

KERALA STATE INDUSTRIAL ENTERPRISES LTD (KSIE)

(a Government of Kerala Undertaking)
First Floor, St. Joseph's Press Buildings,
Opp.Cotton Hill School, Vazhuthacaud,
Trivandrum-695014

TENDER DOCUMENT
TENDER No.FLT/DS/KLAS/2026/001

Selection of Agency to provide Support and Assistance to avail
Forklift Operator License from Motor Vehicle Department, to the
students of KLAS Academy
at Eloor, Ernakulam

16 February 2026

NOTICE INVITING TENDER

TENDER No.FLT/DS/KLAS/2026/001

Kerala State Industrial Enterprises Limited, (KSIE) invites Tender from eligible and qualified Driving Schools who have registered at Regional Transport office Aluva/ Ernakulam, for selection of Agency to provide support and assistance to avail Forklift Operator License from Motor Vehicle Department to the students of KLAS Academy at Eloor, Ernakulum.

Sl. No.	Brief description of Service	Earnest Money Deposit (Rs.)	Tender Fee including GST
1	Selection of Agency to provide support and assistance to avail Forklift Operator License from Motor Vehicle Department to the students of KLAS Academy at Eloor, Ernakulum	Rs.5000/- (Rupees Five Thousand only) By Demand Draft favoring KSIE Limited	Rs.1200/- (Rupees One Thousand and Two Hundred only) By Demand Draft favoring KSIE Limited
Type of Tender		Two Bid (Technical and Financial Bid)	
Eligibility criteria		As per Tender document	
Website from which tender can be downloaded.		http://www.ksie.net/tenders	
Last Date of Submission		21 March 2026, till 14:00 hrs	
Opening of Technical Bid		21 March 2026, at 14.30 hrs	
addendum(s)/corrigendum(s)		Addendum/Corrigendum if any will be published in our website Four (4) days before the date of opening of tenders.	
Opening of Financial bid		Will be informed to the qualified Tenderers on scrutiny of Technical bids.	

- KSIE reserves the right to cancel the tender /postpone the date of submission/opening of tender & to accept/reject any or all tenders without assigning any reasons thereof. KSIE's assessment of suitability as per eligibility criteria shall be final and binding.
- Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of KSIE in this regard shall be final and binding.

MANAGING DIRECTOR

1. INTRODUCTION

Kerala State Industrial Enterprises Ltd (KSIE), a Government of Kerala Undertaking, was incorporated in 1973 as a Holding Company under the Industries Department. KSIE is the Air Cargo Custodian as well as Regulated Air cargo Agent in Trivandrum and Calicut International Airports. Besides, KSIE also run a Container Freight Station at Eloor, Kalamassery. KSIE is also in the manufacturing segments which produce Toilet Soaps, Washing Bars, Body Wash, Liquid Soaps etc. at its Kerala Soaps Division at Kozhikode.

As a new venture, KSIE is into the educational segment and formed an institution viz KLAS ACADEMY at KSIE CFS Complex at Container Road, Kalamassery in association with ASAP Kerala, yet another Government of Kerala Institution.

2. Brief description of Tendering Process

KSIE has adopted a two-stage bidding process for selection of a Tenderer for award of the Services. All Tenderers shall simultaneously submit their relevant qualification details for the purpose of meeting the minimum Eligibility Criteria as a technical (the "**Technical Bid**") and a financial proposal (the "**Financial Bid**"). In the first step, Technical Bids of all Tenderers shall be evaluated so as to determine whether they are responsive to meet the Eligibility Criteria as set forth in the Tender

The Bid shall be valid for a period of not less than 90 (Ninety) days from the Bid Due Date. Tenderers are required to furnish all the information specified in this Tender Document.

The Financial Bid of technically eligible Tenderers only will be opened and the lowest rate quoted for the services mentioned herein will be selected as the Agency for the said services. The remaining Qualified Tenderers shall be kept in reserve and in case the lowest quoted eligible Tenderer withdraws its Bid or is not selected for any reason, the remaining Qualified Tenderers may be asked to match the Bid of the Lowest Tenderer in accordance with the process specified in the tender document. In the event that such Second Lowest Tenderer withdraws or is not selected for any reason, KSIE, at its discretion, invite fresh Financial Bids from all Qualified Tenderers except the Lowest Tenderer or the second lowest Tenderer or annul the Bidding Process, as the case may be. The Bidding Documents can be downloaded from KSIE's website mentioned here in below:

<https://ksie.net/tenders>

For avoidance of doubt, it is clarified that the Bid shall be submitted on or before the Bid Due Date and time only at the address specified in the tender document. The Tenderer shall pay to KSIE a sum of **INR.1, 200** (One Thousand Two Hundred only) as the cost of the Tender Document which is non-refundable. The cost of the Tender Document shall be in the form of a demand draft issued by any of the Nationalized/Scheduled Banks in India in favor of "KSIE Limited" and payable at Thiruvananthapuram.

