

NOTICE INVITING TENDER

E-TENDER FOR RATE CONTRACT TO SUPPLY PRINTED CHITTY FORMS FOR ONE YEAR

TENDER NO: KSFE/8201/STN/2026
DATED: 5th January 2026

E-Tenders are invited from reputed Printing Units having own units at Kerala for supply of Printed Chitty Forms on rate contract basis for one year to KSFE Ltd. The tenderer should have a minimum experience of 3 years in the printing field and should have supplied Forms to large firms like Banks, PSUs etc. The Companies/Firms which are blacklisted by the Govt./Public Sector Undertakings are not eligible for participating in this tender. The bidder should be ready to accept the General & Specific conditions mentioned in the Tender document/Tender Form, Additional document, NIT etc. The chitty forms should be printed as per the specification given. Prices should be inclusive of GST and all taxes, transportation, loading, unloading and delivery at KSFE Head Office. Interested bidders can participate through the e-tender process hosted in <https://etenders.kerala.gov.in>

Bid publishing date	:	18.00 hours on 05.01.2026
Bid download & Bid submission start date:	:	18.30 hours on 05.01.2026
Bid submission end date	:	18.00 hours on 27.01.2026
Date & time of opening of E- tender	:	11.00 hours on 29.01.2026

The Company reserves the right to accept /reject any tender without assigning any reason whatsoever.

Thrissur
05.01.2026

sd/-
MANAGING DIRECTOR

**E-TENDER FOR RATE CONTRACT TO SUPPLY PRINTED
CHITTY FORMS
TENDER DOCUMENT**

TENDER NO: KSFE/8201/STN/2026
DATED: 5th JANUARY 2026

The Kerala State Financial Enterprises Ltd.
(A Government of Kerala undertaking)
Regd. Office: "Bhadratha", Museum Road,
P.B.No: 510, Thrissur – 680020, Ph: 0487-2332255,
CIN: U65923KL1969SGC002249
GSTIN No. 32AABCT3817A1Z0
Fax: 0487-2336232, E-mail: gad@ksfe.com
Web site: www.ksfe.com

TENDER NOTICE No: KSFE/8201/STN/2026 DATED 5th JANUARY 2026
FOR RATE CONTRACT TO SUPPLY PRINTED CHITTY FORMS

e-Tenders are invited from reputed Printing Units having own units at Kerala for supply of printed chitty forms on rate contract basis for one year to KSFE Head Office . The bidder should have a minimum experience of 3 years in printing field and should have supplied computer forms to large firms like Banks, PSUs etc. The successful bidder shall supply the items within 30 days (or as mentioned in the work order) of each confirmed order from the Company's head office at Thrissur to the store of KSFE HEAD OFFICE , Thrissur on their own expense and responsibility. **Prices quoted should be inclusive of GST and all taxes, transportation, loading, unloading and delivery at Kerala as a whole and should be valid for one year** from the date of agreement to be signed by the successful bidder on award of contract. The company has the liberty to cancel the entire order without any prejudice if any deviation is seen in the quality of paper, design, size, font etc. The company has also the right to reject the item or to impose FINE to the satisfaction of the company as the case may be. The Chitty agreement forms should be supplied in bundles of 500 sheets. A penalty of **1%** shall be imposed for each week of delay in supply of the item.

Tender forms can be down loaded from website www.etenders.kerala.gov.in. Cost of tender form **Rs.9,000-** (Nine Thousand Only) and EMD of **Rs. Rs.50,400/- (Rupees Fifty Thousand Four Hundred Only)** being 1% of the total PAC may be remitted online through e-tender web site. The successful bidder should deposit a sum equivalent to **5%** of the value of the contract as security for the satisfactory fulfilment of the contract.

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Seal and signature of the bidder

Tender for rate contract for supply of printed Chitty Forms.

To

THE ASSISTANT GENERAL MANAGER
GENERAL ADMINISTRATION
THE KERALA STATE FINANCIAL ENTERPRISES LTD
CORPORATE OFFICE "BHADRATHA", P.B. NO.510, MUSEUM ROAD,
THRISSUR – 680020, KERALA.

