



POLICE



DEPARTMENT

KERALA

No. E2-81456/2025/E

District Police Office,

Ernakulam Rural

✉ spekmrl.pol@kerala.gov.in

☎ 04842624455

Dated. 13-01-2026

TENDER No. 01/2026, DISTRICT POLICE OFFICE, ERNAKULAM RURAL, ALUVA.

NOTICE INVITING TENDER

District Police Chief, Ernakulam Rural, Aluva (Police Department, Office of the District Police Chief, Ernakulam Rural, Aluva) invites Open Bids for the Spare Parts purchasing for repairing Departmental Vehicle KL 01 BK 7365 Innova as detailed below from the Registered Bidders of Kerala. The bidders should comply with the following general conditions in addition to the additional conditions of the instant tender.

SL.No.	Name of Work	Spare Parts Purchasing for the repairing of Departmental Vehicle KL 01 BK 7365 Innova (2013 Model)
1	Location of Work	DHQ Camp Office, Kalamassery.
2	Estimated Cost of the Work	Rs.1, 47, 753/-
3	EMD	1% of Estimated Cost.
4	Brief description of work	Repair of Departmental Vehicle KL 01 BK 7365 Innova.
5	Due date and time for receipt of quotations	20/01/2026 - 5.00 PM
6	Date and time of opening of tender	21/01/2026 - 11.00 AM
7	Date, Time and Place of Technical Evaluation	23/01/2026 - 12.00 Noon, DHQ Camp Office, Kalamassery.
Spare Parts List		
SL.No.	ITEM	QUANTITY
1	Front windshield glass	1 Nos
	Front Glass frame	



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2	beeding	01 set
3	Glass fixing gum	02 bottle
4	Dash Assembly	01 nos
5	Front RH Fender	01 nos
6	Front RH Quarter Glass	01 nos
7	Quarter glass beeding	01 nos
8	RH Front door assembly	01 nos
9	RH Front door Hinges	02 nos
10	RH Front door lock assembly	01 nos
11	Door outer handle	1 Nos.
12	Door stopper	1 Nos.
13	RH side body pannel assembly (Including running board)	1 set
14	Front bumper with brackets & fittings	01 nos
15	Wiring kit	01 set
16	Front wheel disc	01 nos
17	RH door rubber beeding	01 nos
18	Door rubber	01 set
19	RH back door quarter glass	01 nos
20	RH back door quarter glass beeding	01 nos
21	RH side door weather strip (2 door)	01 set
22	RH Front door glass winder assembly	01 nos
23	RH rear view mirror assembly	01 nos
24	RH Head lamp assembly with bulb	01- nos
25	Front wheei cup	02 nos



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GENERAL

1. The Bidder should be a reputed Original Equipment Manufacturers (OEM) or authorized dealer of OEM, who is having an Authorization Certificate from the OEM to participate in the Tender at Kerala Police and Certificate from the OEM for sales and service.
2. One Bidder cannot represent two suppliers / OEMs or quotes on their behalf in a particular Tender.
3. The Bidder should have a valid GST Registration. Copy of GST Registration Certificate should be enclosed along with the Tender Document.
4. The bidder should have valid GST Index Number. Copy of GST index Number allocation letter should be enclosed along with the Tender Document.
5. The Bidder must fulfill the following minimum qualification criteria to prove the techno commercial competence and submit the document in support thereof: The bidder manufacturer should have a minimum of 3 years experience in the Manufacture / Supply of same OEM products and related accessories for Kerala Police / any Kerala Government organization.
6. The OEM/Bidder should have a well equipped service centre functioning in India (preferable in Kerala) to cater to immediately after sales requirement; a copy of Service Centre details must be enclosed along with the Tender document. (Preferably bidder should have a Service Centre in Kerala/South India).
7. If the quote is not according to the above terms and conditions, the same will be summarily rejected.
8. The Bidder must fulfill the following minimum qualification criteria to prove the techno-commercial competence and submit the documents in support thereof :
 - Valid Authorization letter from the OEM to attend this particular Tender.
 - Certificate of Registration/Incorporation Certificate of the Bidder.
 - The bidder (authorized dealer/distributor) should have the dealership/distributorship for at least 3 (three) continuous consecutive years with the OEM.
 - The Bidder has to submit a Warranty Certificate along with invoices, if any.
 - In case of a propriety item, a certificate by the OEM to be attached.

TERMS AND CONDITIONS

1. The supplier should quote the price valid for a period of one year.
2. If the authorized distributor is supplying the items, the Manufacturer/ Principal Company has to submit an authorization letter for the dealer/authorized distributor.
3. All the quotations are to be enclosed with a maximum discount.
4. Delivery of the consignment should be made at the places mentioned in the supply order.
5. If the company is dealing with perishable goods, which require Cold Chain Management the delivery should be prompt. If any damages occur, the supplier will be responsible for its replacement.
6. A penalty will be imposed on delay in delivery as per the existing rules.
7. In case of purchase of goods viz., consumables, disposables, etc the contractual obligations should be considered as completed when supply is done and the items are



inspected and accepted by the Institute.

8. Payment mode is through online after acceptance of goods in good condition at the places mentioned in the supply order.

9. For all ordered goods, Insurance/ liability may be up to the supplier only.

10. If the quote is not according to the above terms and conditions, the same will be summarily rejected.

11. The Tender should be superscribed with Tender Number and name of the store item and to be addressed to “ DISTRICT POLICE CHIEF, DISTRICT POLICE OFFICE, ERNAKULAM RURAL, ALUVA - 683101 ”. Late Tenders will not be accepted.

12. The Tenders should be submitted in two separate parts containing Technical and Financial bids in separate sealed envelopes clearly superscribed and should together in a large envelope, all envelopes sealed and superscribed with “ Tender No. and Name of item”. If any offer contains technical bids and financial bids together in one envelope, such offers shall be rejected outright. Tender should be submitted in the prescribed format provided along with this tender notice (K.F.C.FORM 14).

13. Opening of Tenders :- Technical bid of the offers received with requisite EMD or Bid Security with samples will be opened on 21/01/2026 - 11.00 AM in the presence of the authorized representatives of the firms who may be present at that time. All tenders received without EMD will be rejected, outright. The technical bids will be evaluated by a Technical Evaluation Committee and those that do not conform to the specifications will be rejected. The financial bids of the technically qualified Bidders only will be considered for opening on 23/01/2026 - 12.00 Noon. All prices quoted should be inclusive of all levies and taxes.

14. Cover details :- No. of covers - 2. i) Technical Bid ii) Financial Bid. The Price details should be quoted in the Financial Bid only.

15. Intending Tenderer may, on application to District Police Office, Ernakulam Rural obtain requisite tender forms on which the tenders should be submitted or download the tender forms from the Kerala Police Website www.keralapolice.gov.in. The tenderer who download forms should submit the required tender value as Demand Draft along with the tender.

16. Earnest Money Deposit (EMD) @1% of the quoted value should be furnished along with the Tender. EMD may be submitted either in crossed Bank Drafts / Treasury Savings Bank Deposits / Government Promissory Notes / Bank Guarantee or National Saving Certificates drawn in favour of “DISTRICT POLICE CHIEF, ERNAKULAM RURAL, ALUVA - 683101”. The name of the firm and Tender number should be mentioned in the reverse side of the EMD and Tender cost. Firms which are exempted from furnishing EMD should produce a copy of relevant authorized document for verification. Without EMD, the Tenders will be rejected.

17. Specifications and list items of each Tender shall be obtainable from “MOTOR TRANSPORT OFFICER, DHQ KALAMASSERY, ERNAKULAM RURAL” during working hours of office (i. e. in between 10.00 Hrs. to 17.00 Hrs. of all working days). The firms should also furnish the detailed specifications, brochures, technical support network in Kerala etc. The Tenders without detailed specifications of quoted items, Brochures, etc. are liable to be rejected forthwith.

The Tenders without separate envelope and not superscribing the Tender number will be rejected.



18. As the items are urgently required, the selected bidder will have to supply the item without loss of time, preferably within Ten days from the date of issuing of the supply order.

19. Police department is not liable to send any individual communication. Police Department is not responsible to return the samples after verification. The rates quoted should be valid upto one year.

20. "DISTRICT POLICE CHIEF, ERNAKULAM RURAL, ALUVA " is empowered to reject any tender without assigning any reason.

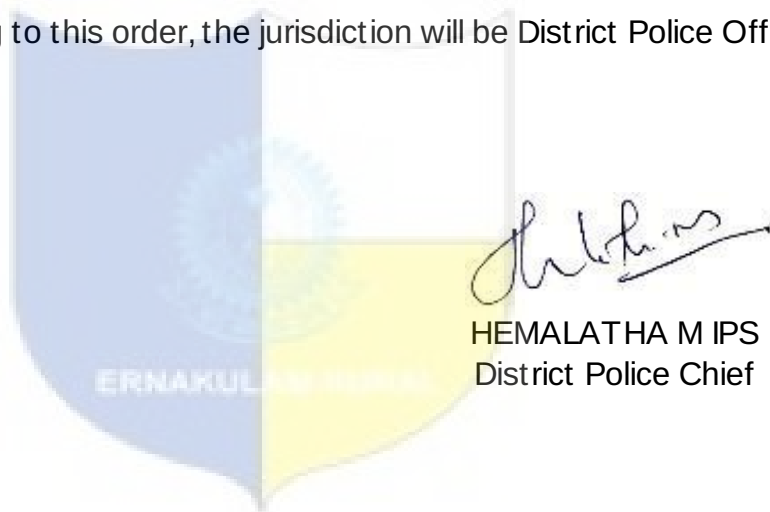
21. Para 9. 55 of Store Purchase Manuel to change quantity to be supplied up to 15 % is applicable in this Tender.

22. Any clarification/doubts regarding the specification or related matters pertaining to the items tendered may be freely got cleared through Motor Transport Officer,DHQ Camp Office, Kalamassery. Mob- 9497916969 on all Government working days from 10:00 am to 5:00 pm.

23. All Bidders who participate in tender should produce hard copies of all relevant documents related to tender at the time of technical evaluation, without fail.

NOTE: - BIDDERS ARE ADVISED TO GO THROUGH THE CONDITIONS IN THE NOTICE INVITING TENDER AND THE TENDER DOCUMENT CAREFULLY AND COMPLY THEM TO AVOID OUTRIGHT REJECTION OF THEIR TENDER.

For any litigation relating to this order, the jurisdiction will be District Police Office, Ernakulam Rural, Aluva.



To : 1. Assi. Commandant, DHQ Camp Kalamassery. 2. MTO, DHQ Camp Kalamassery.



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