3. Schedule of Bidding Process

KSIE shall endeavor to adhere to the following schedule. However, KSIE, in its own discretion, revise or extend any of the timelines set out in this schedule.

Sl No	Event description	Date
1	Issue of Tender Document	12 March 2026
2	Bid Due Date / Bid Submission Date	21 March 2026, till 14:00 Hrs
3	Opening of Technical Bids	21 March 2026, till 14:30 Hrs
4	Opening of Financial Bids	Will be intimated
5	Issue of Letter of Award (LOA)	Within 5 days of finalization
6	Validity of Bids	90days from Bid Due Date
7	Signing of Contract	Within 15 days of issue of Letter of Award

4. INFORMATION AND INSTRUCTIONS TO APPLICANTS

4.1 Applicants should read this document in detail and assess their capabilities for submission of TENDER.

4.2 TENDER must be submitted along with all requisite documents as mentioned in the TENDER DOCUMENT. All information/ documents/ forms relevant to this TENDER DOCUMENT must be furnished in English language and all value in Indian Rupees.

4.3 The TENDER shall be signed by the applicant or his/their duly authorized signatory on behalf of the applicant. The authorization in favor of the signatory for signing the TENDER shall be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the applicant.

4.4 Complete TENDER (along with information and documents as required hereunder) must be submitted in sealed envelope specifying basic, technical and financial eligibility criteria, with envelope clearly marked as **"Tender for Selection of Agency to provide support and assistance to avail Forklift Operator License"**

4.5 TENDER s should be submitted either by hand or delivered by post (including courier) **along with a covering letter signed by the authorized signatory** and must reach the following address not later than (Hereinafter referred to as the due date). Any TENDER submitted after the stipulated date and time will be summarily rejected.

Address

Head of Department (KLAS)

Kerala State Industrial Enterprises Limited
First Floor, St. Joseph's Press Buildings,
Cotton Hill, Vazhuthacaud .P O
Trivandrum-695014, e-mail: hodklas.ksie@gmail.com
Phone: +91-471-2326913, 2326947, 2324159, 2321157

4.6 At any time prior to the due date, KSIE may, for any reason, modify or amend the Tender Document by the issuance of addendum. Any Addendum thus issued will be uploaded in the web site www.ksie.net/tenders in order to afford the applicants reasonable time to take the Addendum into account, or for any other reason, KSIE may, at its discretion, extend the due date for submitting the TENDER.

4.7 KSIE reserves the right to withdraw this TENDER DOCUMENT at any time without prior notice or without assigning any reason whatsoever and without prejudice to its right to re-issue it at any time in future. KSIE reserves the right to finalise the shortlist of parties based on the response to this TENDER.

4.8 Bidder shall pay a sum of Rs.1,200 (Rupees One Thousand and Two Hundred only) plus GST @ 18 % by way of Demand Draft from a Nationalized/Scheduled Bank payable to KSIE Ltd, at Thiruvananthapuram (Non-refundable) towards the cost of TENDER document and processing fee, along with the application, in a separate cover marked as "DD for TENDER document"

5. Scope of Work and Eligibility for the selection of Agency

Period of Contract: 1 year

5.1 The intent of this TENDER DOCUMENT is to Select an of Agency to provide Support and assistance to avail Forklift Operator License from Motor Vehicle Department to the students of KLAS Academy at Eloor, Ernakulum

- The Agency should be a Driving School Registered under Regional Transport Office Aluva / Ernakulum.
- The Agency should have own MVD Registered Forklifts
- The Agency should have RTO /MVD License to train and conduct test for Equipment like Forklifts.
- The MVD Registered Forklift of the Agency should be made available to the students at the time of test conducted by MVD
- Familiarization of Forklift should be given to the Students prior to the conduct of test by MVD
- The Agency should have sufficient area/ space/ground to train the Forklift Operator Students as well as to conduct test.
- The Agency shall comply all formalities of MVD/RTO including documentation/remittance of required fee to RTO/MVD for participating in the Test as well as availing the License & informing the students the date, time and venue of the Tests conducted by MVD / RTO in respect of securing License to the Students who undergo Certificate Course in Forklift Operation at KLAS Academy. The list of students will be given to the Agency by KLAS Academy in due course.