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the items referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Company, at the rates quoted against each item. The items will be delivered within the time and at the places specified in the schedule.

I/We/am/are remitting/have separately remitted the required amount of ` as earnest money.

Yours faithfully,

Signature.....

Name.....

Address.....

.....

.....

Phone No.....

Fax No.....

Email

Date.....

GENERAL CONDITIONS

E-Tenders are invited for one year rate contract for the supply of the items as specified in the Schedule given below.

1. Tender forms can be obtained from web site www.etenders.kerala.gov.in. The cost of tender forms once paid will not be refunded. Further clarification/corrigendum in this regard, if any, will be put up only on the above site. Bidders should regularly visit the above website to keep themselves updated.
2. The eligible bidders must have GST registration and the rates quoted must be inclusive of all taxes, duties and cesses prevailing and likely to be levied in future by the State Govt. / Central Govt.
3. **Cost of tender form Rs.9,000/- (Nine Thousand Only) and EMD of Rs. Rs.50,400/- (Rupees Fifty Thousand Four Hundred Only)** being 1% of the total PAC may be remitted online through e-tender web site.
4. If any bidder withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if any, deposited by him will be forfeited to Company or such action taken against him as Company think fit.
5. The final acceptance of the tenders rests entirely with the Company who do not bind themselves to accept the lowest or any tender. But the bidders on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
6. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful bidder shall also execute an agreement, for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified would entail the penalties set out in Para: 7 below.
7. (a). The successful bidder shall, before signing the agreement and within the period specified in the letter of acceptance of this tender, deposit a sum equivalent to **5 % of the value of the contract/order** in the form of Bank Guarantee/DD as Security Deposit for proper Fulfilment of the order/contract. This will be returned within three months after the expiry of the agreement period.
(b) In cases where a successful bidder, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials 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 bidder who had offered to supply already and the loss, if any, caused to the Company shall thereby together with such sums as may be fixed by the Company towards damages, be recovered from the defaulting bidder.
(c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
If the contractor fails to deliver or perform the service within the time/period (s) specified in the contract, the company shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages , a sum equivalent to **1%** of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance , up to a maximum deduction of **10%** of the contract price of the delayed stores or

services . Once the maximum is reached, the company may consider termination of the contract at the risk and cost of the contractor.

8. (a) In case the contractor fails to supply and deliver 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 on his part to be observed and, performed, then and in any such case, it shall be lawful for Company (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the Company by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the Company shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other moneys shall then or any time during the continuance of this contract be payable by the contractor to the Company from and out of any moneys for the time being payable or owing to the contractor from the Company under or by virtue of this contract or other wise to pay and reimburse to the Company all such costs, damages and expenses they may have sustained, incurred or been put to by reason or the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss costs, damages, expenses, and other moneys as shall for the time being be payable the contractor aforesaid.
(b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.
9. The bidders will be informed by mail/SMS about award of the contract. In addition, the bidders can see the award of the contract under "Tender Status" and also against results of the tender option in the web site www.etenders.kerala.gov.in
10. The bidder shall undertake to supply materials according to the standard sample and Specifications and should complete the supply within **30 days** (or as specified in particular work order) **from the date of supply order after the approval of final proof approved by the company .**
11. No representation for enhancement of rates once accepted will be considered.
12. Any attempt on the part of the bidders or their agents to influence the Company/Stores Purchase Department in their favour by personal canvassing with the Officers concerned will disqualify the bidders.
13. The successful bidder should also be prepared to supply additional forms at the same rate, if company requires.
14. Bidders should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.
15. The prices quoted should be inclusive of GST and all taxes, duties, cesses
Prevailing and likely to be levied in future by the State/Central Govt, etc, which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
16. Bad/unused/defective items will be returned for replacement.
17. No advance amount will be paid.
18. Design should be approved by the company before printing and the cost for Designing should be borne by the successful vendor/supplier.
19. If the supply is delayed beyond the period specified above, the Company will have the liberty to either terminate the contract at the cost and risk of the contractor or deduct a sum equivalent to **1%** of the delivered price of the delayed stores or unperformed services for

each week of delay until actual delivery or performance, up to a maximum deduction of **10%** of the contract price of the delayed stores or services.

