under from time to time.

22. All charges on account of octrai, terminal or sale tax and other duties on materials borne by the contractor.

23. All statutory deductions which ever are applicable for the work shall be deducted from the bill.

24. The work shall be carried out under direction and supervision and subject to the Approval in all respect by the company.

25. All the work executed shall be paid according to actual measurements taken by the contractor and checked and certified by the company or his representative and not according to the quantities given in the schedule.

26. The contractor shall attend to any repairs replacement of defective portions, any or all other defects etc with in the defect liability period without any payments.

27. The company reserves the right to reject any or all quotations without assigning any Reason.

28. The Contractor shall employ a qualified site Engineer on a regular basis to supervise day-today works at site. Such a person shall be capable of following the instructions of the Employer's Engineers and execute the works as per the specifications laid down in the contract.

29. The workmen will not be allowed to stay within the premises.

30. The water required for the work can be availed from the available source at site free of cost.

31. In any case water is not available from this source, the Contractor shall make alternate arrangement to get sufficient water for the work at his own cost.

32. The electric power required for the work can also be drawn from the supply main available near the site. The Contractor has to make his own arrangements to take the supply to the requisite position.

33. The authorized officials of the Employer shall be entitled to inspect the materials/ fabrication at any time in the works of the Contractor, if they so desire and the vendor shall provide all reasonable facilities to do so

34. Even though in finishing items, the number of coats of Paint/Polish are mentioned, the Contractor shall note that the entire work be finished in top class while handing over, including if necessary, additional coat of Painting/Polishing etc with out any extra cost. Final billing shall be done considering actual measurement. This shall be certified by keltron authorities.

### **SAFETY CODE**

1. First aid appliances shall be kept in a readily accessible place.
2. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground/ floor.
3. Every opening in the floor of a building in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one metre.
4. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
5. Safety belts/Helmets shall be provided for workmen engaged for work

**SPECIAL CONDITIONS OF THE CONTRACT**

**1. Time Schedule & Delivery**

Water Leakage Rectification & Terrace Waterproofing work shall be completed within 45 Days from the date of contract.

**2. Payment Terms**

95% Payment shall be made based on the actual quantity of work executed, duly measured by the competent authority, and shall be subject to satisfactory completion of testing and validation. The balance 5% shall be retained as performance bank guarantee up to the end of warranty period. This amount can be released along with the 95% payment, against a bank guarantee from any nationalized bank / Scheduled banks In India valid up to the end of warranty period for an equivalent amount.

**3. Substitution & Wrong Supplies**

Unauthorized/Pirated substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or old versions shall be returned to the Contractor at his cost and risk, and payment for Supply of Unauthorized or Pirated or Sub-Standard or Old equipment detected at any date during or after warranty shall be notified to the Contractor in writing. Such items shall be replaced forthwith by the Contractor at his own cost. Any penalty or litigations arising out of such supplies shall be the responsibility of Contractor and any consequential damages shall be fully compensated by the Contractor.

**4. Dispatch Documents**

Delivery Challan, Original Commercial Invoice in Triplicate, Excise documents, Warranty Certificate, Test Reports etc.

**5. Change of Specifications**

No change of specification after the placement of Order shall be entertained unless the alternate model offered are equivalent or higher in specifications and approval of the competent authority has been obtained in writing for such a change of model before the delivery of the product. Delivery of the alternate product without such an approval shall not be accepted and KELTRON shall not be responsible for any delay in delivery schedule on this account.

**ANNEXURE-1**

**Bidder Information Letter**  
**(To be submitted in Letter Head)**

To

Head-Purchase,  
Keltron Communication Complex,  
Monvila, Kulathoor P.O.,  
Thiruvananthapuram – 695 583.  
Kerala, INDIA.

**Title – Supply and Installation of Water Leakage Rectification & Terrace  
Waterproofing at Keltron Communication Complex Building, Monvila  
Trivandrum**

Sir,

With reference to the Tender No: **KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026**

I / We have downloaded tender document from the keltron website <https://keltron.org/index.php/tenders> for the Tender and furnishing the following details for your information.

My / our full address for communication (with Telephone/ FAX Nos.)	My/our full address on which PO to be placed (with Telephone/ FAX Nos.)

Signature of Bidder

(Seal)

**ANNEXURE-2**

**BID FORM**

To

Head-Purchase,  
Keltron Communication Complex,  
Monvila, Kulathoor P.O.,  
Thiruvananthapuram – 695 583.  
Kerala, INDIA.

