

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010

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Notice Inviting Tender

Tender No	:	KINFRA/HO/ADMIN/24/2026-27
Name of Work	:	Tender for providing Manpower Services at KINFRA Head Office at Sasthamangalam, Thiruvananthapuram & KINFRA Park Offices at various locations
Estimate Amount	:	Rs. 2,65,00,000/-
EMD	:	Rs. 1,00,000/-
Bid Submission Fee	:	Rs. 8,850/- (including 18% GST)

TENDER NOTICE



KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA),

Thiruvananthapuram, Kerala

e-Tender

KINFRA invites tender from registered, competent, experienced & financially sound agencies/firms for the following work:

Tender for providing Manpower Services at KINFRA Head Office at Sasthamangalam, Thiruvananthapuram & KINFRA Park Offices at various locations

The tender document(s) can be downloaded from the e-Government Procurement (E-GP) website (www.etenders.kerala.gov.in). For more details visit www.kinfra.org

Place: Thiruvananthapuram
Date: 21/07/2026

Sd/-
Managing Director

Information & Instructions to the Bidders for e-tendering (Forming part of Bid Document)

Managing Director, KINFRA invites **e Tender** in **two cover** bid system for the following work in the prescribed format, from competent and eligible agencies/firms, who fulfill the eligibility criteria prescribed.

NIT No	Name of work & Location	EMD	Last date of submission of tender document, EMD, Tender fee & Other documents as specified in Tender Notice	Time & Date of opening of technical bid	Tender Cost
1	2	3	4	5	6
KINFRA/HO/ADMIN/2 4/2026-27	Tender for providing Manpower Services at KINFRA Head Office at Sasthamangalam, Thiruvananthapuram & KINFRA Park Offices at various locations	Rs.1,00,000/-	31/07/2026 at 4:00 pm	03/08/2026 at 11:00 am	Rs. 8,850/- (Inclusive of 18% GST)

Instructions:

- 1) The intending bidder must read the terms and conditions of Tender carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- 2) Information and Instructions for bidders posted on website shall form part of bid document.
- 3) The tender document(s), may be downloaded free of cost from the e-Government Procurement (e-GP) website (www.etenders.kerala.gov.in). No payment is required for downloading the tender documents from the above website however a bid submission fee, as mentioned in this document, is required to be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.
- 4) All bids shall be submitted online on the e-GP website only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through e-GP system under any circumstances.
- 5) The e-GP system shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In order to avoid any system related or other complications during submission bids in the last moment, all bidders are advised to upload their bids/ relevant

documents at least 3 hours before the bid submission cut off time. In this regard request for during last minute will not be entertained. In this regard, KINFRA shall not be responsible for any kind of such issues faced by bidder.

- 6) Bidders who do not satisfy the eligibility criteria prescribed as per the NIT or do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender. If such instances are noticed, such bids will be summarily rejected and the EMD will be forfeited. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including the Form/ Annexures of this tender. Mention of price details at any place other than the designated place, shall disqualify the bid and the bid shall be summarily rejected.
- 7) Tender duly signed using bidder's valid Digital Signature Certificate shall be submitted online on e-GP website www.etenders.kerala.gov.in
- 8) General Conditions of Contract shall be available in downloadable manner from www.kinfra.org and shall form part of bid document.
- 9) Bidders while filling the price bid shall quote for the item as per the schedule of quantities (BOQ) for the year.

List of Documents to be scanned and uploaded within the period of bid submission:

Cover 1

- I. NIT
- II. Copies of all documents establishing the eligibility criteria (Refer, Eligibility Criteria (1.1) & Document supporting the minimum eligibility criteria (1.2))
- III. Declaration Forms

Cover 2

- I. BoQ (Price bid)

GUIDELINES FOR E-PROCUREMENT

Prospective bidders willing to participate in this tender shall necessarily register themselves with e-procurement portal (www.etenders.kerala.gov.in). 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, 2577188, 2577388 or 0484 – 2336006, 2332262 - through email: 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:** Nil
- 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.
- v. **Opening of Technical Bid and Financial Bid:** The technical bid will be opened at same time mentioned in Information & instruction to the bidders.
- vi. Time of opening of financial bids of pre-qualified bidders will be intimate later.

C) Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees and Earnest Money Deposit. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes:

All online payments specified in the tender document shall be made through Multi Option Payment System (MOPS) as per the requirement.

Steps for making tender payments in e-tender system via SBI MOPS gateway
(SBI AND NON SBI ACCOUNT HOLDERS)

Step 1 :- Click “**Pay Online**” when you reach the payment page while Online Bid Submission.

Step 2 :- Click “**Confirm to Pay**” to proceed with the payment gateway.

Step 3 :- Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit.

Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.

Step 4 :- Check and Follow the **Terms and Conditions**, and then **Submit**.

Step 5 :- Bidders may choose their respective bank for accessing Internet Banking Facility

a) SBI

- i. Bidders with SBI account may click SBI option to proceed to its Net Banking Page.
- ii. Bidders may enter SBI Net banking user ID and Password and Click on Login to proceed.
- iii. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click Confirm button, to transfer payment. After account debit, MOPS gateway will automatically re-direct to the e-Procurement System, with the Success transaction.
- iv. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.
Click Next to go to Bid Preparation details.
- v. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission process.

b) OTHER BANKS :

- i. Bidders with other bank account may click Other Banks option to proceed to SBI Net Banking Page. You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of All Banks.
- ii. After selecting ICICI Retail Banking, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- iii. After, successful payment, system will direct you to payment confirmation page.
- iv. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time. Click Next to go to Bid Preparation details.
- v. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission process

D) 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.

For page by page instructions on bid submission process, please visit 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.

Other Instructions to Bidders

1. Important Dates

Last Date of submission	-	04:00PM on 31/07/2026
Technical Bid Opening	-	11:00AM on 03/08/2026

2. SUBMISSION PROCESS:

1. Bidder should submit the **item rate** tenders in **two cover** bid system (Technical Bid and Financial Bid).
2. **Technical Bid should include all the relevant documents establishing the eligibility of the bidder along with Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- and Tender fee of Rs. 8,850/- (Inclusive of GST 18%) to be remitted through e-GP website.**
3. The proposals should be submitted in the prescribed format. Deviation from the prescribed format will result in rejection of the bid.
4. The time and date of opening of **Financial Bid** of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.