



**GOVT. MEDICAL COLLEGE**  
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**Government Medical College, Thiruvananthapuram**  
**Department of Medical Education, Government of Kerala**

Tender Ref No:-C7/3405/2025/GMCT

Dated:22-12-2025

**e-Tender Notice for the Supply of Linen items to Government Medical College, Thiruvananthapuram**

- |                        |                                                                                     |
|------------------------|-------------------------------------------------------------------------------------|
| 1) Estimated cost      | : Rs.14,15,530/- (Rs. Fourteen Lakh Fifteen Thousand Five Hundred Thirty only only) |
| 2) Cost of Tender Form | : Rs.3,245/- [2,750+495/- (GST)]                                                    |
| 3) E.M.D               | : Rs.14,155/-                                                                       |
| 4) Details of payment  | : Online                                                                            |

**General Tender Terms & Conditions for e-tender**

This is an e-Tender being published online for **the supply of Linen items to House Keeping Wing, Government Medical College, Thiruvananthapuram (hereinafter referred to as "GMCTVPM")**. The tender is invited in **2 (two)** bid system from 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](http://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 (RAs) under the Certifying Agency of India. Details of RAs are available on [www.cca.gov.in](http://www.cca.gov.in). Bidders should have been registered in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in tender.

Bidders may contact e-Procurement support desk of Kerala State IT Mission through email: [etendershelp@kerala.gov.in](mailto: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](http://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 – NA.
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](http://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](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. **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.
- vi. **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:**

1. **The First Stage (Technical bid):**

Pre-Qualification or Technical proposal shall contain the scanned copies of the documents in [Appendix V](#) which every bidder has to upload in pdf. Also go through the Part I of this document.

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

1. **The Second Stage (Financial bid (BOQ)):**

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

**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.

A. . **Tender Document Fees, Earnest Money Deposit (EMD) and security deposit**

The Bidder shall pay tender document fees and Earnest Money Deposit as mentioned in the tender notification. The category of Company/firm which are exempted from submission of EMD is detailed in [Appendix III](#) Tender fee will be exempted as per the relevant Government orders in force. Copy of the substantiating documents for exemption of Tender fee/EMD is to be uploaded along with the Technical Bid. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

The successful bidder shall submit another agreement in Kerala Stamp Paper worth Rs.200 as shown in [Appendix VI](#) and a security deposit of 5% of the total value of supply order in the form of Demand Draft/Bank guarantee/Fixed Deposit Receipt in favor of Principal, GMCTVPM. This shall be returned, interest free, after satisfactory completion of the contract.

**Online Payment modes:** The tender document fees and EMD can be paid through internet banking/NEFT facility as detailed in the e-Procurement system:

**B. . 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](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click “Bidders Manual Kit” link on the home page.

**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.**

**The bidders are advised to get latest updates on various announcements in the [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) regarding the changes, if any, in the tender procedures.**

### **PART I (TECHNICAL BID)**

#### **GENERAL TERMS AND CONDITIONS (GTC)**

1. The Bidders shall have to satisfy the eligibility conditions in [Appendix II](#) of the Tender. The Bidders are required to upload the proof of fulfilling these conditions, duly filled declaration as shown in [Appendix IV](#) and the format of the Technical Bid as shown in [Appendix V](#).
2. The Bidders are required to upload scanned copy of duly filled in agreement in Kerala Stamp Paper worth Rs.200 as shown in [Appendix VI](#).
3. The Bidders should ensure that all the documents in the checklist of Technical bid are uploaded as a single pdf document. Documents in the
4. The items quoted and supplied should be branded and of superior quality with BIS/ISO standards.
5. The rates in the financial bid should be quoted in Indian currency.
6. Samples should be supplied as and when required at free of cost.
7. Advance payment will not be effected and payment will be made only after the satisfactory completion of the supply and stock entry.
8. Details of warranty/guarantee should be specified.
9. Earnest money is liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement within 20 days from the date of issue of work award letter.
10. Bids which do not fulfil all or any of the conditions or are incomplete in any respect are liable to summarily rejected.
11. Any concealment of fact like blacklisting or non-performance in earlier contract will make the Bid inadmissible.

## **Appendix I**

Sl. No	Item	Specification	Quantity
1.	APRON GREEN WITH LOGO (FREE SIZE)	COTTON	165 Nos
2.	BLANKET SINGLE TYPE	SINGLE	16 Nos
3.	GREEN BEDSHEET WITH LOGO	COTTON	660 Nos
4.	HAND TOWEL WITH LOGO ( MEDIUM SIZE)	COTTON	165 Nos
5.	HOLE TOWEL WITH LOGO	COTTON	330 Nos
6.	MOPPING CLOTH	LARGE SIZE 70X70 CM	3300 Nos
7.	MUNDU(WHITE) MULL	COTTON	2000 Nos
8.	WHITE TOWEL WITH LOGO	COTTON EXECUTIVE	25 Nos
9.	VEST AND PANT (SKYBLUE)	TERI COTTON	100 Nos
10.	VEST AND PANT (GREEN WITH LOGO)	TERI COTTON	100 Nos
11.	VEST AND PANT (NAVY BLUE WITH LOGO)	TERI COTTON	100 Nos
12.	VEST AND PANT( WHITE WITH LOGO)	TERI COTTON	100 Nos
13.	WHITE BEDSHEET WITH LOGO	COTTON	500 Nos

## **Appendix II**

### **ELIGIBILITY CONDITIONS**

1. The Bidder should be registered with GST department.
2. The Bidder should not have been black listed by any Ministry/Department of Government of India, State Governments/PSUs. A declaration in the prescribed format attached as Annexure-V to this effect is to be attached with the bid.

## **Appendix III**

### **EMD EXEMPTION**

EMD is exempted, if the tenderer comes in any one among the following category. They shall upload the scanned copy of the relevant certificate in Bid No.1 (technical bid).

- a. Firms who are registered with the Store Purchase Department or the Directorate General of Supplies and Disposables, New Delhi are exempted from furnishing EMD for tenders in respect of stores by which they have registered as suppliers of stores.
- b. Micro and small enterprises in industrial co-operatives within the Kerala State which are certified as such by the Director of Industries and Commerce or by the General Manager, District Industries Centre are exempted in respect of certified items from furnishing EMD in support of tenders.
- c. The Khadi and Village Industries, Co-operative Societies and the institutions registered- under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955 within Kerala State which are certified as such by the Secretary, Kerala Khadi and Village Industries Board are exempted from furnishing EMD in support of tenders.
- d. Micro, small and medium enterprises registered with the National Small Industries Corporation Ltd., New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of EMD.
- e. Government institutions / Kerala Public Sector Undertakings which manufacture and supply stores are exempted from furnishing EMD
- f. Kerala State Small Industries Development Corporation Ltd. when it participates in the tender on behalf of small scale units will be exempted from furnishing EMD.

### **Appendix IV** **DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Signatory of the \_\_\_\_\_ (name of the agency/ firm), is  
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood tender documents, all the terms & conditions and undertake to abide by them. In case, if I fail to complete the work/supply the goods within stipulated time schedule, the penalty shall be levied as per contract condition.

3. My agency/firm has not been blacklisted/debarred/penalized from

participating in tender of any Ministry/Department of Government of India/State Government.

4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I am aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Dated Signature of the authorised  
signatory of the Tenderer with his/her name  
and designation and seal of the Firm**

### **Appendix V**

#### **PROFORMA FOR TECHNICAL BID**

Sl No	Particulars	To be filled in by the tenderer
1	Name of Tendering Company/ Firm /Agency (Upload certificate of registration)	
2	Name of proprietor / Director of Company/Firm/agency	
3	Full Address of Reg. Office with Telephone No., FAX No. & E-Mail	
4	Name, designation and contact number of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination.	
5	GST Registration No. (upload copy)	

- Whether the firm is blacklisted/ debarred/  
 6 penalized by any Govt. Department  
 (upload declaration in Appendix III)  
 Whether the duly signed agreement  
 7 (Appendix-V) in Kerala Stamp Paper worth  
 Rs.200 has been uploaded?  
 Tender fee remitted  
 8 (If exempted from payment of Tender fee,  
 copy of the substantiating Document to be  
 uploaded)  
 Amount of EMD  
 9 (If exempted from payment of EMD, copy  
 of the substantiating Document to be  
 uploaded)

## **Appendix VI**

### **AGREEMENT**

Articles of agreement executed on this the ..... day of  
 ..... between the Governor of Kerala  
 (hereinafter referred to as “the Government”) of the one part and Shri.  
 .....  
 .....

..... (H.E. name and address of the tenderer) (hereinafter  
 referred to as “the bounden”) of the other part.

WHEREAS in response to the Notification No.  
 ..... dated ..... the  
 bounden has submitted to the Government a tender for the  
 .....  
 ..... specification therein subject to the terms and  
 conditions contained in the said tender;

WHEREAS the bounden has also deposited with the Government a  
 sum of `Rs. .... (Rupees  
 .....)  
 ..... as earnest money for execution of an agreement  
 undertaking the due fulfilment of the contract in case his tender is  
 accepted by the Government.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed

as follows:

1. In case the tender submitted by the bounden is accepted by the Government and the contract for .....  
 ..... is awarded to the bounden, the bounden shall within ..... days of acceptance of his tender execute an agreement with the Government incorporating all the terms and conditions under which the Government accepts his tender.

2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the Government shall have power and authority to recover from the bounden any loss or damage caused to the Government by such breach as may be determined by the Government by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

3. All sums found due to the Government under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the Government may deem fit.

In witness whereof Shri. ....  
 .....  
 .....

..... (H.E. name and designation) for and on behalf of the Governor of Kerala and Shri. .... Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. .... (date)  
 .....

In the presence of witnesses:

1. ....
2. ....

Signed by Shri. .... (date)  
 .....



In the presence of witnesses:

1. ....
2. ....

**CHECKLIST OF ESSENTIAL DOCUMENTS TO BE UPLOADED AS A SINGLE PDF FILE IN  
PART – I OF BID (Technical Bid)**

Sl No.	Name of Document	Page no
1	Documents for substantiating Tender fee/EMD exemption, if any	
2	Copy of GST Registration Certificate	
3	Declaration in Appendix IV	
4	Technical Bid in Appendix V	
5	Duly signed agreement (Appendix-VI) in Kerala Stamp Paper worth Rs.200/-	
6	Checklist of essential documents. (With page nos noted)	

Yours faithfully

PRINCIPAL