**Sub: Bid Form**

Ref. Tender No.: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026

Dear Sir,

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged, I / We, undersigned, offer to Supply and Installation of Water Leakage Rectification & Terrace Waterproofing at Keltron Communication Complex Building, Monvila Trivandrum and execute the Order with tender specifications referred above and also to the said terms & conditions of contract for the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted, to complete supplies within 45 days.
3. I / We agree to abide by this bid is valid for six months and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also detailing the technical specification of the items quoted by me/us.
6. The tender document for the works mentioned above have been obtained by me from the URL: <https://keltron.org/index.php/tenders>, the official website of Keltron and I / We hereby certify that I / We have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / We shall abide by the conditions / clauses contained therein.
7. I / We hereby unconditionally accept the tender conditions of KELTRON's tender document in its entirety for the above work.

Dated this .....day of..... 20--

Signature of

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

----

Witness 1. -----

Signature

Name & Address:

Witness 2. -----

Signature

Name & Address:

**FORMAT FOR INTIMATION OF FORCE MAJEURE OCCURRENCE**

To,

Head-Purchase,  
 Keltron Communication Complex,  
 Monvila, Kulathoor P.O.,  
 Thiruvananthapuram – 695 583.  
 Kerala, INDIA.

Name of Work: **Supply and Installation of Water Leakage Rectification & Terrace Waterproofing at Keltron Communication Complex Building, Monvila Trivandrum**

Tender No: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026

**Subject: Intimation regarding Force Majeure Case**

Sir,

Pursuant to Clause #6, Section 3 – FORCE MAJEURE, it is for your kind information that a case of force majeure has since occurred. Details are given below:

<b>Date of occurrence</b>	<b>Detail of Incident</b>	<b>Activity affected</b>	<b>Likely Delay</b>	<b>Requested Extension</b>

We are entitled to an extension in the date of completion as requested above. Bar Chart with revised schedule of activities is attached. Please approve the extension in the time. Evidence of the date of occurrence is also enclosed.

It is certified that performance of the Contract has been interfered with. It is also certified that the incident has not occurred due to our own action and that there has not been any lack of action by us in preventing the occurrence.

We are only claiming the extension in the date of completion of the activity (ies) and not claiming the loss incurred in the course of the incident.

Yours truly,

(Project Leader)/Contractor

Enclosures:

1. Revised Bar Chart.
2. Evidence of the occurrence of the Force Majeure case (..... sheets)

**ANNEXURE-4**

**Tender No: KSEDC/KCC/CMN/0061/25-26 dated 02-04-2026**

**COMPLIANCE STATEMENT**

**(To be submitted by the bidder)**

<b>SL.</b>	<b>Specification as per tender</b>	<b>Name &amp; Model No. of product offered</b>	<b>Specification of the item offered</b>	<b>Compliance (Yes/No)</b>	<b>Remarks/ Variations</b>

**ANNEXURE-5  
BILL OF QUANTITY**

<b>Estimated Cost of Supply and Installation of Water Leakage Rectification &amp; Terrace Waterproofing at Keltron Communication Complex Building, Monvila Trivandrum</b>			
<b>SL.NO</b>	<b>ITEM OF WORKS</b>	<b>QTY</b>	<b>UNIT</b>
I	Surface Preparation (Civil)		
1	Demolishing existing weather shield (roof tiles, brick jelly, sand bed filling etc.) above RCC mother slab without disturbing the slab, including removal and disposal of debris, complete.	745	Sq.M
II	Leakage Rectification (Supply & Fix)		
2	Providing and laying screed concrete over waterproofed RCC slab using M20 grade concrete with 12.5 mm nominal size aggregate, including nominal reinforcement with 10 mm dia bars @ 250 mm c/c both ways, minimum finished thickness 75 mm, laid to proper slope towards rainwater outlets, including all materials, labour, curing, finishing and incidental works complete.	56	Cu.M
3	Providing and applying chicken mesh plastering over top layer using galvanized chicken mesh and plastering with CM 1:4 mixed with SBR polymer @ 2% by weight of cement, including floating coat, finishing, curing and all incidental works complete.	745	Sq.M
4	Providing, fixing and properly connecting drain out / rainwater pipes and discharging into rainwater harvesting tank / designated drainage system, including all fittings, supports, jointing, testing and making good, complete.	50	RM
III	Terrace Waterproofing System (Supply & Install)		
5	Apply one coat of Dr. Fixit Primeseal primer dilute with water in the ratio 2:1 spreading at the rate of 8.0 – 10.0 / Sq.mt / Litre in the SSD condition. Apply 1st coat of Dr. Fixit Roofseal Ultrawithout dilution spreading at the rate of 0.70/litre/Sq.mt/Coat until all surface is covered. Lay a 45 GSM Fibre glass mesh as a reinforcing material which is incorporated in the coating when the first coat is still in wet condition. Allow the first coat to dry for approximately 4-6 hours before applying the 2nd coat at 90° to the first coat. Ensure there are no pinholes or air bubbles on the membrane surface. Apply second coat of Dr. Fixit Roofseal Ultrawithout dilution spreading at the rate of 0.70 litre / Sq.mt /Coat to achieve total dry film thickness of 850 to 1000 microns for stated coverage at the rate of 1.40 litre / Sq.mt in 2 coats	745	Sq.M
IV	Testing & Validation		
6	48-hour Pond Testing to verify zero leakage post-application	1	LS

