



**TENDER FOR
PROCUREMENT OF NEW FIRE EXTINGUISHERS AND
REFILLING/SERVICING OF EXISTING UNITS
AT VARIOUS OFFICES OF
KERALA FINANCIAL CORPORATION**

**Tender Ref. No. KFC-HO/307/2025-DM(Admin)/T01/2026-27
Last date for submission of proposals: 22/10/2026 up to 1.00 PM**

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1. Notice Inviting Tender

Kerala Financial Corporation invites competitive sealed and superscribed tenders in prescribed format, under Two Bid System ("Pre-qualification Bid" and "Financial Bid") for "TENDER FOR PROCUREMENT OF NEW FIRE EXTINGUISHERS AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS OFFICES OF KERALA FINANCIAL CORPORATION". The documents may be downloaded from the website <https://www.kfc.org>.

Application for this Tender supported by prescribed annexures shall be submitted through sealed and super scribed tenders, under Two Bid System ("Prequalification Bid" and "Financial Bid"). The bid applications will be received till 1.00 PM on 22/10/2026. The bidder must submit their application complete in all respects as per instructions contained in the tender document on or before the closing date and time. The bidders are advised to keep visiting the website <https://www.kfc.org> from time to time (till the deadline for bid submission) for any updates in respect of the Tender document notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the RFP document complete in all respects including updates thereof, if any. An incomplete application is liable for rejection.

The Kerala Financial Corporation reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in the KFC.

The Managing Director, KFC reserves the right to reject any or all prospective application without assigning any reason and to restrict the list of pre-qualified firms to any number deemed suitable.

Thiruvananthapuram
01/10/2026

Managing Director
Kerala Financial Corporation

2. Introduction

Kerala Financial Corporation (hereinafter referred to as KFC), a State Financial Corporation established under Section 3 of the SFC Act 1951, invites Tender for Procurement of New Fire Extinguishers and Refilling/Servicing of Existing Units at Various Offices of Kerala Financial Corporation.

3. Scope of Work

The contractor shall supply new ISI-marked fire extinguishers as required by Kerala Financial Corporation (KFC). The supply shall include all accessories such as hose, nozzle, pressure gauge, safety pin, seal, wall-mounting bracket and service tag. All new extinguishers must be delivered in good condition, fully charged, and ready for immediate use.

The contractor shall also carry out refilling, servicing and hydro-testing of existing fire extinguishers installed at various KFC offices across Kerala. This includes collecting the extinguishers from the respective offices, providing temporary replacement extinguishers during the service period, carrying out complete refilling, replacing worn-out or damaged parts, repainting where necessary, affixing new service tags and returning the fully serviced units in proper working condition. All servicing work must comply with applicable BIS standards and safety requirements.

The contractor shall further provide a Comprehensive Annual Maintenance Contract (CAMC) for all extinguishers covered under this tender. The AMC shall include monthly inspection, preventive maintenance, cleaning, checking pressure levels, ensuring the condition of hose and nozzles, verifying wall brackets, updating service tags and attending to any complaints or breakdowns. All breakdown calls must be attended within the stipulated service response time.

The scope of work covers all offices and branches of KFC across Kerala. The contractor must note that the number of extinguishers requiring servicing may increase over time, especially at locations such as Ernakulam and Thrissur, where certain units will become due for service on expiry of the current validity period. Payment will be made only for the actual quantity of extinguishers supplied or serviced.

The contractor shall ensure that all work is performed safely, efficiently and with minimal disruption to office operations. All materials, tools and labour required for the execution of the work shall be provided by the contractor at no additional cost to KFC.

4. Eligibility Criteria

Bidders participating in this tender for Procurement of New Fire Extinguishers and Refilling/Servicing of Existing Units at Various Offices of Kerala Financial Corporation, must meet the following eligibility criteria:

- The bidder must be a legally registered firm, company, partnership or proprietorship eligible to enter into contracts in India.
- The bidder must have a valid license/authorization for refilling, servicing and hydro-testing of fire extinguishers, issued by the competent authority.

