



## CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27  
Phone: 0471-2380910, 912

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Ref. No. C-DIT/02/OIP-RAW/25-26/T793

Date 26.02.2026

### TENDER TERMS

- a) This E-Tender is invited for the **“Supply of Raw Materials for hologram label production” on a Running Contract basis** as per the tender specification.
- b) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

#### **A. ELIGIBILITY CRITERIA**

1. Bidder should be either a bonafide manufacturer of the item to be supplied or an authorized dealer/ reseller/ supplier of the original manufacturer. **(Documentary evidence shall be attached)**
2. Bidder should be a registered company or registered business firm as per Indian Law, doing similar business for the past five years. **(Documentary evidence shall be attached)**
3. Bidder should have an average annual turnover of Rs.10 Lakh or above last three years.**(Documentary evidence shall be attached)**
4. The company should have been positive net worth and cash profit.
5. The bidder must have a currently valid GST registration certificate and PAN.
6. An undertaking to the effect that the bidder should not have been blacklisted by any of the department/organizations of the Govt. of India/State Govt/PSUs (Undertaking to this effect should be attached).

## B. SPECIFICATION REQUIREMENT

SL No.	Description of work/Item(s)	Unit	Anticipated Monthly Requirement	Anticipated Yearly Requirement
<b>A</b>	<b>LETTER PRESS INK (OPAQUE TYPE) VARIOUS COLOURS USED FOR LETTER PRESS TYPE LABEL PRINTING PROCESS</b>			
1	Popular violet	kg	60	720
2	Aqua Marine Green	kg		
3	Olive Green	kg		
4	Magenta	kg		
5	Fire Orange	kg		
6	Cyan	kg		
7	Luster Red	kg		
8	Bright Red	kg		
9	Coate blue	kg		
10	Total Orange	kg		
<b>B</b>	<b>RAW MATERIALS AND PACKING MATERILAS FOR PRODUCTION PURPOSE</b>			
11	Hot Melt Adhesive- Henkel Industrial Adhesive for hologram	kg	150	1800
12	Photo Polymer Plate A3 Sheet - Hard type	nos	12	144
13	Stretch Film 500 mm (Roll)	roll	18	216
14	Stretch Film 350mm (Roll)	roll	12	144
15	Industrial Packing Brown Tape PVC 2" (60 mtr)	nos	210	2520
16	Washing Liquid - Kerosene	Ltr	35	420
17	Washing Liquid - Thinner	Ltr	30	360
18	Washing Liquid - Turpentine	Ltr	30	360
20	Cotton Waste - Baniyan waste	kg	100	1200
21	Industrial Steel Cutter - Small size	nos	5	60
22	Industrial Steel Cutter - big size	nos	5	60
23	Blade Industrial Blade - small size	pkt	10	120
24	Blade Industrial Blade - big size	pkt	10	120

25	Packing Polyester Strap Width - 12 mm, (machine Type)	roll	6	72
26	Release Paper 120 Gsm, Thickness - 110-micron, width -168mm 1000 mtr	roll	5	60
27	Water Based Adhesive Milky White low viscous emulsion,	Ltr	8.3	100
28	Wooden Die Dimension -variable cutting ups having height 3 mm for hologram sticker, base dimension - 220mm x 220mmx 18mm using wooden material	nos	2	24
29	Plain Carton Box Five ply	nos	50	600
30	Double Side Tape Width 300 mm Length - 25 mtr	roll	0.5	6
31	Engine Oil 20 W 40	Ltr	10	120

### **C. GENERAL TERMS AND CONDITIONS**

1. C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.
2. Tenderers are advised not to send or upload un-necessary / unsolicited documents. The same will not be evaluated.
3. Tenderers to note that price must be quoted only in the price schedule (BOQ/BILL OF QUANTITY) document. Disclosure of any price or rate in any manner other than in the price bid will render the tenderer disqualified from the tender process.
4. **Bidder shall enter the GST amount in the GST Colum in the BOQ and ensure the amount quoted GST before uploading the tender.**
5. Canvassing for information or submission of forged or false documents / information by any Bidder shall make the offer invalid. In addition, action shall also be taken by C-DIT for forfeiture of EMD as well as putting the Bidder on Holiday list.
6. **INCOME TAX:**
  - a. The contractor shall be exclusively responsible and liable to pay Taxes on

Income arising out of payment made out of the contract.

- b. Wherever withholding tax i.e., Tax deduction at source (TDS) is applicable under the Income tax Act, 1961 the same will be deducted from the Invoices raised and TDS Certificate as per provision of the Income tax Act and Rules shall be issued to the contractor.
- c. PAN is mandatory.

#### 7. **VALIDITY OF RATES:**

The quoted rates shall be valid as specified (including any extensions thereof) from the date of opening of Technical Bid for C-DIT acceptance and for the successful Tenderer, till completion of contract in all respects. No escalation shall be entertained at any stage of the contract.

#### 8. **COLLUSIVE OR FRAUDULENT TENDERS:**

In case it appears to the OWNER, after examining the tenders received, that any 2 (two) or more tenders are collusive or otherwise manipulated to the disadvantage of the OWNER and against the spirit of ethical competition, the OWNER reserves the right to summarily reject such tenders. It shall not be incumbent on the OWNER to prove any collusion or other malpractice in this regard.

9. **Contract period:** Initially for one year, extendable up to two years, on mutual consent, subject to satisfactory performance of the firm during the contract period.
10. **EMD:** Bidder has to submit Rs.1,500/- as e-tender processing fees and an amount of Rs. 25,000/- towards EMD, through e-portal [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).
11. **Agreement:** Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the Successful Bidder shall also execute an agreement with C-DIT as per the proforma attached to tender documents, within the period specified in the Purchase/ supply order
12. **Firm & fixed:** Rates should be quoted on a firm and fixed price basis. Request for RATES enhancement of contracted rates shall not be considered under normal circumstances. However, in exceptional cases, if C-DIT is convinced of any compelling need for enhancement of rates, it may do so. It may be noted that no

compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the bids with changed specification, their bids will be rejected without notice.

13. **Supply:** Items are to be supplied at C-DIT Main Campus, Thiruvallam, Thiruvananthapuram and price should be quoted for onsite supply.
14. **Requirement:** Anticipated yearly requirement of the raw materials will be vary depends on the requirement.
15. Supply order will be placed to the successful bidder for the proportionate quantity either on monthly or on quarterly basis, based on the requirement from time to time.
16. The bidder should quote for either all items in Category 1, all items in Category 2, or all items in both categories. The bidder will be selected based on the overall evaluation of their offer for each category or both categories combined.
17. Supply order will be placed on requirement basis.
18. After execution of running contract, formal purchase orders will be placed for delivery of material to consignees as and when required, and reserve right to place purchase order for any quantity and payment shall be made against to the purchase order.
19. The supplied items should be of well packed with essential information of OEM details, product description, shelf life of the product, batch number, manufacturing date, Safe guard measures etc.
20. The supplied item should be well packed with necessary safeguard measures in such a way that the items delivered without any damage. If any damages will be notices that will be rejected without prior notice. And the supplier/OEM bear the cost for return the materials from CDIT site.
21. The decision of the C-DIT in this regard on all above clauses shall be final and binding on the tenderer(s)/contractor(s)
22. **Samples:** Samples of items should be brought before C-DIT on demand, before finalization of this tender for verification of quality and its suitability for our requirement. The Supplier should supply the items in accordance with the

specifications noted in the purchase/ supply order and in conformity with the approved sample - In the event of supply of items different from the specifications agreed, the consignment will be rejected at the cost and risk of the Supplier. *In case, a successful tenderer/ bidder, after having made partial supplies, fails to fulfill the contract in full or any of the materials are not supplied within the agreed delivery schedule, C-DIT may purchase the materials by other means, at the risk and cost of the Contractor.* If the supplies are not made as per the agreed time schedule, liquidated damages at the rate of 0.5% per day of the delay of the delayed quantity/ value, shall be imposed and deducted from the bills subject to a maximum of 10% of the total order value.