**Annexure – 6**

**(Form of Agreement to be executed by the successful Tenderer in Stamp paper worth Rs.200)**

**AGREEMENT**

This deed of agreement is made on this the ...<sup>th</sup> day of ..... 20-- between Kerala State Electronics Development Corporation, KCC Monvila, Trivandrum which expression shall, wherever the context so permits and includes its successors and assigns) herein after referred as “KELTRON”) of the one part, and ..... with its registered office at ..... represented by Shri/ Smt ..... (name and address of the supplier) (Hereinafter referred to as "the supplier") of the other part.

Whereas KELTRON issued Work Order number -----  
-----Dated on xx/xx/20-- for the -----(Project name as per WO)

1. The Supplier hereby declares that the goods sold to KELTRON under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications and particulars contained in the Work Order attached herewith and supplier hereby guarantees that the said goods would continue to conform to the description and quality aforesaid for a period as per **warranty terms in the work order** from the date of delivery of the said goods to KELTRON and that notwithstanding the fact that KELTRON may have inspected or approved the said goods, if during the aforesaid period of 12 months the said goods be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the KELTRON in that behalf will be final and conclusive) KELTRON 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 supplier’s risk and all the provisions herein contained relating to rejection of goods, etc, shall apply. The supplier shall, if so called upon to do replace goods, etc. or such portion thereof as is rejected by the KELTRON. Otherwise, the supplier shall pay to KELTRON such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of KELTRON in that behalf under this contract or otherwise.

2. Requests for enhancement of rates once accepted will not be considered except where KELTRON have prior to the actual supplies, expressly agreed in writing for any price variation under specified circumstances. Conditions of sale or other special terms and conditions, if any, printed on the quotation sheets of the Supplier or attached with the supplier’s KELTRON Work Order number -----  
---or any other letter or paper from the supplier will not govern this contract nor bind the KELTRON in any manner whatsoever unless such terms have been expressly accepted by KELTRON in writing.

3. The articles and quantities to be supplied are shown in the Work Order attached herewith. The Supplier agrees to supply the quantities of the articles shown in the Work Order ----- as per the delivery schedule mentioned in the above WO.

4. The supplier agrees that time is the essence of this contract.

5 If the supplier defaults in the due supply of all or any of the articles correctly and promptly as above,

KELTRON are at liberty to procure the same from elsewhere without cancelling the contract as a whole. If KELTRON incur, in thus procuring such materials, a higher cost than the agreed rate such excess cost may be deducted by KELTRON from the Supplier's bill or adjusted or otherwise realized from his security deposit or recovered from him by other means. The Supplier agrees that he shall not be entitled to claim the excess, if any, of the PO value over such cost to KELTRON.

(b)If the Supplier fails to deliver all or any of the item or perform the service within the time/period specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% of the contract value for every 15 days delay or part thereof subject to a maximum of 10% value. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the contractor.

6. All payments to the Supplier for supplies effected satisfactorily will be made after scrutiny of Invoices. The firms shall produce Original Invoice in Form No. 8/8A, Delivery Challans & Installation Certificates duly acknowledged by the customer within 15 days after the successful installation.

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

8. NOTWITHSTANDING the provisions contained in clause 5, the KELTRON shall have the right to cancel the contract for any default on the part of Supplier in due performance thereof.

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

10. The Supplier 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 pre-paid post to his address as mentioned this deed.