- The bidder must have at least 3 years of experience in supplying, refilling, servicing or maintaining fire extinguishers.
- The bidder must have completed at least three similar works in Government departments, PSUs, banks, financial institutions or reputed private organizations.
- The bidder shall possess a valid BIS licence/certificate for the manufacture/supply of the fire extinguishers offered, or shall be an authorized dealer/distributor/service agency of a BIS-licensed manufacturer. Documentary proof of the BIS licence and, where applicable, authorization from the OEM/manufacturer shall be submitted along with the Technical Bid.
- The bidder must have a functioning service facility/workshop in Kerala with adequate manpower, tools and equipment for carrying out refilling and servicing work.
- The bidder must have valid GST registration and PAN, and must submit audited financial statements for the last two financial years (FY 2023-24, 2024-25, 2025-26).
- The bidder must submit an undertaking stating that they are not blacklisted or debarred by any Government agency or public sector institution.
- The bidder must submit the required EMD of Rs. 10,000.
- The bidder must agree to provide temporary replacement fire extinguishers whenever units are taken for refilling or servicing.
- The bidder must sign and stamp all pages of the tender document as acceptance of all terms and conditions.
- The bidder must comply with all applicable labour laws, safety norms and statutory requirements.
- The bidder must provide valid contact details of at least three clients for reference verification.
- The bidder shall submit an undertaking confirming that no part of the work shall be subcontracted on a back-to-back basis without prior written approval from KFC.

5. Submission of Bids

1. Price of the Bid Document: This tender document is free of cost.
2. Availability of Bid Document: This Bid Document can be downloaded from the website <https://www.kfc.org>.
3. The bidders shall submit an Earnest Money Deposit of Rs.5,000/- along with the Technical Bid. The EMD shall be submitted in the form of Demand Draft (DD) drawn in favour of "Kerala Financial Corporation", payable at Thiruvananthapuram.
4. The EMD submitted by unsuccessful bidders will be refunded without interest after the finalization of the tender. The EMD of the successful bidder will be retained and adjusted against the Security Deposit or returned upon submission of the required Performance Guarantee, as

applicable.

5. Non-submission of EMD will result in rejection of the bid. Bids received without valid EMD shall not be considered for further evaluation.
6. Bidders must submit their bids in the following manner:

5.1 Technical Bid shall consist of the following

1. Technical Bid Covering Letter on the bidder's letterhead (Annexure I).
2. Demand Draft for EMD of Rs. 10,000. Bidders seeking exemption must attach valid proof (such as the Udyam Registration Certificate or NSIC/DPIIT certificate) directly into the technical bid along with a covering letter requesting exemption of EMD.
3. Profile of the Bidder, including company background and service capability.
4. Documentary proof of having completed similar works (supply/refilling/AMC of fire extinguishers) as per eligibility criteria.
5. Audited Financial Statements for the last three financial years (FY 2023–24, 2024–25, 2025–26).
6. Self-declaration confirming that the bidder is not blacklisted or debarred by any Government/PSU/Regulatory authority (Annexure VI).
7. Details of technical manpower, tools, service infrastructure, and workshop facilities available for executing refilling/servicing work in Kerala.
8. A signed and sealed copy of this entire Tender Document, confirming acceptance of all terms and conditions.
9. Copy of GST Registration Certificate.
10. Documentary proof of a valid refilling license/NOC issued by the Kerala Fire and Rescue Services Department or a valid License under the Gas Cylinders Rules, 2016 (PESO approval) for high-pressure cylinder testing.
11. Documentary proof of IS 2190:2010 standards requiring mandatory hydrostatic testing for CO₂ cylinders every 5 years and mechanical foam/water/DCP cylinders every 3 years, with test certificates issued to KFC.
12. Copy of Permanent Account Number (PAN) Card.
13. List of major clients for similar work, including at least three references (Annexure V).
14. Copies of any relevant quality certifications, if available.
15. Undertaking stating that the bidder will provide temporary replacement extinguishers during servicing and the contractor shall dispose of spent Dry Chemical Powder (ABC/DCP) & Clean Agents in accordance with Kerala State Pollution Control Board (KSPCB) hazardous waste management guidelines.
16. Any additional documents supporting capability, such as workshop address proof, tools list, manpower declaration, etc.
17. Willingness to Supply and Service – Location-wise Quantity Schedule (Annexure VIII)

The above documents shall be submitted in a sealed envelope superscribed:

"TECHNICAL BID – PROCUREMENT OF NEW FIRE EXTINGUISHERS AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS OFFICES OF KERALA FINANCIAL CORPORATION"

5.2 Financial Bid consisting of the following

The Financial Bid shall consist of:

1. Duly filled Price Schedule
 - a. Annexure IX – Financial Bid
 - b. Annexure X – Financial Bid -Spares Rate List (Not for L1 Evaluation)

The Financial Bid shall be submitted in a sealed envelope superscribed:

"Financial Bid for PROCUREMENT OF NEW FIRE EXTINGUISHERS AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS OFFICES OF KERALA FINANCIAL CORPORATION."

5.3 Bid Submission

All the above two envelopes as prescribed in section 5.1 and section 5.2 shall be put in another common envelope, which shall be superscribed with Tender Reference Item/Service for which tender is submitted and closing date. Completed tenders in all aspects may be submitted in hard copy to "Deputy General Manager (Administration & HR), Administration Department, Kerala Financial Corporation, Head Office, Vellayambalam, Thiruvananthapuram, Kerala - 695033". Late submissions after the closing time will not be entertained in any manner.

6. Evaluation of Bids

6.1 Preliminary Examination

All bids will first be checked for:

- Submission of EMD.
- Completeness and signing of all documents
- Proper sealing and marking of envelopes
- Compliance with submission format

Bids not meeting the above requirements may be rejected at this stage. Bidders are expected to carefully check and crosscheck their bids before submission.

Arithmetical errors or discrepancy between amount in words and amount in figures, if any, will be treated as under:

1. The higher of the amounts will be considered for comparison.
2. The lower of the amounts will be considered for award.

A bid determined as not substantially responsive will be rejected by KFC and may not subsequently be made responsive by the bidder by correction of the non-conformity.

6.2 Evaluation and Comparison of Bids

The Technical bid and commercial bid shall be evaluated to select a bidder for award of contract. The bids of technically qualified bidders would only be considered for commercial evaluation.

Bidders are advised to carefully review their submissions prior to final submission to ensure all items have been properly priced. The evaluation committee reserves the right to seek clarification on pricing anomalies, but cannot accept additions to incomplete bids after the submission deadline. This condition is non-negotiable and will be strictly enforced to ensure fair and transparent comparison of bids.

6.3 Financial Bid Evaluation Methodology

The Financial Bids of technically qualified bidders will be evaluated based on the overall cost to Kerala Financial Corporation, considering:

- Cost of Supply of New Fire Extinguishers
- Cost of Refilling / Servicing / Hydro-testing (based on estimated quantities)
- Cost of AMC (annual rate)
- Any mandatory charges as per price schedule

6.3.1 Price Comparison Method

For evaluation purposes, the Gross Quoted Price (GQP) will be calculated as:

$$\textbf{GQP} = \textbf{Cost of New Supply} + \textbf{Cost of AMC (1 year)}$$

- The quantities indicated in the tender (e.g., 55 new units, 76 servicing units for AMC) will be used only for evaluation.
- Payment will be made on actual quantities executed.
- Rates for spares (Annexure X) shall not be used for L1 determination, unless specifically required by KFC.

6.3.2 Determination of L1 Bidder

- The bidder offering the lowest Total Evaluated Cost (**GQP**) will be declared as the L1 bidder.
- If KFC decides to evaluate LOTS separately (e.g., Supply as one lot, Refilling as another), separate L1 bidders may be selected for each LOT.
- In case of a tie, the bidder with: First Tie - Higher number of similar completed works; Second Tie - Better financial credentials may be given preference.
- The quoted price shall be in Indian Rupees (₹) and must be inclusive of all applicable taxes, duties, levies, transportation, insurance, installation charges, works and any other costs to complete the work as specified in the tender document.
- Any conditional bids, incomplete price schedules, or discrepancies in price components shall render the bid liable for rejection.
- Price escalation during the validity period of the bid is not permitted.

6.4 Right to Negotiate

KFC reserves the right to negotiate the prices with the L1 bidder, if deemed necessary, for achieving better value for money.

6.5 Right to Accept or Reject

Kerala Financial Corporation reserves the right to:

- Accept or reject any bid in full or part
- Cancel the tender at any stage
- Modify evaluation methodology, if required
- Seek clarification or additional documents from bidders

The decision of KFC shall be final and binding on all bidders.

7. Terms & Conditions

1. The bidder shall clearly quote the price in Indian Rupees along with complete details of relevant experience in similar works.
2. The rates quoted must be inclusive of all applicable taxes, duties, transportation, supply, installation, testing, commissioning, and other charges necessary for the completion of the work.
3. The price shall be quoted strictly in Indian Rupees (₹).
4. This Tender Document can be downloaded free of cost from the Kerala Financial Corporation website <https://www.kfc.org>.
5. Submission of the bid shall be deemed as acceptance of all terms and conditions stipulated in this tender document. Any conditional bid or deviation from the tender conditions may result in rejection of the bid.
6. The contractor shall strictly adhere to the scope of work as specified in the tender, including supply of new fire extinguishers, refilling/servicing of existing extinguishers, hydro-testing where required, and comprehensive AMC. No extra payment shall be made for any work not covered under the scope unless specifically approved by Kerala Financial Corporation (KFC) in writing.
7. All new fire extinguishers supplied and all refilling/servicing works carried out shall conform to applicable BIS/ISI standards and statutory safety regulations. Inferior quality materials or workmanship will not be accepted and shall be replaced at the contractor's cost.
8. The contractor shall provide temporary replacement fire extinguishers free of cost whenever existing extinguishers are taken away for refilling, servicing or hydro-testing. Failure to provide replacement units may attract penalties or rejection of the work.
9. Fire extinguishers removed for refilling or servicing shall be returned, reinstalled, and made operational within seven (7) working days from the date of removal, unless an extension is approved in writing by KFC. If the contractor fails to comply with this timeline without such approval, liquidated damages at the rate of .5% of the contract value per week may be imposed for the delay and recovered from the contractor's subsequent bills or performance bank guarantee or any other payments due under the contract.

10. During the AMC period, the contractor shall conduct regular inspections, preventive maintenance and attend all complaints/breakdowns within the stipulated response time. Non-performance during AMC may result in termination of the contract and forfeiture of Performance Security.
11. The quantities indicated in the tender are approximate and for evaluation purposes only. KFC reserves the right to increase or decrease quantities of supply, refilling or AMC at any time during the contract period. The contractor shall execute the work at the same rates quoted in the Financial Bid.
12. The contractor shall comply with all applicable laws and regulations, including labour laws, safety rules, GST provisions and environmental norms. Any statutory violation shall be the sole responsibility of the contractor.
13. Payments shall be made as per the payment terms specified in the tender document, subject to satisfactory completion of work and submission of required documents. No advance payment shall be made unless specifically mentioned.
14. All applicable taxes, duties and levies shall be clearly indicated in the Financial Bid. Any statutory variation in taxes after the date of bid submission shall be governed as per applicable government rules.
15. The successful bidder shall furnish a Performance Bank Guarantee of 5% of the quoted amount to be submitted within 7 working days of award of contract. Failure to submit the Performance Security may result in cancellation of the award.
16. Delay in supply, servicing or AMC response beyond the stipulated time may attract liquidated damages as specified in the tender. Penalties shall be recovered from bills or Performance Security.
17. KFC reserves the right to inspect the contractor's workshop, service facility and works carried out at any time during the contract period. Any deficiencies noticed shall be rectified immediately at no extra cost.
18. KFC may terminate the contract, in full or in part, if the contractor fails to perform the obligations satisfactorily, violates tender conditions, or is found to have furnished false information. In such cases, Performance Security may be forfeited.
19. Sub-contracting of the work, either in full or part, is not permitted without prior written approval of KFC.
20. Neither party shall be held responsible for failure to perform due to force majeure conditions such as natural calamities, government restrictions, or events beyond reasonable control.
21. The contractor shall maintain confidentiality of all information related to KFC offices, installations and operations and shall not disclose any information to third parties without prior approval.
22. Any dispute arising out of or in connection with the tender or contract shall be subject to the jurisdiction of courts at Thiruvananthapuram only.
23. KFC reserves the right to accept or reject any or all bids, partially or

fully, without assigning any reason and without incurring any liability to the bidders.

24. KFC may issue amendments or clarifications to the tender document during the tender period. Such amendments shall form part of the tender document and shall be binding on all bidders.
25. KFC reserves the right to cancel the tender process or the awarded work, in part or in full, at any time without assigning any reason.
26. This tender follows a two-part bid system: Technical Bid and Financial Bid.
27. Bidders must carefully examine all instructions, terms, and conditions in the Tender Document. Failure to comply or incomplete submission will result in rejection of the bid.
28. The Technical Bid (Annexures I to VIII) must be filled as per the format provided. The Technical Bid should not contain any price indication; otherwise, the bid will be summarily rejected.
29. The Financial Bid (Annexure IX) must contain the price details for the complete scope of work as specified.
30. The contractor shall provide comprehensive Annual Maintenance Contract (AMC) services for all fire extinguishers covered under the contract in accordance with the applicable provisions of IS 2190: Code of Practice for Selection, Installation and Maintenance of First-Aid Fire Extinguishers and other relevant BIS standards, as amended from time to time.
31. The contractor shall carry out preventive maintenance and inspection once every four (4) months at all KFC offices to ensure that the fire extinguishers remain in proper working condition. The inspection shall include checking the physical condition of the extinguishers, pressure gauges, valves, hoses, nozzles, safety seals, locking pins, mounting brackets, and other accessories. Minor repairs and replacement of defective consumable parts required for proper functioning shall be carried out during these visits.
32. The contractor shall undertake refilling, recharging, hydrostatic testing, and servicing of fire extinguishers as and when due or immediately after use, in accordance with the applicable BIS standards. Only BIS-approved extinguishing agents and genuine replacement parts shall be used.
33. Whenever a fire extinguisher is removed for servicing, refilling, testing, or repair, the contractor shall provide a serviceable standby fire extinguisher of the same type and capacity, wherever necessary, so that adequate fire protection is maintained at all times. The serviced extinguisher shall be returned, reinstalled, and made operational within the time specified in the tender.
34. The contractor shall affix service labels indicating the date of servicing, the next due date, and other relevant details, and shall maintain proper service records for each office. A copy of the inspection and service report shall be submitted to the concerned KFC office after every

maintenance visit.

35. The contractor shall conduct at least one fire safety awareness and extinguisher operation training programme at each Regional Office/identified location every year, or as directed by KFC, without any additional cost during the AMC period.
36. The contractor shall provide comprehensive maintenance and service support for all fire extinguishers covered under the Annual Maintenance Contract (AMC).

- a. Complaint Response Time

Complaints/breakdown calls from offices located in municipal corporation/municipality areas shall be attended to within 24 hours from the time of receipt of the complaint.

Complaints/breakdown calls from offices located in rural areas shall be attended to within 48 hours from the time of receipt of the complaint.

- b. Resolution Time

The reported issue shall be rectified and the fire extinguisher restored to operational condition within 72 hours from the time the complaint is attended.

Where immediate rectification is not possible due to the need for refilling, replacement of parts, or workshop servicing, the contractor shall provide a serviceable standby fire extinguisher of equivalent type and capacity until the original extinguisher is repaired and reinstalled.

- c. Mode of Complaint Registration

Complaints may be lodged through telephone, e-mail, or any other communication channel notified by the contractor. The contractor shall acknowledge receipt of the complaint immediately and maintain a complaint register indicating the date and time of complaint, response, and resolution.

- d. Penalty for Non-Compliance

Failure to adhere to the above response and resolution timelines, without valid reasons accepted by Kerala Financial Corporation (KFC), may attract liquidated damages at the rate of 0.5% of the contract value per day may be imposed for the delay and recovered from the contractor's subsequent bills or performance bank guarantee or any other payments due under the contract..

37. The bidder must ensure that all factors including site conditions, supply logistics, and statutory requirements are considered while submitting the bid. No claims on these grounds will be entertained later.
38. Only technically qualified bids will be considered for opening of the Financial Bid.
39. The contractor shall be liable for any damages to property or injury to personnel arising from their operations during the execution of work.

8. Schedule of Events for Submission of Bids

Name of the Organization	Kerala Financial Corporation
Type of the Organization	State Financial Corporation
RFP Ref. No.	KFC-HO/307/2025-DM(Admin)/T01/2026-27
Description of Work	PROCUREMENT OF NEW FIRE EXTINGUISHERS AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS OFFICES OF KERALA FINANCIAL CORPORATION
Tender Document Fee (Non-Refundable)	Nil
Earnest Money Deposit (EMD)	Rs.10,000/-
Performance Security Deposit	Successful Bidder has to produce 5% as security deposit as Performance Bank Guarantee within 7 days of award of work order.
Period of service	Maximum of 3 years, after which the contract can be retendered.
Tender Issuance Date	01/10/2026
Proposed location open for visit for bidders	01/10/2026 – 15/10/2026
Last Date of Submission of Queries / Clarifications	15/10/2026 up to 05.00 PM
Date of Online Pre-bid Meeting	17/10/2026 from 04.00 PM to 05.00 PM through Video Conference. Bidders willing to participate in the pre-bid meeting need to submit their details at hoadmin@kfc.org on or before 16/10/2026. Details of the Video Conference would be communicated to interested bidders separately.
Last Date for Submission of Bids	22/10/2026 up to 1.00 PM
Technical Bid Opening Date	23/10/2026 at 03.00 PM

Date of Presentation by the Eligible Bidders	Will be informed
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Financial Bid Opening Date	Will be informed after the presentation
Name & Details of the Contact Person	Adarsh R Deputy General Manager (Administration & HR), Administration Department, Kerala Financial Corporation, Head Office, Vellayambalam, Thiruvananthapuram, Kerala - 695033 Ph: 0471 2737540 Email id: adarshr@kfc.org
Website from which RFP can be downloaded	https://www.kfc.org
Submission of tender and remittance of fee	Please See the Tender Terms & Conditions

Note: Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after submission of bids. No bidder shall be allowed to withdraw the bid.

Annexure I – Bidder Letter (On Letterhead)

Bidder's Proposal Reference No. & Date:

Bidder's Name & Address, email id:

Person to be contacted:

Designation:

Mobile No.:

Telephone No.:

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

**Subject: TENDER FOR PROCUREMENT OF NEW FIRE EXTINGUISHERS
AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS
OFFICES OF KERALA FINANCIAL CORPORATION**

*Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated
01/10/2026*

Dear Sir,

We, the undersigned Bidders, having read and examined in detail the tender specifications and all bidding documents in respect of the PROCUREMENT OF NEW FIRE EXTINGUISHERS AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS OFFICES OF KERALA FINANCIAL CORPORATION, do hereby submit our proposal for the same in full conformity with the tender terms.

All prices quoted by us are in strict accordance with the terms specified in the tender documents. Our prices and other terms shall remain valid for a period of 120 days from the date of opening of the bid.

We confirm that our quoted price is inclusive of all costs related to materials, equipment, labour, transportation, loading, unloading, installation, scaffolding, statutory taxes, duties, GST, and any other incidental expenditure required to complete the scope of work.

We understand and agree to comply with applicable statutory deductions such as TDS, GST TDS, and any revisions to taxes or levies under prevailing laws.

We have submitted the required Earnest Money Deposit (EMD) as prescribed in the tender. We understand that the EMD is liable to be forfeited as per the terms and conditions of the tender document.

We declare that the proposed work shall be carried out strictly as per the specifications and conditions outlined in the tender documents, except for deviations, if any, listed separately in the Technical Deviation Proforma (if applicable). We further agree that any additional conditions or deviations not expressly stated in the specified format shall be considered void.

We confirm that the prices stated in our proposal are as per the terms and conditions specified in the tender documents and are comprehensive, covering the full scope of work.

We have submitted all necessary qualifying documents and data as required in the tender. If any additional documentary evidence is required for evaluation, we agree to submit the same promptly to your satisfaction.

We hereby declare that in the event of being awarded the contract, we shall furnish the required Performance Security in the form of Bank Guarantee or as otherwise specified in the tender, within the stipulated time frame.

We confirm that we have quoted for all items specified in the Schedule of Quantities and Price Schedule as part of our Financial Bid.

We hereby declare that our proposal has been prepared in good faith, without collusion or fraudulent practices, and that the information provided is true and correct to the best of our knowledge and belief.

We fully understand that Kerala Financial Corporation is not bound to accept the lowest bid or any bid received and reserves the right to reject any or all bids without assigning any reason.

Thanking you,
Yours faithfully,

Signature of Bidder (with official seal)

Date

Name

Designation

Address

Telephone

Mobile No.:

E-mail address

Annexure II – Financial Statements
Format for Financial Statements

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

**Subject: TENDER FOR PROCUREMENT OF NEW FIRE EXTINGUISHERS
AND REFILLING/SERVICING OF EXISTING UNITS AT VARIOUS
OFFICES OF KERALA FINANCIAL CORPORATION***Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated
01/10/2026*

Sl. No.	Financial Year	Turnover in 2023-24	Turnover in 2024-25	Turnover in 2025-26
1	Fire and Safety Works			
2	Others			
3	Total Turnover			
4	Profit before Depreciation & Tax			
5	Tax			
6	Profit after Tax			

Place:

Date:

(Statutory Auditor)
Sign. & Stamp

Annexure III – Certifications

Attach an attested copy of the valid certificates.

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,
Thiruvananthapuram, Kerala - 695033

Subject: Regarding Certifications

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated 01/10/2026

Dear Sir,

We declare that we possess the following certifications:

Sl. No.	Name of Certified Entity and Area of Certification	Certification	Certification Agency	Validity Period of the Certificate
1				
2				
3				
4				
5				

Place:

Date:

Signature

Name of Bidder

Annexure IV – Statement of Deviation

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Statement of Deviation from Tender Terms and Conditions

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated 01/10/2026

Dear Sir,

There are no deviations (null deviations) from the terms and conditions of the tender. All the terms and conditions of the tender are acceptable to us.

OR (Strike out whatever is not applicable)

Following are the deviations from the terms and conditions of the tender. These deviations and variations are exhaustive. Except these deviations and variations, all other terms and conditions of the tender are acceptable to us.

Sl. No.	Section No.	Page No.	Statement of Deviations and Variations	Brief Reasons	Alternative Suggestion
1					
2					
3					

Place:

Date:

Signature

Name of Bidder

Annexure V – Bidder's Major Clients

Attach attested copies of necessary supporting documents.

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,
Thiruvananthapuram, Kerala - 695033

Subject: Regarding Major Clients

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated 01/10/2026

Dear Sir,

We declare that following are the list of our major clients.

Sl. No.	Name, Designation, e-Mail, Postal Address, & Mobile Number of Contact Person	Nature of Work Involved in the Contract Along with Location of Work	Work Order Ref. No & Date Along with the Work Contract Value	Period of the Service
1				
2				
3				
4				

Place:

Date:

Signature
Name of Bidder

Annexure VI – Non-Blacklisting Undertaking

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Non-Blacklisting Declaration

*Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated
01/10/2026*

Dear Sir,

This is to notify you that our Firm/Company/Organization, _____, intends to submit a proposal in response to the Invitation for Tender Ref. No. _ for the Procurement of New Fire Extinguishers and the Refilling/Servicing of Existing Fire Extinguishers at Various Offices of Kerala Financial Corporation (KFC).

In accordance with the above, we declare that:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement.
2. We are not blacklisted by any Central/State Government/agency of Central/State Government of India or any other country in the world/Public Sector Undertaking/any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Place:

Date:

Signature

Name of Bidder

Annexure VII – Technical Checklist

Subject: Technical Checklist

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated 01/10/2026

Sl. No.	Particulars	Enclosed (Yes/No)
1	Certificate of Registration of company/dealership	
2	Certificate of registration with income tax, GST, EPF, ESI etc.	
3	Details & no. of company owned registered offices/service centers in Kerala with No. of employees, address, Tel no., etc.	
4	Audited balance sheet & profit/loss a/c statement for last three years	
5	Empaneled with govt./public sector/banks	
6	Work executed – work orders/AMC/Client Certificate, relevant TDS certificate	
7	Details of work on-hand performance certificate, relevant TDS certificate, etc. from banks (preferably) govt., semi-govt. bodies	
8	Details of Pre-qualification works	
9	ISO/BIS certificate	
10	Customer reference	
11	Documentation: product, brochures, leaflets, manuals, warranty conditions, etc.	
12	Notarized Certificate that Authorized dealer/Firm/OEM or its Sister Agency have not been blacklisted	
13	EMD/Request letter for exemption of EMD with documentary evidence	
14	Document in support of any other information	

Place:

Date:

(Seal of the Organization)

(Signature of the Authorized Representative)

Annexure VIII – Willingness to Supply and Service – Location-wise Quantity Schedule

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Declaration of Willingness to Supply New Fire Extinguishers and Carry Out Refilling/Servicing

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated 01/10/2026

Declaration

We hereby declare that we have carefully examined the tender documents and are willing and capable of supplying new fire extinguishers and carrying out the refilling/servicing of existing fire extinguishers at the offices of Kerala Financial Corporation as indicated below. We understand that the quantities indicated are tentative and may vary depending on the actual requirement of KFC during the contract period.

Location	New Supply*	Servicing*	Remarks	Willing to Supply/Service (Yes/No)
Thiruvananthapuram (HO+MCB+LCB+SARB)	7	18		
Kollam	2	1		
Pathanamthitta	2	1		
Alappuzha	3	0		
Kottayam	3	0		
Kottayam – SARB	3	0		
Kattappana	3	0		
Thodupuzha	2	0		
Ernakulam	1	0	Additional units due in NOV (53)	
Perumbavoor	3	0		
Thrissur	0	0	Additional units due	

			(3)	
Palakkad	3	0		
Malappuram	3	0		
Kozhikode (MCB)	3	0		
Kozhikode (SARB)	3	0		
Kozhikode (LCB)	3	0		
Wayanad	3	0		
Kannur	3	0		
Kasaragod	3	0		
Kasaragod – SARB	2	0		
TOTAL	55	20+ 56		

*Note: The quantities indicated above are estimated and are provided solely for evaluation and planning purposes. Kerala Financial Corporation reserves the right to increase or decrease the quantities and add or delete locations based on its actual requirements during the contract period. The successful bidder shall supply/service the quantities actually ordered at the rates quoted in the Financial Bid.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

Annexure IX – Financial Bid

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Financial Bid

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated
01/10/2026

Dear Sir, Financial proposal for tender.

Location	Type of Extinguisher	New Supply Qty	New Supply Rate/ Unit (Rs.)	New Supply Amount (Rs.)	Existing Units for AMC Coverage	1-Yr AMC Rate/ Unit (Rs.)	AMC Amount (Rs.)
Thiruvananthapuram (HO+MCB+LCB+SARB)	ABC Type 6 kg	6			14		
	Clean Agent Type 2kg	1			4		
Kollam	ABC Type 6 kg	2			1		
Pathanamthitta	ABC Type 6 kg	2			1		
Alappuzha	ABC Type 6 kg	3			0		
Kottayam	ABC Type 6 kg	3			0		
Kottayam - SARB	ABC Type 6 kg	3			0		
Kattappana	ABC Type 6 kg	3			0		
Thodupuzha	ABC Type 6 kg	2			0		
Ernakulam (MCB+LCB+SARB)	DCP Type 5 kg	0			29		
	CO ₂ Extinguishers 4.5kg	0			16		
	ABC Type 2 kg	0			3		

)	CO ₂ Extinguishers 2 kg	0			3		
	DCP Type 6 kg	0			2		
	ABC Type 6 kg	1			0		
Perumbavoor	ABC Type 6 kg	3			0		
Thrissur	ABC Type 6 kg	0			3		
Palakkad	ABC Type 6 kg	3			0		
Malappuram	ABC Type 6 kg	3			0		
Kozhikode (MC B)	ABC Type 6 kg	3			0		
Kozhikode (SARB)	ABC Type 6 kg	3			0		
Kozhikode (LC B)	ABC Type 6 kg	3			0		
Wayanad	ABC Type 6 kg	3			0		
Kannur	ABC Type 6 kg	3			0		
Kasaragod	ABC Type 6 kg	3			0		
Kasaragod - SARB	ABC Type 6 kg	2			0		
TOTAL		55	A		76	B	
Gross Quoted Price (A) +(B)							

Note:

1. Rates quoted shall be exclusive of GST.
2. Rates shall be inclusive of:
 - a. Refilling Charges
 - b. Transportation charges
 - c. Labour / technician charges

- d. Service charges
 - e. All incidental expenses
3. The Total Consolidated Cost (Gross Quoted Price) shall be considered for determination of L1 bidder.
 4. The quantities indicated above are estimated and are provided solely for evaluation and planning purposes. Kerala Financial Corporation reserves the right to increase or decrease the quantities and add or delete locations based on its actual requirements during the contract period. The successful bidder shall supply/service the quantities actually ordered at the rates quoted in the Financial Bid.
 5. The quantities considered for evaluation are:
 - a. New Supply: 55 Units
 - b. AMC/Refilling/Servicing: 76 Units
 6. Additional servicing requirements (especially at Ernakulam & Thrissur) shall be carried out at the same quoted rates during contract period.
 7. All fire extinguishers supplied shall be ISI/BIS certified.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

Annexure X – Financial Bid -Spares Rate List (Not for L1 Evaluation)

To,

The Managing Director
Kerala Financial Corporation,
Head Office, Vellayambalam,
Thiruvananthapuram, Kerala - 695033

Subject: Financial Bid

Reference: Tender No. KFC-HO/307/2025-DM(Admin)/T01/2026-27 dated
01/10/2026

Dear Sir, Financial proposal for tender.

Sl. No.	Item		Rate (Rs.) (Excl. GST)
1	Valve Assembly	Each	
2	Hose Assembly	Each	
3	Nozzle	Each	
4	CO ₂ Discharge Horn	Each	
5	Pressure Gauge	Each	
6	Safety Pin with Seal	Each	
7	O-Ring / Washer Kit	Each	
8	Squeeze Grip / Operating Lever	Each	
9	Wall Mounting Bracket / Clamp	Each	
10	Discharge Hose Clip / Holder	Each	
11	Dry Chemical Powder (ABC/DCP)	Per Kg	
12	CO ₂ Refilling Gas	Per Kg	
13	Cylinder Painting	Per Unit	
14	Instruction Label / ISI Service Tag	Per Unit	

Sl. No.	Type of Fire Extinguisher	Basic Cost per Unit – New Supply (Rs.) (Excl. GST)	Basic Cost per Unit – Refilling/Servicing (Rs.) (Excl. GST)
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1	ABC Type – 6 Kg		
2	Clean Agent – 2 Kg		
3	DCP type- 5Kg		
4	DCP type- 6 Kg		
5	CO ₂ Type 4.5 kg		
6	1 Year AMC for ABC Type – 6 Kg		
7	1 Year AMC for Clean Agent – 2 Kg		
8	1 Year AMC for DCP type- 5Kg		
9	1 Year AMC for DCP type- 6Kg		
10	1 Year AMC for CO ₂ Type – 4.5 Kg		

Place:

Date:

NAME & SIGNATURE OF THE TENDER