



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

Phone: 0471-2380910, 912

Ref. No. C-DIT/05/DIGI-CHEMI/26-27/T825

Dated 30.05.2026

TENDER NOTICE

SUPPLY OF CHEMICALS FOR THE CONSERVATION PURPOSE ON A RUNNING CONTRACT BASIS

Sealed tenders are invited for the **Supply of Chemicals for the conservation purpose on a Running Contract basis** in CDIT Office, Digitization Department, City Centre Office, Behind SMSM Institute, Statue, Thiruvananthapuram. The envelopes containing the tender should bear the superscription "**Supply of Chemicals for the conservation purpose on a Running Contract basis**" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **08.06.2026, 3.00 PM**. The tenders will be opened at 3.30 PM on 08.06.2026 in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

30.05.2026

Sd/

REGISTRAR

1. REQUIREMENT SPECIFICATIONS

SI. No	Item Description	Specification	Anticipated Quantity	Unit	Demand in a month	Period of Supply
1.	Toluene- (25 Ltr pack)	L R Grade Sulphur free	1500	litre	150 Ltr	6 Six months

2. GENERAL TERMS AND CONDITIONS

- a) This tender is invited for the “**Supply of Chemicals for the conservation purpose 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.

3. ELIGIBILITY CRITERIA OF TENDERER

Only those firms which in their individual capacity, satisfy the following criteria, need to quote for this tender.

- a) Bidders should be either a bonafide manufacturer of the item to be supplied or an authorized dealer/ reseller /supplier of the original manufacturer.
- b) Bidders should be a registered company or registered business firm as per Indian Law having required licenses for the supplying of similar products/chemicals.
- c) Bidders should have valid GST registration and PAN allotted by IT Department.
- d) An undertaking to the effect that the bidder has not been blacklisted by any departments/organisations/agencies of Govt. of India/State Govt/PSUs.

4. SCOPE OF WORK

Supply of Chemicals for the conservation of Brittle Volumes on a Running Contract Basis, in connection with one of the projects undertaken by CDIT.

5. OTHER TERMS AND CONDITIONS

- 1) The Bidders are responsible for effecting supply of items to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
- 2) The bidders are responsible for effecting supply to the location/locations specified by undersigned or his authorized representatives.
- 3) **Bidder shall submit sample with minimum 1 ltr/kg of the offered product before finalizing.**
- 4) **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.**
- 5) **Final acceptance of the bid will be based on the sample test.**
- 6) **The bidders shall submit the rate in "FORM B" in a sealed envelope.**
- 7) **Bidder shall specify the make/brand of the supplied items.**
- 8) **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.
- 9) CDIT reserves the right to accept or reject any bid, and 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 ground of purchaser action.
- 10) CDIT is not bound to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
- 11) **Contract period: For Six Month, subject to satisfactory performance of the firm**

during the contract period.

- 12) This tender is a **'Running contract' for a period of Six Months**. The quantity mentioned above is based on the orders issued during the previous year(s). The actual requirements of items may vary. The tenderers are expected to quote maximum discounts that can be given on per Kg/ Ltr item.
- 13) **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.**
- 14) **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.
- 15) Past performance will be taken into account and during technical evaluations non performing contractor(s) shall be disqualified.
- 16) The rate quoted by the bidder shall be inclusive of the Supply and transportation charges at site. Rates quoted by the bidder shall be valid for a period of Six months from the date of opening of the tender.
- 17) No advance payment will be made against supplies.

- 18) The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted
- 19) 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.
- 20) **A tender fee of Rs. 1500/- and an EMD of Rs. 10,000/- shall be remitted in the form of a Demand draft drawn in favour of The Registrar, C-DIT payable at Thiruvananthapuram.**
- 21) The rate quoted for item/items shall be firm 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.
- 22) **The tenderer is bound to supply only genuine chemicals.**
- 23) All items offered shall confirm in all respects to the relevant Indian standard Specification wherever applicable.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) **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 & installation will be arranged within 15 days on receipt of the firm order.**

Any extension in the delivery period after the supply order is placed may result in cancellation of the supply order. In case the Tenderer became unable to affect supply within the time limit prescribed by C-DIT, the supply order is likely to be cancelled and items will be arranged by C-DIT from elsewhere and the earnest money deposited along with security deposit collected from the tenderer will be forfeited.

- 28) Any dispute / differences between the parties arising out of and in connection with the supply 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. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
- 29) **Performance Bank Guarantee (PBG)/Security Deposit:** The Bidder, in the event of an order, should furnish a bank Guarantee from an Indian Nationalized Bank at no extra cost in a Performa prescribed by C-DIT for an amount equivalent to 5% (Five percent) of the value of the contract. The PBG shall be valid for during the contract period.
- 30) **PAYMENT TERMS:** 100% payment against successful supply of the items/chemicals against submission of invoice and Performance Bank Guarantee.
- 31) **Supply:** Items are to be supplied at C-DIT City Office, Statue, Thiruvananthapuram-695001 and price should be quoted for onsite supply.
- 32) **Supply order will be placed on requirement basis.**
- 33) 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 any prior notice. And the supplier/OEM bear the cost for return the materials from CDIT site.
- 34) After placement 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.

- 35) **Agreement:** The Successful bidder within 7 days of getting confirmed Work order has to enter an agreement with C-DIT in Rs.200 worth non-judicial stamp paper, to ensure supply rate, timely supply and quality.
- 36) The validity of the contract agreement is for a period of six months from the date of issue of first purchase order and may be extended further on mutual consent, subject to satisfactory performance of the contractor during the contract period
- 37) **Authority:** The authority for the acceptance of the tender rests exclusively with the C-DIT.
- 38) **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.
- 39) **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 along with tender.** The original/hard copy shall be sent by registered post addressed to The Registrar, C-DIT, Chithranjali Hills, Thiruvallam, Thiruvananthapuram- 695027.
- 40) 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. Corrigendum to this tender shall be published in the site www.etenders.kerala.gov.in. Prospective bidders are advised to regularly visit the website: www.etenders.kerala.gov.in to keep track of corrigendum, if any.
- 41) **In case of doubt:**
If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Smt Akshara Thampi @ 9677940231.

- **Last date for submission of bids** : **03.00 PM on 08.06.2026**
- **bid-opening** : **03.30 PM on 08.06.2026**

Sd/

REGISTRAR, C-DIT

Dated 30.05.2026



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

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FORM- B

SUPPLY OF CHEMICALS FOR THE CONSERVATION PURPOSE ON A RUNNING

CONTRACT BASIS

COMMERCIAL BID

Quote No:

Date:

Sl.no	Item Description	Qty	Units	Unit rate	GST Amount	Total Amount without tax	Total Amount With tax
1	Supply of Toluene (25 Ltr pack) (As per tender specification)	1	No				

Bidder Name:

Address:

e-mail id:

Signature

Date

Office Seal