



Government of Kerala
 Directorate of Environment & Climate Change
 Fourth Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram-695001
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No.DoECC/E2/339/2024

Dated:08-01-2026

TENDER NOTICE

Tender No: DoECC/3/2025-26

Date: 08-01-2026

Name of Work: Supply and Distribution of Cloth Bags for the Low-Plastic Lifestyle Campaign

Sealed competitive tenders are invited from reputed manufacturers or authorized dealers for the supply and distribution of 3,000 Cloth Bags for the state-wide 'Low-Plastic Lifestyle Campaign'. The tender document form, duly completed in all respects, must reach this office on or before 28.01.2026 at 3:00 pm. Tenders will be opened on the same day at 4:00 pm.

IMPORTANT INSTRUCTION

The Tenderers are advised to go through the tender documents, specifications, terms & conditions thoroughly and must sign all the pages as a token of their acceptance. The Tenders duly completed in all respect must be submitted along with all relevant terms and conditions, failing which the tenders are liable to be rejected. Parties or companies having experience in similar work in government / reputed bodies are preferred.

SCOPE OF WORK

Supply and distribution of 3,000 multi-colour printed cloth bags with eco-friendly packaging to 62 educational institutions across 12 districts of Kerala (excluding Thiruvananthapuram and Idukki).

- i. Last Date and Time for receipt of Tenders : 28.01.2026 upto 3:00 pm
- ii. Date of opening of the Tender : 28.01.2026 at 4:00 pm

SPECIFICATIONS

The successful bidder shall manufacture and supply cloth bags as per the following

specifications:

Item Description	Specifications	Quantity
Cloth Bag	<ul style="list-style-type: none"> Dimensions: Min. 14" Width x 16" Length Handle: Small handle Weight Capacity: Min. 15 L / 10 kg weight Printing: Multi-colour Printing <p>Printing Content on Bag: Campaign title and full-colour logos of Directorate of Environment and Climate Change, Government of Kerala, and UNICEF. (Note: The proposed bag design is given below.)</p>  <p>Packing: Eco-friendly packing only</p> <p>Delivery: Courier/transport to 62 educational institutions across 12 districts of Kerala (excluding Thiruvananthapuram and Idukki).</p>	3,000 Nos.

GUIDELINES TO THE CONTRACTOR

- Rates must be quoted in Indian currency and should be inclusive of all taxes, printing, packing, and transportation/courier costs.

- The tenderers are advised to go through the complete tender documents, terms and conditions, schedule of quantity thoroughly and must sign in all the pages of documents for as token of going through them, failing which the tenders are liable to be rejected.
- The tenderers are required to quote both in figures and in words without any cutting/over writing etc. In case of any discrepancy the lowest rate quoted shall be considered.
- The successful firm shall be responsible for the supply and distribution of the items quoted.
- The tenders shall be valid for 90 days from the date of opening of tender.
- The sealed Envelope containing the filled tender must be superscribed with “Tender for Supply of Cloth Bags for the Low-Plastic Lifestyle Campaign”
- Parties or companies having experience in similar work in government / reputed bodies are preferred. Please furnish documents i.e. copy of orders in support of the same.
- Quoting the lowest rate alone does not entitle the agency for the award, the decision on rate reasonability fixed by the DoECC will be final and binding.
- The Director, DoECC reserves the right to accept or reject any or all tenders without assigning any reason.
- It is the responsibility of the agency to submit the tender within specified date and time and the DoECC is not bound to entertain the tender received late due to any reason.
- Non-compliance of all or any of the conditions in the Tender document will result in rejection of tenders summarily.
- All pages of tender form should be duly signed.

FORM OF TENDER

(To be completed and signed by the Tenderer)

TENDER

Tender No: DoECC/3 /2025-26

Date: 08-01-2026

Supply and Distribution of Cloth Bags for the Low-Plastic Lifestyle Campaign

To

The Director,

Directorate of Environment and Climate Change (DoECC),

4th Floor, KSRTC Bus Terminal, Thampanoor,

Thiruvananthapuram -695001

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification at the rates quoted.

I/We further agree that the quoted price includes eco-friendly packing and all logistics/courier charges to the distribution points. The articles will be delivered to the 62 educational institutions across 12 districts of Kerala (excluding Thiruvananthapuram and Idukki) identified for the campaign within the specified time.

I/We am/are remitting/have separately remitted the required amount of ₹_____ as Earnest Money Deposit.

Yours faithfully

Signature of Tenderer: _____

Address: _____

Date: _____

GENERAL CONDITIONS

Sealed tenders are invited for supply of the materials as specified in the schedule attached.

- The tenders should be addressed in the prescribed form to the officer mentioned below in a sealed cover with the tender number and name of the tender duly superscribed on the cover.
- The Tender Form can be downloaded from DoECC website. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
- Intending tenderers should send their tenders so as to reach the officer mentioned below, on due date and time (noted below). No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
- Every tenderer should send along with his tender, an Earnest Money Deposit of Rs.1500/- . The amount may be paid via crossed Bank Drafts or Treasury Savings Bank Deposits or Government Promissory Notes or Bank Guarantee or National Savings Certificate drawn in favour of the Director, Directorate of Environment and Climate Change, Thiruvananthapuram. The earnest money will be returned as soon as possible after the tenders are settled. No interest will be paid for the earnest money deposited.
- If any tenderer withdraws from his tender before expiry of the period fixed for the rates firm for acceptance, the earnest money, if any, deposited by him will be forfeited to the DoECCt.
- Tenderers shall invariably specify in their tenders the delivery conditions including the time required for supply of articles tendered for.
- The final acceptance of the tenders rests entirely with the Director, DoECC who does not bind himself to accept the lowest or any tender. The Director reserves the right to reject any tender without assigning any reason, thereof.
- All payments to the successive tenderer will be released to the respective bank accounts.
- In case the tenderer becomes insolvent or goes into liquidation, or made or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for settlement of his debts or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders, for administration of his estate are made against him, or in case the tenderer shall commit any act of insolvency or in case in which under any clause or clauses of his contract the tenderer shall have rendered himself liable to damages amounting to the whole of his deposits, the contract shall thereupon, after notice given by the Director, DoECC to the tenderer be determined and Company may complete the contract in

such time and manner and by such persons as the Company shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the DoECC against the tenderer or his sureties in respect of any breach of contract therefore committed by the tenderer. All expenses and damages caused to the DoECC by any breach of contract by the tenderer shall be paid by the tenderer to the DoECC and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