23. If the quality of supply and performance of the supplier is not satisfactory, C-DIT has the right to cancel the order and debar the supplier from placing further orders. Similarly in the event of inordinate delay in executing the order, the C-DIT has the right to cancel the orders.
24. No orders received from C-DIT should be sub-let to others without concurrence in writing from C-DIT.
25. **Empanelment & splitting of order:** C-DIT may empanel more than one supplier to meet the demand in case a contingency arise. C-DIT may distribute orders in between the empaneled suppliers if it is needed. In case the order is split among the parties, applicable rate for procurement shall be the finalized rate quoted by the L1 bidder. However maximum order shall be placed on L1 bidder. Also, the allotment of maximum order for further requirements during the Tender will depend upon the quality and promptness of delivery. The decision of C-DIT shall be final and binding on the parties in this regard.
26. **New Firms:** In case a new bidder who has not supplied raw materials to C-DIT before participates in the tender, and on evaluation, the new bidder becomes bid winner, a trial order may be placed and the quality /delivery evaluated with reference to the tender specifications and delivery schedule. If C-DIT decides so, bulk orders will be placed only on satisfactory clearance of the trial order
27. **Delivery Time:** The quantity shown is only tentative and the total annual requirement as per our experience. However, the order will be placed for part

quantity as per requirement from time to time should be supplied at C-DIT, at the approved rates on the basis of purchase orders issued.

28. The rate should be quoted in the BOQ in the e-procurement portal. The price quoted should be inclusive of all taxes, duties, cess etc which are or may become payable by the bidder/ contractor under existing or future laws or rules of the country.
29. Delivery period shall be specifically indicated in the tender and strictly adhered to. If no delivery period is stated in the tender it will be taken for granted that the supply will be arranged within fifteen days (15) days on receipt of the firm order.
30. Certificate should be provided to show that the supplier is a GST registered dealer and the rate should be indicated in the invoice.
31. **PAYMENT TERMS:** The following terms of payment shall be applicable for the contract
  - Full payment within 15-30 days time after successful supply of materials at the site and after proper verification by C-DIT (**after deducting statutory taxes, levies etc**).
32. Any attempt on the part of the tenderer/ bidder or their agents to influence the C-DIT in their favour by personal canvassing or any other means will disqualify the tenderer/ bidder.
33. The supplier shall submit the price offers in the BOQ, digitally signed and upload in the specified cover.
34. Once the contract is entered in to and through, any default in agreed delivery schedule by the Supplier will attract liquidated damages as fixed by C-DIT and continuous default will lead to termination of contract and black listing of the firm.
35. The following information should be provided by the tenderers:
  - Copy of GST registration certificate.
  - Copy of PAN card.
  - Certificate regarding acceptance of all Terms & conditions

36. The undersigned does not bind himself to accept the lowest tender and reserves to himself the rights of accepting the whole or any part of the tender and the tenderer shall be bound to supply the accepted item at the rates quoted.
37. The rate quoted by the Tenderer shall be inclusive of the transportation charges, unloading charges at site. Rates quoted by the tenderer shall be valid for a period of six months from the date of opening of the tender.
38. The rate should be quoted for the unit shown in the list and tenders which do not indicate this essential information will not be considered.
39. The rate quoted for material is final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the supply order and the security deposit will be forfeited.
40. If the tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.
41. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation (Amendment) Act, 2015. Courts in Thiruvananthapuram/ Kerala will have exclusive first jurisdiction over any litigation.
42. **Tender Submission:** The tender shall be submitted as e tenders through- web portal: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). Since this is an e-tender, only those bidders who have the enrolment in the above portal with their own digital signature certificate (DSC) can participate in the tender. Tender documents and other details can be obtained from the portal.
43. The successful bidder who claims Bid Security/EMD Exemptions should furnish the Bid Security Declaration form on a stamp paper worth ₹ 200/-, in the format attached as 'Annexure 02', and should submit in C-DIT after getting the Purchase

order. The original/hard copy shall be sent by registered post addressed to The Registrar, C-DIT, Chithranjali Hills, Thiruvallam, Thiruvananthapuram- 695027.

44. **Authority:** The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
45. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it.
46. Corrigendum to this tender shall be published in the site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). Prospective bidders are advised to regularly visit the website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) to keep track of corrigendum, if any.
47. In case of doubt: If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, the doubt may be raised as e-mail to [procurement@cdit.org](mailto:procurement@cdit.org) and the response shall be given in three working days of the query mail. However, it may be noted that the delay in response to any query mail shall not be a valid reason for date extension or for submitting bid with incorrect/partial specifications.
48. If the bidder requires any technical assistance while processing the e-tender, please contact: Kerala State IT Mission, Uppalam Road, Statue, Thiruvananthapuram, Phone Number: 0471- 2577188
- **The Last date for submission of bid** : 03.00 PM 06.03.2026
  - **The online bid-opening** : 03.30 PM on 07.03.2026

Sd/

**REGISTRAR, C-DIT**

**Dated 26.02.2026**