11. The security deposit shall subject to the conditions specified herein be returned to the Supplier within three months after the expiration of the contract (warranty period). In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period or against the submission of Bank Guarantee from any nationalized bank /Scheduled bank in India up to the to the end of warranty period for an equivalent amount.

12. In case the supply of articles involves erection of machinery the Supplier agrees that the machinery will be erected within the time and at the place specified by KELTRON in

the behalf. It shall also be the duty and responsibility of the Supplier to see that the machinery thus, erected is in good working condition to the satisfaction the person duly authorized by KELTRON in that behalf and to ensure the proper functioning of the machinery till the guarantee period is over. In the event of the failure of the contractor to erect the machinery within the time and at the place specified by KELTRON or in the event of the machinery failing to function properly during the guarantee period, the amount spent by KELTRON and the loss sustained by the KELTRON on this account by making alternative arrangements shall be recoverable from the supplier in the manner provided in clause 14 hereunder.

13. The Supplier agrees that all sums found due to KELTRON 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 the force as though they are arrears of land revenue or in any other manner and within such time as KELTRON may deem fit. In deciding what sum of money is due KELTRON under by virtue of this deed, the Supplier agrees that the decision of KELTRON shall be final and conclusive and shall be binding on the Supplier.

14. Labor, Work and Services Insurance: In supplying any services hereunder, Supplier warrants that it is, and undertakes such performance as, an independent contractor, with sole responsibility for the payment of all federal and/or state unemployment insurance, social security and/or other similar taxes incurred hereunder.

15. The Supplier shall ensure appropriate provisions for safety and security measures of all the personnel deployed on the project. In case of any eventualities (including disability, death etc.) anytime during the contract period including any incidents, accidents with the personnel deployed for the project, The Supplier shall hold Keltron indemnified for any claim may be arising out of the same. The supplier should at all times indemnify, defend and hold Keltron, its officers, employees, agents, consultants, etc. harmless against all claims, liabilities, loss, expenses, damages or compensation under the provisions of Payment of Wages Act; Minimum Wages Act; Employer's Liability Act; The Employees Compensation Act; Industrial Disputes Act, Maternity Benefit Act; or any modification thereof or any other Labour laws relating thereto, and rules made hereunder from time to time. Keltron will not own any responsibility in this regard.

16. Laws and Regulations: All goods furnished or services rendered pursuant to this Purchase Order shall be produced, sold, delivered, or rendered to Buyer in compliance with all applicable laws and regulations and guidelines, including but not limited to, the Employment Act, the Workplace Safety and Health Act, the Environmental Protection and Management Act. Supplier shall not use any payment or other benefit derived from KELTRON to offer, promise or pay any money, gift or any other thing of value to any person for the purpose of influencing official actions or decisions affecting the Order, while knowing or having reason to know that any portion of this money, gift or thing will, directly or indirectly, be given, offered or promised to an employee, officer or other person acting in an official capacity for any government or agency or any political party. Supplier shall at all times refrain from engaging in any illegal, unfair, anti-competitive or deceptive trade practices or unethical business practices. Supplier shall at its expense obtain any and all permits, licenses, authorizations, and/or certificates that may be required in any jurisdiction or by any regulatory or administrative agency in connection with its activities hereunder. Supplier shall adhere to KELTRON's rules and policies and

disseminate current information and materials as announced or provided from time to time by KELTRON to Supplier. Supplier shall comply with KELTRON's Supplier Code of Conduct at all times. Without prejudice to the foregoing, Supplier shall not and shall ensure that its employees, agents and contractors shall not offer or give or agree to give to any person any gift or consideration of any kind to KELTRON, its employees, agents and contractors as an inducement or reward for doing to forbearing to do or for having done or forborne to do any action in relation to the Order, including any act which may constitute an offence under Chapter IX of the Penal Code or Prevention of Corruption Act or any other law or the abetment of or attempt to commit such offence. Supplier shall defend, indemnify and hold harmless the Indemnitees from and against all liability, loss, damage, penalties, claims, suits, actions, costs and expenses (including, without limitation, attorney's fees and disbursements) which may be incurred by, imposed on, brought against or suffered by any one or more of the Indemnitees for or in relation to Supplier's failure to comply with (i) any laws or regulations by which the performance of the Order will be governed (ii) the Supplier's obligations as set forth.

**17. Service Level Agreement:**

There would be penalties for breach of service levels as mentioned under SLA under terms and conditions, once the installation is completed:

The penalty amount shall be deducted from the pending payments/ security deposit/ other payments payable or would have to be remitted before the end of the contract.