20. Any deviation from the specification mentioned above, i.e. poor quality of work or material/printing/colour fade will attract imposition of penalty to the satisfaction of KSFE besides rejection of the item partly/entirely including forfeiture of security deposit, blacklist etc.

21. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.

22. The successful bidder should also be prepared to supply additional computer forms at the same rate approved by the company, if company requires.

23. Company reserves the rights to accept/reject any or all tenders.

24. Rates should be quoted for all items as per our Serial Number order.

25. The firm must have GST registration and bill must contain the GSTIN number of KSFE.

26. Those bidders who have quoted L1 rates for each item will be invited for negotiation and the qualified L1 bidder after negotiation will be awarded the contract.

27. Those who are interested to comply with the terms and conditions stated above need be applied/participated in this tender.

28. Special conditions, if any, of the bidders attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

For item at Serial No.1, contract shall be shared with one or two more qualified bidders (L2 or L3) who are ready to accept the contract rate of the qualified L1 bidder.

29. Bid Prices:- Duly filled “ BOQ ” file should be uploaded in the e-tender website. The bidder shall indicate in the BOQ file the prices for the chitty forms and shall upload this filled up BOQ file in the e-tender website. No hard copies of BOQ file or Bid prices should be submitted to KSFE offices.

30. An Undertaking to the effect that the bidder / firm has **not been black listed** by any PSU or any other Government agencies or restricted by any regulatory authorities from offering such services or solutions to the clients. The tender will be rejected straight-way without assigning any reasons if the firm declared black listed by any Govt./Semi govt. department/agencies etc

31. KSFE has the right to increase or decrease quantities after awarding the bid.

32. Signing of Contract: - An agreement should be executed in the Kerala Stamp Paper worth as follows. ‘One rupee for every rupees 1000 or part thereof on the amount agreed in the contract, subject to a minimum of rupees 200 and a maximum of rupees one lakh’.

33. All payments shall be made from the KSFE Head Office.

34. Original Receipt from the store should be produced at Head Office showing the details regarding number of supplied quantity, date and office seal for effecting payment along with original Tax Invoices.

35. Payment shall be made in Indian Rupees (INR) only.

36. The payment will be effected within 30 days after the completion of entire supply and producing original Tax Invoices along with original delivery note received from the store (with signature and office seal).

37. The soft copies of all the above documents should be uploaded in our e-tender website <http://etenders.kerala.gov.in> and the bidder should submit hard copies of all the above documents within two days after the closure of the tender.

38. Preparation of Bids :- Documents Comprising the Bids – Eligibility criteria.

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

- i) Sealed and signed copy of the Tender Document-1, Additional Document-1 and Notice Inviting Tender-1.
- ii) Brief Company Profile in the letter head of the firm duly sealed and signed.
- iii) Documents to prove 3 years experience in the field.(Sealed and signed copy of Balance Sheet or Audited Financial Statements and IT returns)
- iv) Proof of Bulk printing and supply to Govt./Public Sector/Private Organizations/Banks during the last 3 years (Sealed and signed copy of supply order).
- v) Sealed and signed copy of GST registration of the firm.
- vi) Copy of PAN card of the firm duly sealed and signed.
- vii) Necessary documents should be attached/uploaded for tender cost & EMD exemption duly signed and sealed.

39. The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

40. The contract can be annually extendable on the same rate and terms and conditions, subject to satisfactory performance, for a further period up to a maximum of three years in total.

Seal and signature of the bidder

Specification of Items

Sl. No	Item Description	QTY in sheets
	Printed Chitty Passbook	
1	CHITTY AGREEMENT Ref:1062 Size:34 x 42 cm Item Type:Nos. To be printed in 60 GSM 'A' Grade white maplitho paper (WC/JK/ ITC/TNPL) double side printing in Malayalam offset, printing as per specimen and supplied in bundles of 500 numbers each inserted in seal king cover.	2500000
2	CHITTY (MULTI DIVISION) AGREEMENT Ref:2062Size:34 X 42 CM Item Type:Nos. To be printed in 60 GSM 'A' Grade white maplitho full scap paper (WC/JK/ ITC/TNPL) printed in blue ink, double side printing in Malayalam offset, printing as per specimen and supplied in bundles of 500 numbers each inserted in seal king cover.	2000000

Specific conditions:-

- 1.Bidders may quote for all the items or selected ones.
- 2.Full EMD as specified should be remitted.
- 3.Contract would be awarded to qualified L1 for each item.
4. Contract shall be shared with one or two more qualified bidders who are ready to accept the contract rate of the qualified L1 bidder.
- 5.Amount should be quoted only in the prescribed “BOQ” file in the website and not to be mentioned in this sheet.
- 6.Provide exemption from tender fee and EMD to MSME.

Thrissur
05.01.2026

Sd/-
MANAGING DIRECTOR

Seal and Seal and signature of the bidder

ADDITIONAL DOCUMENT-1

E-TENDER FOR RATE CONTRACT TO SUPPLY PRINTED CHITTY FORMS FOR ONE YEAR

TENDER NO:KSFE/8201/STN/2026

DATED: 05th JANUARY 2026.

General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the rate contract to supply Printed forms for KSFE Head office. The tender is invited in **01** cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or via email: helptender@gmail.com / etendershelp@kerala.gov.in for assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.

ii. **Pre-bid meeting: No**

iii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.

- iv. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. Manual submission of bids will not be accepted under any circumstances.
- v. In case bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser along with the query shall be e-mailed by the bidder to the help desk (helpetender@gmail.com/ etendershelp@kerala.gov.in), for resolution of the problem. At the same time, problem must be intimated to the concerned Tender Inviting Authority via email.
- vi. The time taken to ascertain, evaluate and suggest a solution for the problem reported by bidder may vary from case to case. Hence bidders are advised to submit the bid **at least 2 working days before the due date** and time of bid submission to avoid any last-minute issues that may come up.
- vii. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- viii. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C). Documents Comprising Bid:

(i). The First Stage (Pre-Qualification or Technical Cover based on 1cover or2 cover tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

- i) Sealed and signed copy of the Tender Documents-1, Additional Document-1 and Notice Inviting Tender-1
- ii) Brief Company Profile in the letter head of the firm duly sealed and signed.
- iii) Documents to prove 3 years of experience in the field. (Sealed and signed copy of Balance Sheet or Audited Financial Statements and IT Returns)
- iv) Proof of Bulk printing and supply to Govt./Public Sector/Private Organization/Banks during the last 3 years (Sealed and signed copy of supply order).
- v) Sealed and signed copy of GST registration of the firms
- vi) Copy of PAN card of the firm sealed and signed

vii) Necessary documents should be attached/uploaded for Tender cost & EMD exemption duly signed and sealed .

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

(ii). The Second Stage (*Financial Cover or as per tender cover system*):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: 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.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

D). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of **Rs.9000/- (Rupees Nine Thousand Only) and EMD of Rs. Rs.50,400/- (Rupees Fifty Thousand Four Hundred Only)** . The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandhan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce

6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
B) Internet Banking Options (Corporate)			

1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoVitthal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
1			
0	Deutsche Bank	30	Syndicate Bank
1			
1	Development Credit Bank	31	UCO Bank
1			
2	Dhanalaxmi Bank	32	Union Bank of India
1			
3	Federal Bank	33	UPPCL
1			
4	HDFC Bank	34	Vijaya Bank
1			
5	ICICI Bank	35	Axis Bank
1			
6	Indian Overseas Bank		
1			
7	Janta Sahakari Bank		
1			
8	Jammu & Kashmir Bank		
1			
9	Karur Vysya Bank		
2			
0	Kotak Bank		

During the online bid submission process, bidder shall select ***SBI MOPS*** option and submit the page, to view the ***Terms and Conditions*** page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely ***SBI*** and ***Other Banks**** will be shown. Here, Bidder may proceed as per below:

- a) *SBI Account Holders* shall click ***SBI*** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) *Other Bank Account Holders* may click ***Other Banks*** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

**Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

** Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing “**Success**” during bid opening.

E). SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.