KERALA STATE ROAD TRANSPORT CORPORATION

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM - 695 023
Telephone No: 0471-2471011, Extn: 231/236
E-mail: sr@kerala.gov.in Web: www.keralartc.com

No. S001-SS04/120/2026-STORE-KSRTC-HQ **Dated: 23.10.2026**

TENDER NOTICE

KSRTC is inviting Tender in **Two Bid System** for the supply of **CA FORMS**

Sealed tender should reach the Office of the Chairman & Managing Director, KSRTC, Transport Bhavan, Fort, Thiruvananthapuram - 23, before 13.00 hours on **05.11.2026** and it will be opened at 15.00 hours on the same day.

There shall not be more than one Brand/Model/Type offer in the tender. Offering more than one Brand/Model/Type will make the bid invalid

Sl No.	Items Required with Specifications	Quantity
1	**CA FORM No. 26 (Cash Receipt)** Pad of size 13 x 20 cm having 100 sheets in triplicate (300 sheets), one side printing as per specimen, using white paper of 57 GSM (Minimum) for the original, light green color paper of 44 GSM (Minimum) for the duplicate copies and yellow / light yellow color paper of 44 GSM (Minimum) for triplicate copies, wrapper covering stab stitched ½ lbs cardboard at bottom. Serially numbered. Labeling as per specimen.	**2300 Pads**

Due date & Time of Tender : **05.11.2026, 13.00 Hrs.**
Time of Opening : **05.11.2026, 15.00 Hrs.**
Tender Form : Can be downloaded from the Website.
Sample (Compulsory) : **2 Nos. of A4 size sample paper (each colour) as per specifications should be attached along with tender. No exemption for existing/ previous supplier. (Compulsory)**

Cost of Tender Form **(Not Refundable)** : **Rs.472/- (Rs.400/- + GST @18% extra)** It should be in the form of DD, payable at Thiruvananthapuram or can remit the amount in Cash at our office and the original documents to be attached along with the tender.

Earnest Money Deposit : **Rs.1500/-**

1) Firms who have been blacklisted by the Central Government/ any State Government/ any State Transport Undertaking will not considered.
2) Firms who supplied Stores of inferior quality or defective materials, which caused non settlement of claim/ pending claim of KSRTC will not be considered. In the event, if the party is ready to settle the claim, Chief Executive Officer/ Chairman & Managing Director of Corporation shall consider the tender of such firm which is solely at his discretion.
3) **Supply Schedule & Payments** :-
   a) **Supply of the material should be completed within the time stipulated by the corporation or within the time mutually agreed to failing which the corporation will procure the materials from other sources at the risk and cost of the bidder.**
   b) **Delivery period will be for a period of 12 months.**
   c) **Payment will be made only after receipt & acceptance at the delivery point specified in the Purchase Order.**

4) **Liquidated damages for non supply and performance:-** The successful bidders shall supply the ordered quantity of materials as per the delivery schedule given by KSRTC. If materials are not supplied as per supply schedule given by KSRTC, liquidated damages will be realized from the supplier at the rate of 0.5% of the Cost of item per week for each week or part there of, up to a maximum deduction of 10% of the Contract prices and there after the Corporation will consider the termination of the contract at the risk and cost of the contractor.

5) Tender will be opened at 15:00 hours on **05.11.2026** in the presence of the bidders or their authorized nominees available at the time of opening.

6) The price offered should be firm, for a period of Twelve months.

7) No enhancement of rates once accepted will be considered.

8) Bidder should specify brand of the material offered, manufacturer's name and Guarantee period.

9) Delivery position should be clearly noted by the bidder.

10) **Agreement & Security Deposit :-**
An agreement has to be executed by the successful bidder in the prescribed form **(format available in our Website)** in not less than Rs.200/- Indian Stamp Paper after furnishing a security equal to 5 % of the total cost of materials.

11) **The rate offered should be for door delivery at KSRTC Chief Stores, Pappanamcode, Thiruvananthapuram as per schedule given from this office. The offers other than F.O.R. destination will be considered only when the freight charges are shown separately and the delivery is assured on freight paid basis. If not the tender will not be considered.**

12) The articles are to be similar, in all respects according to the specifications shown in tender notice and shall be subject to the approval of the Managing Director, KSRTC.

13) The Chairman & Managing Director, KSRTC does not bind himself to accept the lowest or any offer and reserves the right to select one or more from the offers made as considered expedient.

14) All orders placed by the Corporation are to be executed within the time limit specified. In the event of accepting the contract any failure to supply the item on or before the specified date or in the event of the supplies being rejected, the orders are liable to be cancelled.