- The tenderer shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The tenderer shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Director, DoECC who shall have absolute power to refuse such consent or to rescind such consent (if given) at anytime if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the tenderer or the sub tenderer upon such revision. Provided always that if such consent be given at any time, the tenderer shall not be relieved from any obligation, duty or responsibility under this contract.
- (a) In case the tenderer fails to supply and deliver the items quoted within the time provided, or in case the tenderer commits any breach of any of the covenants, stipulations and agreements herein contained, and in his part to be observed and performed, then and in any such case, it shall be lawful for the DoECC (if it shall think fit to do so) to arrange for Purchase of the said articles/to authorise other contractors and things from elsewhere or on behalf of the DoECC by an order in writing under the hand of the Director, DoECC and put an end to this contract and in case the DoECC 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 and other moneys as shall for the time being be payable by the tenderer 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 in Thiruvananthapuram district.

- Any sum of money due and payable to the tenderer under this contract may be appropriated by the DoECC or any other Person authorized by the DoECC and set off against any claim of the DoECC for payment of a sum of money arising out of or under any other contract made by the Tenderer with the DoECC or any other person authorized by the DoECC. Any sum of money due and payable to the successful tenderer or contractor from the DoECC shall be adjusted against any sum of money due to the DoECC from him under any other contracts.
- Every notice hereby required or authorized to be given may be either given to the tenderer personally or left at his residence or last known place of abode or business, or may be handed over to his agent Personally or may be addressed to the tenderer by

post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the Tenderer on the date on which, in the ordinary course of post a letter so addressed and posted would reach his place of abode or business.

- Any attempt on the part of the tenderer, or their agents to influence the contract in their favour by personal canvassing with the officers concerned will disqualify the tenderers.
- 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.
- Telegraphic quotations will not be considered unless they give details of prices and are immediately followed by confirmation with full relevant details posted before the due date of the tender.
- The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the tenderer under existing or future laws or rules of the country of origin supply or delivery during the course of execution of the contract.
- Special conditions, if any, of the tenderers attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
- In the event of any question or dispute arising under these conditions or any special conditions of this contract or in connection with this contract the same shall be referred to the Purchase Committee of DoECC and the decision shall be final.
- The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp paper worth Rs. 200/-. A specimen form of agreement is given as annexure to the tender. Tender without the agreement in stamped paper will be rejected out rightly.

Tender No.	DoECC/3/2025-26
Superscription	Supply and Distribution of Cloth Bags for the Low-Plastic Lifestyle Campaign
Due Date and time for receipt of tender	Upto 3 pm on 28.01.2026
Date and time for opening of tender	4 pm on 28.01.2026
Address of Officer from whom tender forms are to be obtained and to whom tenders are to be sent:	The Director, Directorate of Environment & Climate Change Fourth Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram-695001
Name of Office	Directorate of Environment & Climate Change
Station and date	

Bid Form

Sl. No.	Item Name and Specifications	Quantity	Unit Price	Total Price	Remarks
	<p><u>Cloth Bag</u></p> <ul style="list-style-type: none"> Dimensions: Min. 14" Width x 16" Length Handle: Small handle Weight Capacity: Min. 15 L / 10 kg weight Printing: Multi-colour Printing (Note: Specify the printing technique) <p>Content on Bag: Campaign title and full-colour logos of the Directorate of Environment</p>	3,000 Nos.			

	and Climate Change, Government of Kerala, and UNICEF.				
	Packing: Eco-friendly packing only	62 Nos.			
	Delivery: Courier/transport to 62 educational institutions across 12 districts of Kerala (excluding Thiruvananthapuram and Idukki).	62 Nos.			

AGREEMENT

(To be executed by the successful bidder upon receipt of the Letter of Acceptance)

Articles of agreement executed on this day of between the **Director, Directorate of Environment and Climate Change** (hereinafter called “the DoECC”) of the one part and Shri (name and address of the tenderer) (herein after referred to as ‘the bounden’) of the other part.

WHEREAS in response of the Notification No dated the bounden has submitted to the DoECC a tender for the specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the Company a sum of Rs as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Company.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

The Bounden agrees:

- To supply 3,000 Cloth Bags of minimum 14” width and 16” length, capable of carrying min. 15 L / 10 kg weight, at the rates quoted in the tender.
- To ensure all bags feature the Campaign title and specified full-colour logos (DoECC and UNICEF).
- To deliver the bags via courier/transportation in eco-friendly packing to the 62 educational institutions across 12 districts in Kerala (except Thiruvananthapuram and Idukki) designated by the DoECC, within the period specified in the letter of acceptance.
- The Director may deduct liquidated damages at a sum equivalent to 0.5% or 1% of the delivered price for each week of delay, up to a maximum of 10%.

In witnesses where of Shri (name and designation) for and on behalf of the Directorate of Environment and Climate Change (DoECC), 4th Floor, KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram - 695001, and Shri the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri (date)

In the presence of witness

1.

2.

Signed by Shri (date).....

In the presence of witness

1.

2.