CENTRE FOR HERITAGE, ENVIRONMENT AND DEVELOPMENT (c-hed)
(Research & Development wing of the Kochi Municipal Corporation)
31/4040 A, Corporation c-hed Building, Kacherippady, Ernakulam (District)
Kochi - 682 018, Kerala(State), India.

BID DOCUMENT

FOR

"SUPPLY OF DOG SQUAD VEHICLES" AGAINST TENDER NOTICE c-hed/32/2025-2, DTD 12/02/2026

Contact: CENTRE FOR HERITAGE, ENVIRONMENT AND DEVELOPMENT (c-hed)
31/4040 A, Corporation c-hed Building,
Kacherippady, Ernakulam (District)
Kochi - 682 018, Kerala(State), India.
Phone: 0484 2391766, 08330068829
Email: c.hedcochin@gmail.com

1. Bids are invited for the purchase of Two Dog Squad vehicles including the custom-built rear body . Bid documents including the Bill of Quantities (BoQ) can be downloaded from the c-hed Website https://c-hed.org/category/homepage-news/ . All bid documents are to be submitted as hardcopy only in sealed envelope(s). No online submission of the same shall be entertained. Late tenders will not be accepted.

2. Bidders shall submit the Technical Bid and Financial Bid separately in sealed covers super scribed as “Technical Bid” and “Financial Bid” clearly on the top of the each sealed covers. Both the covers shall be placed inside another sealed cover super scribed with “Supply of Dog Squad Vehicle” and addressed to “Centre for Heritage, Environment and Development”.

3. In the downloaded BOQ record the agreed rate item wise and submit the same with the tender documents as financial bid.

4. The cost of tender is Rs. 2500/- only and must be accompanied with Technical Bid as demand draft in favour of “Secretary, Centre for Heritage, Environment and Development” otherwise the same shall not be considered.

5. The preliminary agreement needs to be prepared and submitted along with the bid in a plain paper duly filled and signed by the bidder.

6. The affidavit needs to be prepared and submitted along with the bid in a plain paper duly filled and signed by the bidder while submitting the bid.

7. Hardcopy of the bid will be received at the office of the undersigned up to 23rd February, 2026, 11:00 AM and will be opened at the office of tender inviting authority on the same day at 11:30 AM.

8. If the tender opening date happens to be on a holiday or non-working day due to any other reason, the tender opening process will be done on the next working day at same time and place. Any Extension or change in date or time shall be notified at the c-hed website https://c-hed.org/category/homepage-news/
9. Bids send through postal service/private courier is permissible but should reach to the tendering authority within time and date mentioned for submission of the tender.
10. No bids will be received beyond the stipulated time as mentioned.

11. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading the documents by the Bidder.

12. More details can be obtained from the Office of Centre for Heritage, Environment and Development (c-hed), Corporation c-hed Building, Kacherippady, Ernakulam, Kochi - 682 018, Kerala, during working hours. For any clarifications regarding the terms and conditions in this tender notice please contact on all Government working days from 10:00 am to 5:00 pm. Ph:8330068829.

13. Original bill should be submitted on the completion of the work and supply of the vehicles to the site.

14. The bidder should ensure the items are delivered to the site safety.

15. The quoted price shall be final, binding, and inclusive of all costs including taxes, delivery to the site. The prices quoted should be inclusive of RTO Registration, insurance, Pollution, 5 year road tax, Fast Tag and Body cost. The Tender Inviting Authority will not bear any additional charges at any stage.

16. The tender inviting authority - c-hed reserves the right to accept or reject any or all tenders without assigning any reason thereof.

17. In the event the successful Bidder fails to execute the original agreement within the stipulated timeframe following the issuance of the Selection Notice, or commits a breach of any contractual terms and conditions, c-hed reserves the right to rearrange the work through alternative agencies or as c-hed deems fit.

    Such actions shall be taken at the sole risk and cost of the Bidder. Any resultant financial loss or additional expenditure sustained by c-hed shall be recovered from the Bidder following due notice. All decisions made by c-hed regarding the assessment of loss and the re-allocation of work shall be final, conclusive, and legally binding upon the Bidder.

18. The bidder further agrees that any amount found due to c-hed under or by virtue of this agreement shall be recoverable from the Bidder from his Bid Security. If such securities are insufficient, c-hed reserves the right to recover the balance from any payments due to the Bidder or through any other legal or applicable statutory recovery procedures.

19. The bidder further assures that it is clearly understood that partial or advance payments shall not be made under any circumstances. The project is a CSR project and the CSR organisation will release the fund only upon submission of original bills. The c-hed shall release the funds as and when the CSR organisation releases the same to c-hed. The c-hed shall not be held liable for any delay in payment arising due to delays

in fund released by the CSR organisation. No claim for interest or for damages whatsoever shall be made for the belated settlement of claims of bills.

Also, all payments shall be made by cheque only. No advance, mobilization, or part payments shall be made at any stage of the work. Payment shall be processed only after full completion of the work and compliance with all terms and conditions.

20. Payment shall be made after deducting TDS.
21. If any change in the specification of the listed items, the tender may be rejected.
22. The supplied goods must satisfy the standard quality assurance standards as applicable.
23. The Vehicle should be delivered in good condition with the built - rear body within 30 days after receiving the purchase order.
24. The place of delivery of the vehicle is at Kochi.
25. Installation and fixing of the rear body of the dog squad vehicle should be done under the direction of the concerned authority. The rare body of the vehicle shall be similar to the existing dog squad vehicle.
26. The bidder is responsible for all guarantee/warranty-related repairs and replacements at no additional cost to c-hed for the duration of the coverage period.
27. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to submit the undertaking to this effect with bid.
28. An Earnest Money Deposit (EMD) amount 2.5% of the quoted amount excluding GST in form lein market deposit drawn in favor of the Secretary, Centre for Heritage, Environment and Development (c-hed) should be submitted along with the bid (lein marked for a period of 60 days). EMD shall be released after signing of agreement.
29. The bidder must review the scope of work, provisions in the tender documents, and any potential difficulties or restrictions. Failure to do so and subsequently quoting a price that does not account for these factors, or facing any difficulties due to not reviewing the scope of work and tender documents, will not be the responsibility of the authority. The authority will assume that the bidder submitted their quote based on their own inspection and evaluation.
30. Bidder shall enclose the following with the bid (All the documents should have seal and signature of the bidder):-

    - GST Certificate
    - PAN
    - EMD
    - Warranty Certificate as applicable,
    - undertaking, affidavit, preliminary agreement, forms and declarations in the bid document

- The bidder shall provide Income Tax Returns for the last three (3) financial years; however, companies/firms established for less than three years shall provide returns for all financial years since the date of their incorporation
- copy of the dealership certificate
- bid document

- BoQ as Financial Bid

10. Bidder's offer is liable to be rejected if they don't submit any of the certificates / documents sought in the Bid document.

11. Bid Validity (Total Number of Days up to which the rates are to be firm) 60 day

12. The tender will be evaluated by c-hed and those that do not conform to the specifications or to the satisfaction of the authority will be rejected.

13. The Authority shall accept the tender which will be best suited in all aspects. The decision of the authority shall be final.

14. Authority also reserves following rights without any kind of liability:

To accept or reject tender without assigning any reason thereof.

Not to proceed ahead in the tender process at any stage without assigning any reason thereof.

15. The decisions of the undersigned authority shall be final and binding on the bidders

16. Withdrawal from the quotation after it is accepted or failure to supply within the specified time or according to specifications will entail cancellation of the order, any loss incurred thereby being payable by the bidder.

17. The successful bidder shall submit a Security Deposit equivalent to 5% of the total quoted amount (for 3 year period) lien marked in favour of Secretary, Centre for Heritage, Environment and Development and execute a formal agreement with c-hed. This security deposit shall be released upon the completion of 1,00,000 km or three years, whichever occurs earlier.

18. (a) In cases where a successful tenderer, fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the c-hed be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to c-hed shall thereby together with such sums as may be fixed by c-hed towards damages be recovered from the defaulting tenderer.

(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials/items not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

19. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by c-hed.