15) In case the supply is not made within the stipulated time and as per the P.O. conditions, the Corporation will cancel the order and procure the item from any other source at the risk and cost of contractor. The KSRTC may deduct the difference in rate between the order rate and the rate actually paid for from the supplier's bill or from any money that may be due or become due to them or by initiating legal steps including revenue recovery.

16) The Chairman & Managing Director, KSRTC may reject any or all the supplies made which he consider not suitable for the purpose for which they are ordered for or because they are of inferior quality or not up to or in accordance with the specifications shown in the Tender Notice and not as per sample submitted along with the Tender and his opinion in the matter will be final and not liable to be questioned by the firm or any one on his behalf. Rejected articles should be taken back by the Contractor at his own cost.

17) The offer once made cannot be withdrawn or modified under any circumstances

18) The quantity indicated is subjected to variation by 15% more or less

19) The successful bidder has to execute an agreement as per the Kerala Store Purchase manual after furnishing security deposit of 5% of the total cost of materials if the value of items is more than one lakh.

20) The offered model shall be demonstrated as and when informed from this end.

21) If the date of opening of tender happens to be a holiday, the tender will be received & opened on the next working day at the time already fixed, in the presence of bidder or his authorized nominee if they available at the time & place.

22) The decision of the Chairman & Managing Director of KSRT Corporation will be final and legally binding in all process of this tender proceedings.

23) Disputes if any shall be settled through mediation and Corporation will notify mediating official from time to time and only when mediation is failed, litigation within the jurisdiction of the courts at Thiruvananthapuram and Ernakulam need to be sought.

24) <u>Quotation which are received after the date and time stipulated in the Tender notice will be summarily rejected</u>.

The tender shall contain the following documents:

<u>Cover – I</u> : (Technical Bid)

1) Cost of Tender form in the form of Demand Draft or Cash Receipt (not Refundable). In the case of cash remittance the original cash receipt should be attached along with tender.

2) EMD in the form of Demand Draft or Cash Receipt separately. In the case of cash remittance the original cash receipt should be attached along with tender.

3) This tender notice (All pages) duly signed and stamped .

<u>Cover – II</u> : (Financial Bid)

Tender Form - Financial Bid (can be downloaded from the website) duly filled and signed.

a) **<u>Main Cover:</u>** Both covers (Cover-I and Cover II) should be enclosed in a single cover (main cover) and to be sealed and superscripted as **"Tender for the printing & supply of CA 026 (Cash Receipt) due on 05.11.2026".**

25) Tender notice should be submitted in sealed covers with Superscription as

***TENDER FOR THE SUPPLY OF CA FORMS ***
Tender No. : S001-SS04/120/2026-STORE-KSRTC-HQ
DUE ON : 05.11.2026

Details can be had from the Office of the Chairman & Managing Director in all working days. Our Telephone Numbers: 0471-2471011 - Extn.: 231, 236 our Website www.keralartc.com.

- Superscription on cover is very important.

For Tender Inviting Authority

23/10.

This Tender notice should be signed, sealed and returned to this office along with the tender form.

ACCEPTED

Place:
Date:

SIGNATURE AND SEAL OF THE BIDDER
WITH FULL ADDRESS AND DATE

Annexure – A (Financial Bid)

KERALA STATE ROAD TRANSPORT CORPORATION

TENDER FORM FOR THE SUPPLY OF CA FORMS

Tender Notice No: **S001-SS04/120/2026-STORE-KSRTC-HQ** **Dated: 23.10.2026**

1. Name of supplier:
2. Particulars of Rate Quoted

Sl. No.	*Particulars of item required with specification* ***There shall not be more than one financial offer for one item in a financial bid***	*Qty*	*Basic Price for 1 Pad* in Rs	*Discount if any* in% & in Rs	*GST* in Rs & in %	*End rate for Door delivery for 1 Pad* in Rs
1	**CA 026 (Cash Receipt)** (As per specifications in tender notice)					

1) All the Columns should be filled by the tenderer. No columns shall be left unfilled. Any exemption in duties and taxes should be mentioned specifically. Those firms who have specifically mentioned the **amount of GST** in the respective columns will only be eligible for revised levies declared from time to time by Government. In the event, if the levy amounts are not separately shown in the columns specifically ear marked for it, or if the levies are shown as " **inclusive**", such firms will not be eligible for revised levies declared from time to time.
2) **The rate quoted should be for supply of item at Chief Stores, Pappanamcode, Thiruvananthapuram as per schedule given from this office.**
3) The price offered should be firm, for a period of Six months from the date of purchase order.
4) Offering more than one financial offer in a financial bid for one item will make the financial bid invalid.

I agree to sign and return the terms & conditions of quotation, failing which the quotation will be liable to be rejected

Place:
Date:
Signature :
Name and Address of the Bidder (Seal of the Bidder)