5.2 The Tenderer selected through the bidding process shall enter into an agreement with KSIE *inter alia* to provide support and assistance to avail Forklift Operator License from Motor Vehicle Department to the students of KLAS Academy at Eloor, Ernakulum

6. Qualification Documents

- Name and Address of the Tenderer
- Duly certified qualification documents are to be submitted in relation to the Basic Eligibility Criteria, the Technical Eligibility Criteria
 - (a) Certified true or attested copy of the Certificate of Registration of the Driving School with either Regional Transport Office (RTO) Aluva or Regional Transport Office (RTO) Ernakulum

- (b) Certified true or attested copy of the Certificate of Registration of the Forklift and Other heavy Equipment if any with either Regional Transport Office (RTO) Aluva or Regional Transport Office (RTO) Ernakulam
- (c) Duly certified Profile of the Driving School with details of Owner/s or Promoter/s
- (d) Duly certified copy of the award or recognition obtained from RTO/MVD/LSG etc if any
- (e) Details of Ground to conduct the training and test

7. Payment Terms:

The payment against the service offered by the Agency to KSIE/ KLAS Academy will be made against the Invoices submitted by the Agency as per rate quoted and approved. The invoice may be submitted on individually or batchwise.

8. Format and Signing of Bid

The Tenderer shall provide all the information sought under this Tender Document and otherwise sought. KSIE will evaluate only those Bids that are received in the required formats and complete in all respects.

The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Tenderer who shall also initial each page. In case of printed and published documents, only the cover shall be initialed.

9. Contents of the Bid and Sealing and Marking of Bids

The Tenderer shall submit the Tender Document in a sealed envelope and mark the envelope as **"Tender for Selection of Agency to provide support and assistance to avail Forklift Operator License"**

The Tenderer shall separately submit the Financial Bid and the Technical Bid for the Services in the formats specified in Tender Documents respectively and seal them in separate envelopes and mark the envelopes as "FINANCIAL BID" and "TECHNICAL BID" respectively.

Each of the envelopes shall be addressed to:

Head of Department (KLAS)

KSIE Limited
1st Floor, St.Josephs Press Buildings
Cotton Hill
Vazhuthacaud P.O
Thiruvananthapuram-14

Tel Nos. 0471-2324159/23326913. e-mail:hodklas.ksie@gmail.com

If the envelopes are not sealed and marked as instructed above, KSIE assumes no responsibility for the misplacement or premature opening of the contents of the Tender submitted. Tender submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

9.1 Late Bids

Tender received by KSIE after the specified time on the Tender Due Date shall not be eligible for consideration and shall be summarily rejected.

9.2 Validity of Bids

The Tender shall be valid for a period of not less than 180 days from the Tender Due Date. The validity of Tender may be extended by mutual consent of the respective Tenderers and KSIE.

Evaluation of Technical Bid

Tenderers will be evaluated based on the criteria specified in the tender document. Each tenderer must submit authentic data and supporting certificates relevant to the evaluation criteria; failure to provide these may lead to disqualification. Upon completing the technical bid evaluation only, the Financial Bids of Technically qualified Tenderers will be opened. The financial bids of these Tenderers will remain unopened and will not proceed further in the evaluation process.

10. Selection of Tenderer

Subject to the provisions of Technical eligibility of the Tenderer, the Qualified Tenderer who offers the lowest rate for the services shall ordinarily be declared as the Selected Tenderer.

After selection, a Letter of Award shall be issued, in duplicate, by KSIE to the Selected Tenderer and the Selected Tenderer shall, within 10 (Ten seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Tenderer is not received by the stipulated date, KSIE may, unless it consents to the extension of time for submission thereof.

After acknowledgement of the LOA as aforesaid by the Selected Tenderer, it shall execute the Contract within the period prescribe. The Selected Tenderer not been titled to seek any deviation in the Contract with KSIE.

MANAGING DIRECTOR

DECLARATION

To

THE MANAGING DIRECTOR
KSIE Limited
St. Joseph's Press Building
Cotton Hill
Thiruvananthapuram-695 014

Dear Sir

I/We, _____ (Name and address of the Tenderer) have read the various terms and conditions of the tender documents attached herewith duly signed by me/us and agree to abide by the same. I/We also agree to keep this tender open for acceptance for a period of validity of tender as specified from the date fixed for opening the same and on default thereof our Earnest Money is liable to be forfeited.

I/We hereby declare that we have made ourselves fully conversant of the conditions therein and details of all taxes including GST, local taxes etc.

I/We have quoted our rates taking into account all the above factors and we offer to carry out the service of work "to provide support and assistance to avail Forklift Operator License from Motor Vehicle Department to the students of KLAS Academy at Eloor, Ernakulam" at the rates quoted as per Schedule of Price and hereby bind ourselves to provide the service in all respects.

A sum of Rs.1200/- (Rupees One Thousand Two Hundred only) towards Cost of Tender Form & Rs.5,000/- (Rupees Five Thousand Only) towards Earnest Money Deposit are also remitted along with the tender. I/We understand that the full value of the Earnest Money shall stand forfeited without prejudice to any other rights and remedies available to KSIE Limited in case our tender is accepted and if: I/We do not execute the service as stipulated in the Tender Document.

Thanking you,

Yours Faithfully,

.....

(Signature, Name& address of the tenderer)

Date:

