



**THIRUVANANTHAPURAM REGIONAL CO.OPERATIVE MILK
PRODUCERS' UNION LTD. KSHEERA BHAVAN, PATTOM,
THIRUVANANTHAPURAM -695 004**

Tel: 0471 2448057, 2447109, 2446845, Fax : 0471 2449567
E-mail: trcmpumkt@gmail.com | GST: 32AAAAT9795J1ZX | www.milmatrcmpu.com

Bid Ref. No.TRU/MKT/216/2026-27

**TENDER FOR
E-TENDER DOCUMENT FOR SUPPLY OF
SHIRTS
TO VARIOUS UNITS UNDER TRCMPU LTD.**

2026

BID FORM

1. Registered Name of Bidder :

2. Address :

3.Contact details

i. Land phone :

ii. Mobile :

iii. E-mail :

iv. Fax :



**THIRUVANANTHAPURAM REGIONAL CO-OPERATIVE MILK
PRODUCERS' UNION LTD. KSHEERA BHAVAN, PATTOM,
THIRUVANANTHAPURAM-695004.**

Ph: 0471 2447109 , 2446845. Email:- trcmpumkt@gmail.com

Website: www.milmatrcmpu.com

TRU: MKT:216:2026 (Supply of Shirts to various units under TRCMPU Ltd.) 24.07.2026

QUOTATION NOTICE

1. Thiruvananthapuram Regional Co-operative Milk Producers' Union Limited invites e-tenders from reputed manufacturers/suppliers for supply of Shirt to various units under TRCMPU Ltd . Interested eligible Bidders may obtain further information from the office of the Thiruvananthapuram Regional Co-operative Milk Producers' Union Limited, Ksheera Bhavan, Pattom, Thiruvananthapuram.

Bid Reference	TRU:MKT:216:2026 (Supply of Shirts to various units under TRCMPU Ltd)
Estimated cost	Rs. 8 Lakhs
Tender Fee	1000/-
EMD	Rs. 5000/- (Five thousand Only)
Document Publishing Date	24.07.2026
Date of submission of e-tender	24.07.2026 to 31.07.2026
Bid Submission Closing date	31.07.2026 2:00 PM
Pre bid meeting	27.07.2026
Place of Opening of Bid	Thiruvananthapuram Regional Co-operative Milk Producers' Union Ltd., Head Office, Ksheera Bhavan, Pattom P.O, Thiruvananthapuram.
Date & Time of opening of bids.	01.08.2026 2:00 PM
Goods for which the tender is invited	Supply of Shirt to various units under TRCMPU Ltd.
Technical Specifications	Enclosed.
Bid Validity	90 days

Terms & Conditions for e-Procurement

This tender is an e-tender and is being published online. The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender time line 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. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iii. **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. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. **Opening of Technical Bid and Bidder short-listing:**
The technical bids will be opened, evaluated and short listed as per the eligibility and technical qualifications. All documents in support

of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids short listed by this process will be taken up for opening the financial bid.

- v. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section

c. Documents Comprising Bid:

i. The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):

Pre-Qualification or technical proposal shall contain the scanned copies of the following documents, which every bidder has to upload:

- a. Documents, Copies of Purchase Orders, Letter from Customers to prove eligibility criteria mentioned above.
- b. Details of experience and past performance of the bidder on supply of similar item within the past three years and details of current contracts in hand and other commitments; (Contract reference, Name and detailed postal address of client, value of Supply Order, are to be furnished).
- c. Reports on financial standing of the Bidder such as Profit and Loss statements, Balance Sheets, Income Tax Returns Statement for the past three years (2022-2023, 2023-2024, & 2024-2025).
- d. Copy of GST and PAN card.
- e. Signed copy of Tender documents (to be signed on all the sheets of Tender document and uploaded).

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

ii. The Second Stage (Financial Cover or as per tender cover system):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

d. Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fee and Earnest Money

Deposit or Bid Security. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

e. STEPS FOR MAKING TENDER PAYMENTS IN ETENDER SYSTEM VIA SBI MOPS GATEWAY (SBI AND NON-SBI ACCOUNT HOLDERS)

Step 1) Click **"Pay Online"** when you reach below page while Online Bid Submission.

Step 2) Click **"Confirm to Pay"** to proceed with the payment gateway.

Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.

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.

SBI ACCOUNT HOLDERS

- 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 eProcurement 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.**
- v. Click **next** to go to Bid Preparation details.
- vi. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you

may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

OTHER BANKS:

- a. Bidders with other bank account may click **Other Banks** option to proceed to SBI Net Banking Page
- b. You may select the appropriate Bank from selection page. As an example, steps are given below, proceeding with ICICI Bank in the provided dropdown box of All Banks, as an example.
- c. After selecting ICICI Retail Banking, Click **Make Payment** Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- d. After, successful payment, system will direct you to payment confirmation page.
- e. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further,
- f. Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.
- g. Click **next** to go to Bid Preparation details.
- h. 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.

For any clarifications regarding above payment process or related issues in Kerala e-Procurement System, please reach KSITM e-Procurement Helpdesks via below details:

Thiruvananthapuram

Address: Kerala State IT Mission
E-Government Procurement PMU and Helpdesk,
Basement floor of Pension Treasury Building,
Uppallam Road, Statue,
Thiruvananthapuram

Tel : (On all Government working days from 10:00 am to 5:30 pm)
0471 - 2577088, 0471 - 2577188, 0471 - 2577388
E-Mail:helpetender@gmail.com

Kochi

Address: Kerala State IT Mission
E-Government Procurement Support Centre, Infopark
Technology Centre,
18C, Sector E Hall, JNI Stadium, Kaloor,
Ernakulam

Tel : (On all Government working days from 10:00 am to 5:30 pm)
0484 - 2336006, 0484 - 2332262
E-Mail:helpetenderek@gmail.com

Kannur

Address: Kerala State IT Mission
E-Government Procurement Support Centre,
1st Floor, Civil Station, Collectorate,
Kannur

Tel : (On all Government working days from 10:00 am to 5:30 pm)
0497 - 2764788, 0497 - 2764188
E-Mail:helpetenderknr@gmail.com

Malappuram

Address: Kerala State IT Mission
E-Government Procurement Support
Centre, 1st Floor, B3 Block, District
Collectorate Compound
Malappuram.

(On all Government working days from 10:00 am to 5:30 pm)
Tel: 0483-2732941
E-Mail:helpetendermlp@gmail.com

e. 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.

TERMS AND CONDITIONS FOR SUPPLY OF T-SHIRT, TRCMPU LTD

1. Bid Security (Earnest Money Deposit):

- I. To sign the contract
- II. To furnish performance security
 - a. The Bidder shall furnish, as part of its bid, bid security for the amount as specified in the invitation for bid through **ONLINE as indicated in the E-tender notice.**
 - b. The bid security is required to protect the TRCMPU Ltd. against

the risk of Bidder's conduct, which would warrant the security's forfeiture.

- c. The bid securities of the unsuccessful bidders shall be refunded as promptly as possible, but not later than 30 days after the expiry of the period of bid validity as prescribed in these documents through **ONLINE NEFT TRANSACTION**.
- d. No interest shall be paid by TRCMPU Ltd. on the bid security furnished by the bidder.
- e. The bid security may be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or in the case of successful Bidder, if the Bidder fails:

2. Eligibility Criteria

The bid shall be submitted in two cover system consisting of technical bid and price bid. The price bid of those who qualify in the technical bid only will be opened. The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this bidder shall meet the following qualification criteria as a minimum.

- a. The Shirt shall be of reputed make.
- b. They should have executed at least two similar order during last 3 years.
- c. Proof of the above may be enclosed along with the tender, failure of which will lead to disqualification of the bidder.
- d. The party **should design and submit artwork at free of cost and get approval prior to work execution.**
- e. The technical specifications, material used and other relevant details of items quoted shall be clearly mentioned in the quotation.
- f. The rates quoted shall be inclusive of all taxes, duties, packing, transportation, and delivery charges, as applicable, at the respective units/locations. (i.e. at Dairies at Thiruvananthapuram, Kollam, Pathanamthitta and Alappuzha)

3. Documents:

The documentary evidence of the Bidder's qualifications to perform the Contract if the bid is accepted shall be established to the TRCMPU's satisfaction. To this end, all bids submitted shall include the following information.

- a. Documents, Copies of Purchase Orders, Letter from Customers to prove eligibility criteria mentioned above.
- b. Details of experience and past performance of the bidder on supply of similar item within the past three years and details of

- current contracts in hand and other commitments; (Contract reference, Name and detailed postal address of client, value of Supply Order, are to be furnished).
- c. Reports on financial standing of the Bidder such as Profit and Loss statements, Balance Sheets, Income Tax Returns Statement for the past three years (2022-2023, 2023-2024, & 2024-2025)
 - d. Copy of GST and PAN card.
 - e. Signed copy of Tender documents (to be signed on all the sheets of Tender document and uploaded).
4. **Price Basis:** The tenderer may quote their reasonable/lowest rate for delivery at the Dairies mentioned below. The rate quoted shall clearly indicate the Basic price, Excise duty, GST (%), Freight, Insurance, P&F and any other statutory/incidentals etc. in complete. No other extra payments will be made. The rate quoted shall be valid for a minimum period of 5 months from the date of opening and shall be inclusive of all costs
5. **Evaluation & Selection Process:-** The selection of the supplier shall be carried out based on the Quality and Cost Based Selection (QCBS) method to ensure a transparent and effective evaluation process. The evaluation shall be based on a total score of 100 with Technical Evaluation carrying 50% weightage and Financial Evaluation carrying 50% weightage. The supplier securing the highest combined score shall be ranked H-1 and considered for award of contract. Financial scores shall be assigned on an inverse proportion basis, with the lowest priced proposal receiving the highest financial score, and other bids scored proportionately. Technical scores shall be normalized based on the highest technical score. In case of a tie in final score, the bidder with the higher technical score shall be ranked higher. Under the QCBS methodology, the Technical Evaluation shall carry 50% weightage and the Financial Evaluation shall carry 50% weightage for the final selection of the bidder. The minimum qualifying technical score shall be **35 marks out of 50**.

6. Technical Evaluation

Sl. No.	Criteria & Sub-Criteria	Scoring Methodology	Maximum Marks	Documents to be Produced
1	Compliance with Technical Specifications	Full compliance with all specifications prescribed in the tender document shall be awarded full marks. Proportionate marks shall be awarded for partial compliance. Non-compliance with any mandatory	10	Detailed product catalogue/brochure, technical data sheet, manufacturer's specification sheet, fabric composition certificate, declaration of compliance, and duly signed

		specification (fabric composition, GSM, collar, cuffs, stitching, branding, etc.) may lead to rejection.		technical compliance statement.
2	Sample Quality Evaluation	Evaluation of physical shirt sample based on: (i) Fabric quality, weave & GSM – 5 marks; (ii) Stitching, seam strength & finishing – 4 marks; (iii) Fit, comfort & workmanship – 3 marks; (iv) Collar, cuffs, buttons, branding/embroidery quality – 3 marks.	15	One physical sample of the offered shirt, fabric specification, GSM certificate (if available), details of embroidery/printing process, and sample branding.
3	Experience in Similar Supplies	Two similar completed orders – 3 marks; Three to four similar completed orders – 5 marks; More than four similar completed orders during the last three years – 8 marks.	8	Copies of Purchase Orders/Work Orders, Completion Certificates or Performance Certificates from clients, and client reference details.
4	Manufacturing Capacity & Delivery Capability	Assessment based on manufacturing facilities, production capacity, manpower, machinery, quality control system, and capability to deliver the required quantity of shirts within the stipulated delivery period.	5	Factory profile, list of machinery, production capacity statement, manpower details, quality control procedures, and undertaking on delivery schedule.
5	Financial Capacity	Evaluation based on average annual turnover, financial stability, and capability to execute the contract, supported by audited financial statements for the last three financial years.	4	Audited Balance Sheets, Profit & Loss Accounts, Income Tax Returns for FY 2022-23, 2023-24 & 2024-25, and CA-certified turnover certificate (if applicable).
		Marks shall be		Valid copies of

6	Quality Assurance Certifications	awarded based on possession of valid quality certifications such as ISO 9001, ISO 14001, OEKO-TEX®, GOTS, or equivalent relevant certifications applicable to garment manufacturing.	3	quality certifications issued by accredited certification bodies.
7	Warranty & After-Sales Service Commitment	Evaluation based on replacement policy for manufacturing defects, complaint redressal mechanism, response time, and after-sales service commitment.	3	Warranty declaration, replacement policy, service commitment letter, and contact details of service support personnel.
8	Design, Branding & Customization Capability	Evaluation based on capability to provide logo embroidery/printing, staff name/designation customization, artwork preparation, mock-ups, and branding as per purchaser's requirements without additional cost.	2	Portfolio of similar customization works, sample artwork/mock-ups, branding samples, and undertaking to provide design services free of cost.

7. **Delivery** The Shirt shall be delivered to our Dairies at Thiruvananthapuram, Kollam, Pathanamthitta and Marketing Cell Alappuzha as per our requirement. **The stipulated delivery time given in the Purchase Order is the essence of this contract. You must therefore, strictly adhere to the delivery schedule mentioned in the Order.**

8.Payment:

100% of the total contract price shall be paid within 20 days on receipt of the items in good condition at respective dairies.

9. **Guarantee:** The supplier shall guarantee the satisfactory performance of the shirt for a minimum period of 12 months from the date of delivery. Any defect due to use of substantial material or workmanship shall have to be replaced by the supplier at his own cost.

10. **Liquidated Damage Clause:** If the supplier fails to deliver any or all of the goods or perform the contract within the time period specified in the contract, TRCMPU Ltd shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5 % of the unexecuted contract value for each week of delay. The total amount so deducted shall not exceed 5% of the contract value. Once the maximum is reached, we may consider the termination of the contract. Any incidental taxes and levies on account of delay in performance of the contract by the supplier shall be at his account. However genuine reasons if any will be given due consideration, on production of documentary evidence before operating the liquidated damages clause.
11. **Service Network:** The supplier shall have good service network, with qualified personnel to impart prompt services in Thiruvananthapuram, Kollam, Alappuzha and Pathanamthitta Districts.
12. **Items and Quantity to be supplied - with specification:**

<u>Shirt</u>			
SL No	Item Name	Specification	Total Requirement (nos.)
1.	Shirt	Pattern: Full-sleeve formal woven shirt. Collar: Standard stiffened/fused formal collar (pin-point,Band,Mandarin or spread).. Placket: Front buttoned placket with color-matched break-resistant buttons. Cuffs: Adjustable single/double-buttoned stiffened cuffs Material Composition: Cotton-Polyester blend (e.g., 60% Cotton / 40% Polyester or 80% Cotton / 20% Polyester) or 100% Poly-Cotton for easy-iron, wrinkle-resistant durability. Weave: Twill, Poplin, or Fil-à-fil. Fabric Weight: 150 -220GSM Branding & Customization: Logo,Staff Name / Designation on the front of the shirt	1000 (Approximate)

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The above quantity is approximate and may vary at the time of placing the order. The items should be supplied as per the requirement to the four units. Initially trial order will be placed and based on the final quality and promptness in executing the work order, appropriate orders will be placed.

ANNEXURE-I

SPECIFICATION

- 1.Full-sleeve formal woven shirt.
- 2.Standard stiffened/fused formal collar (pin-point,Band,Mandarin or spread).
- 3.Front buttoned placket with color-matched break-resistant buttons.
- 4.Adjustable single/double-buttoned stiffened cuffs
- 5.Cotton-Polyester blend (e.g., 60% Cotton/ 40% Polyester or 80% Cotton / 20% Polyester) or 100% Poly-Cotton for easy-iron, wrinkle-resistant durability.
- 6.Twill, Poplin, or Fil-à-fil weave is needed.
- 7.Logo,Staff Name / Designation should be printed on the front of the shirt.
8. Premium, elegant, and professional formal attire required.

Scope of Work:

Includes conceptualization, creative design, branding, final artwork, manufacture and supply of Shirt for TRCMPU Ltd. The bidder shall ensure visually appealing,durable designs using high-quality materials, printing and finishing standards. The entire supply and delivery to designated locations shall be completed on or before 15.08.2026

Deliverables:

- 1.Design, manufacture and supply of 1000 shirts as per approved specifications and artwork.
- 2.Submission of design concepts and final artwork for approval before production.
- 3.Proper branding, printing, packing and delivery of materials to all designated TRCMPU Ltd. locations.
- 4.Completion of entire supply on or before 15.08.2026.

GENERAL TERMS & CONDITIONS

1. Inspection

All items supplied under this tender shall be subject to inspection by TRCMPU Ltd. at any stage of manufacture or prior to dispatch. The supplier shall ensure internal quality checks before offering materials for inspection. TRCMPU reserves the right to inspect materials at any stage and may reject items not conforming to specifications. The supplier shall not dispatch materials without written clearance/approval from TRCMPU Ltd. All relevant quality certificates, test reports (if applicable), and sample approvals shall be submitted as requested.

2. _Dispatch Instructions

All materials shall be properly packed and dispatched to the respective delivery locations mentioned in the tender. The supplier shall ensure safe transportation to avoid damage during transit. Dispatch shall be made strictly as per instructions issued in the Purchase Order. All consignments shall be dispatched on freight-paid basis unless otherwise specified. Delivery challan, invoice and packing list shall accompany each consignment.

3. Insurance

The supplier shall be responsible for ensuring safe delivery of goods. Transit insurance shall be arranged by the supplier unless otherwise specified in the Purchase Order. In case of any damage or loss during transit, the supplier shall be responsible for replacement or rectification of the goods at no additional cost to TRCMPU Ltd.

4. Delivery

Time of delivery is the essence of the contract. The supplier shall strictly adhere to the delivery schedule specified in the Purchase Order. The entire supply shall be completed on or before **15.08.2026**. No delayed delivery shall be accepted, and no payment shall be made for supplies delivered after the stipulated date.

5. Demurrage

Any demurrage or additional charges arising due to delay in dispatch or improper documentation by the supplier shall be borne by the supplier.

6. Rejection of Goods

TRCMPU Ltd. reserves the right to reject any or all items that do not

conform to the approved specifications or quality standards. Rejected materials shall be replaced by the supplier within the stipulated time at their own cost. Until replacement, rejected goods shall remain at the supplier's risk.

7. Submission of Bills

Bills shall be submitted in triplicate along with delivery challans, GST invoices and proof of delivery to the concerned units. Payments shall be released after successful inspection and acceptance of materials by TRCMPU Ltd., subject to applicable statutory deductions from the concerned units.

8. Cancellation of Contract

TRCMPU Ltd. reserves the right to cancel the contract wholly or partly in case of non-performance, delay in delivery, or breach of any tender conditions. In such cases, TRCMPU shall be entitled to recover any additional cost incurred due to procurement from alternate sources.

9. Subcontracting

Subcontracting of any part of the supply shall not be permitted without prior written approval of TRCMPU Ltd. However, the primary responsibility for quality, delivery, and compliance shall remain entirely with the main supplier.

10. Force Majeure

Neither party shall be held responsible for failure or delay in performance due to events beyond reasonable control such as natural calamities, strikes, epidemic, government restrictions, or other force majeure conditions. In such cases, both parties shall mutually discuss continuation or modification of the contract

11. Arbitration:

In case of any dispute, the Registrar of Co-operative Societies of Kerala State shall be the sole arbitrator as per the provisions of Kerala Co-operative Societies Act 1969.

12. Jurisdiction: Thiruvananthapuram Kerala only.

RARARAJ R KAS
MANAGING DIRECTOR