The time for ensuring service levels shall be calculated from the time of reporting of the calls at the designated service centre.

A service centre shall be designated for reporting the problems. It should be accessible over telephone.

Any legal disputes between the parties, the same shall be referred to the Court having jurisdiction in Trivandrum.

IN WITNESS WHERE OF ..... HEAD KCC for and on behalf of KELTRON and the Supplier ..... (Name and designation) have hereunto set their hands

Signed, sealed and delivered by

(KELTRON) Signature with Seal

In the Presence of witness

1.

(Supplier) Signed, sealed and delivered by

In the Presence of witness

1.

**PERFORMANCE GUARANTEE BOND (To be used by approved Scheduled Bank)**

In consideration of The Purchaser Kerala State Electronics Development Corporation Ltd. (hereinafter called “the M/s Keltron”) having agreed to exempt

..... herein after called “the said Contractor(s)” from the demand. (Under the terms and conditions of an Agreement dated to be executed as per order made between..... and ..... for..... herein after called “the said Agreement” of security deposit for the due fulfillment by the said Contractor’s of the terms & conditions contained in the said Agreement on production of a Bank guarantee for Rs..... (Rs only).

We ..... Bank Ltd (herein after referred to as the Bank) do hereby undertake to pay to the Board an amount not exceeding Rs..... (Rs..... only) against any loss or damage caused to or suffered by or would be caused to or suffered by The Purchaser by reason of any breach by the said Contract(s) of any of the terms and conditions contained in the said Agreement.

2. We.....Bank Ltd. do hereby undertake to pay the amounts due and payable under the guarantee without any demur merely on a demand from the The Purchaser, stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by The Purchaser, by reason of any breach by the said contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the Contractor’s(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive, as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....

3. We ..... Bank Ltd. further agree, that the guarantee herein contained, shall remain in full force and effect during the period that would be taken for the performance of the Agreement and that it shall continue to be enforceable till all the dues of The Purchaser, under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged till the Head Purchase, Keltron Communication Complex, Monvila, Kulathoor P O, TVPM. or other Engineer of The Purchaser in charge of the Work, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges the guarantee. Unless a demand

or claim under this guarantee is made on us in writing on or before the ..... we shall be discharged from all liability under the guarantee thereafter.

4.. We..... Bank Ltd. further agree with The Purchaser that The Purchaser shall have the fullest liberty, without our consent and without affecting in any manner or obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or postpone for any time or from time to time any of the powers exercisable by The Purchaser against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension or forbearance being granted or allowed to the said Contractor(s) or for any of the forbearance act or omission on the part of the Bank or any indulgence by The Purchaser to the said Contractor(s) or by any such matter or thing whatsoever which under law relating to sureties would but for this provision have the effect of so relieving us.

5. To give effect to the guarantee it shall be competent for The Purchaser to so act, as thought the Bank were the principal debtor.

6. It is hereby expressly agreed and declared that this guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any former or other guarantees or guarantee here to fore given by the Bank to The Purchaser and now existing un cancelled and this guarantee is not intend to and shall not revoke or limit such other guarantees.

7. We..... Bank Limited lastly undertake not to revokes this guarantee during its currency-except with the previous consent of The Purchaser in writing.

Dated ..... the.....day  
of.....For.....  
..... Bank Limited, .....

**Format for Declaration of Non-Blacklisting**

(To be provided on the Company letter head):

Letter No. \_\_\_\_\_

Dated: --/--/2026

**The Head Purchase,  
Keltron Communication Complex,  
Monvila, Kulathoor P.O,  
Thiruvananthapuram – 695 583  
Kerala, INDIA.**

Dear Sir/Madam,

**Sub: Supply and Installation of Water Leakage Rectification & Terrace  
Waterproofing at Keltron Communication Complex Building, Monvila  
Trivandrum Reg:-**

**Ref: Tender No. << >>, Dated: << >>.**

We M/s. \_\_\_\_\_ **(Name of the firm or  
company with address of the registered office)** confirm that our company or firm,  
is currently not blacklisted/debarred in any manner whatsoever by any of the State or  
UT or PSU or Central Government in India on any ground including but not limited to  
indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable  
practice or restrictive practice as on the date of submission of tender.

For << Bidder Company Name >>

Signature

Name:

Designation:

Office

Date:

Place:

Address: