



ITI LIMITED

Palakkad Plant, Kanjikode West
PALAKKAD – 678 623
KERALA

Ref: ITI/PKD/HR/2025 /1214

Date: 07/03/2026

Sub: Request for Quotation (RFQ) for leasing out ITI property located at Yakkara

ITI Ltd., Kanjikode West, Palakkad , Kerala invites quotes for the following:-

Sl.No.	Item Code	Description of work	Lease Period
1	ITI/PKD/HR/ Yakkara Land /99	Leasing out ITI property located at Yakkara.	Maximum for 4 Years and 11 Months.

Please submit your competitive bid on our E-tender Portal (<https://itilimited.ewizard.in/>) against the Enquiry Ref No. ITI/PKD/HR/2025 /1214 dated 07/03/2026, for the above mentioned tender on or before due date, subject to the following terms & Conditions:

1. ELIGIBILITY CRITERIA:

The Bidders should quote only, if they satisfy the following eligibility criteria.

- Bidder should be a registered Company under Companies act.
- The bidder should have **GST** registration, **PAN** card.
- The bidder should have Minimum turnover of more than **Rs.100 Crs.**with EBIT-DA of more than **Rs.5 Crs** for last three years.
- Self-attested copies of the documents should be submitted.

The non- compliance in this regard will disqualify the bidder.

2. Type of bid : 2 bid system Technical Bid and price bid

E-tendering Instructions to Bidders: Please refer Annexure III for the instructions to Bidders regarding E-tendering

- 3. Critical Dates** : **RFQ PUBLISH DATE: 07/03/2026**
- Last Date for the submission of Quote:**
30/03/2026 at 14.00Hrs
- Tender Opening (Technical Bid): 30/03/2026 at 14.30Hrs**

4. TERMS & CONDITIONS:

- ITI Ltd., Kanjikode, Palakkad in intending to lease out its unused land / Building located near National Highway 544 at Yakkara near Palakkad Medical College. Details of land and buildings available at the above location is given in Annexure-I.
- Interested bidders should quote for separately for Covered shed and open land given in **Annexure-I**.
- Base value fixed is **Rs.241884.80/- per Month excluding TAX** for Covered shed area of approximate **12094.24 Sq. feet** area with **Electricity** and **Water** Connections. and **Rs.10/- per Sq. feet** for approximate open land space of **42743.13 square** feet. Electricity and water charges will be on actual and above this rate. Annual escalation of rent will be 5% per Annum.
- Open Land area can be quoted as per sq.feet rate for the required land. However, H1 bidder will be selected based on the total quoted price made against Covered shed area and open land space.
- Bidders can submit quotations above the base value. The H1 bidder satisfying all the tender conditions will be selected. The initial contract period will be minimum of two years and maximum of 4 years 11 months . If the initial contract is for two years, it will be further extendable for a maximum period of two years and eleven months (total maximum of 4 years and 11 months) if both parties desire to continue. If either party wishes to discontinue the contract, three month's notice must be given.
- Bidders should explicitly specify the purpose of leasing the land and sign an agreement with ITI undertaking that property will be used only for the specified purpose and will not indulge in any unlawful activity.
- Bidders should indemnify ITI for any loss incurred to ITI due to bidder.
- Type of assignment : Lease for four years 11 Months
- Payment : Every month against ITI invoices within 14 days from invoice date. Late payments shall attract interest @ 18%.
- Bidders shall deposit **Rs.2,00,795/-** as EMD for participation in the tender. The EMD amount can be submitted on our E-Tender Portal or the EMD amount can to transferred online in the below mentioned account details and the transaction details must be furnished with the "TECHNICAL BID"

Account Name – **ITI LIMITED, PALAKKAD**
Account Number – **10620194836**
IFSC Code – **SBIN0000893**

Successful bidder should deposit three months rent as security deposit. Money can be deposited through on line transfer to ITI Bank account.

- Bidders may visit the above ITI property to assess its suitability before submitting their quote. The quote for the lease of the property is on an "**as-is, where-is**" **basis**. For the purpose of visit the bidders may contact the following address.

Shri Saraschandran O K, Officer-HR-Legal, HR Department, ITI Limited, Kanji-kode(w), Palakkad, Kerala. Mob: 9895566205 e-mail: hriti_pkd@itiltd.co.in.

- No major structural alterations or constructions will be permitted throughout the contract period. Any minor alterations, including changes to electrical and water connections, will require written permission from ITI Limited. No construction will be allowed in Open Land Area.

Bank details for crediting/transferring money to I T I Limited are as below.

- (1) **Account Name: I T I Limited Palakkad**
- (2) **Account No: 10620194836**
- (3) **Branch Name: State Bank of India, Palakkad Branch**
- (4) **IFSC: SBIN0000893**
- (5) **MICR Code: 678002002**

5. **Technical Bid:**

The Technical bid shall contain the following document:

- **Proof of EMD payment**
- Scanned copy of the following documents with seal and signature of bidder:
 - **Company registration certificate.**
 - **GST & PAN Registration certificate**
 - **Proof of Turnover and EBITDA for last three years.**
 - **Under taking on all terms of conditions in clause-4**
 - **Tender document Pages 1 to 4 with signature and seal of bidder.**

Important: All the documents submitted against tender should with seal and signature of bidder.

Price Bid:

- Please note that the Annexure II in this RFQ serves as the format for the Price Bid. The actual Price Bid or BOQ is already provided in Excel format (.xlsx file) on the e-tendering site against the above tender. Bidders are required to enter values only in the cells that are enabled (highlighted in yellow) within the Excel file.
- The price bid shall contain quotation in the format given in Annexure-II. The format should be filled in all respects
- Price quoted should be **excluding TAX** .

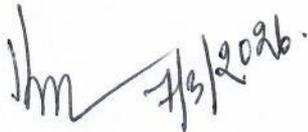
The technical bid will be opened on the above said due date at **30/03/2026 at 14.30Hrs.** If the date happens to be holiday for any reason, the opening will be carried out at the same time in the next working day.

The price bid opening date will be intimated later after the scrutiny of technical bids.

The tenders shall remain valid for acceptance for a period of 120 days from the date of opening of the bid. The Company reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Thanking you,

For ITI Limited,



Deputy General Manager(MKTG&MM)
I T I Limited, Palakkad, Kerala.

ANNEXURE I -TO Request for Quotation (RFQ) for leasing out ITI property located at Yakkara

Ref: ITI/PKD/HR/2025 /1214

Date: 07/03/2026

RENTAL BUILDING and LAND DETAILS OF ITI PALAKKAD AT YAKKARA, PALAKKAD.			
Sl. No	Name of the building	Nature of the building	Plinth Area (Sq F)
(A) Covered shed			
1	Building No 1	Structural Building	6972.48
2	Building No 2	Structural Building	1936.80
3	Building No 3	Structural Building	2152
4	Building No 4	Structural Building	1032.96
Total Area			12094.24
(B) Open Land			
Open Land		Open Area	42743.13 Sq. feet
Common Utility area			
Common Utility Area		Utility	8303.92 Sq. feet

Annexure II

PRICE BID FORMAT FOR LEASING OUT ITI PROPERTY LOCATED AT YAKKARA

Ref: ITI/PKD/HR/2025 /1214

Date: 07/03/2026

Vendor Name/ Supplier Name :			
Quotation Ref: No. :		Date :	

SI No	Type	Total Basic Price quoted in Rs. (Excluding TAX).
1	Covered Shed(12094.24 sq. Feet) with Asbestos Roof	
Price quoted in words excluding TAX:	Rupees	

SI No	Type	Total Basic Price quoted per Sq. feet in Rs. (Excluding TAX).
1	Open Land (42743.13 sq. Feet)	
Price quoted in words excluding TAX:	Rupees	
Required Area in Sq. Feet	In Sq. Feet	

Note: In the instance of variation in the quote between numeral and words, words will be taken.

Kindly note that the Annexure II above is the format for the Price Bid. The actual Price Bid or BOQ is already provided in Excel format (.xlsx file) on the e-tendering site against the above tender. Bidders are required to enter values only in the cells that are enabled (highlighted in yellow) within the Excel file.

ANNEXURE III TO RFQ FOR LEASING OUT ITI PROPERTY LOCATED AT YAKKARA

ADDITIONAL INSTRUCTIONS FOR VENDORS REGARDING E-TENDER

Ref: ITI/PKD/HR/2025 /1214

Date: 07/03/2026

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://itilimited.ewizard.in>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://itilimited.ewizard.in> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- f) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.
- g) As per portal norms Registration Fee will be applicable.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.

d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994, 8448288986, 8448288989, 8448288985, 8448288987, 011-496060608448288988, 9355030610, 8448288984, 9355030608, 9355030620, 9355030604, 9355030613, 93550306069355030621, 8448288992, 9205898221, 8448288982, 93550306109355030629, 9355030630, 8448288980, 9355030617, 9355030616, 9355030623, 9355030624, 9355030614, 9355030618, 9355030607, 9355030615 eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.101@gmail.com

- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The bid should be submitted through e-Wizard portal (<https://itilimited.euniwizarde.com/>) only.
- e) All payments should be done through e-Wizard Payment gateway.