



**KERALA STATE FILM DEVELOPMENT CORPORATION  
(KSFDCLTD)  
VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014**

Ph: 0471 2325325

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**TENDER NO. 26/T1/05/KSFDCLTD dtd 21/10/2025**

**Name of the work :**      Tender for renting out A1 &A2 shop space located  
in KSFDCLTD'S Kairali/Sree Theatre complex, Round  
North,Thrissur

**Name of Quotationer**      .....

**Address**      .....

.....

.....

.....

**SUMMARY OF NOTICE INVITING TENDER**

|                                           |                                                                                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT</b>                            | Tender for renting out A1 &A2 shops located in KSFDC'S Kairali/Sree Theatre complex,Round North, Thrissur         |
| <b>TENDER NO</b>                          | 26/T1/05/KSFDC                                                                                                    |
| <b>PLACE OF ISSUE OF TENDER</b>           | <a href="http://www.ksfdc.in/html/tendersandquotations.php">http://www.ksfdc.in/html/tendersandquotations.php</a> |
| <b>EMD</b>                                | Rs.20,000/-                                                                                                       |
| <b>TENDER FEE</b>                         | Rs.2,500/-(Including 18% GST)                                                                                     |
| <b>LAST DATE OF RECEIPT OF TENDER</b>     | 3:00 PM on 12.11.2025                                                                                             |
| <b>DATE AND TIME OF OPENING OF TENDER</b> | 3:30 PM on 12.11.2025                                                                                             |

You are hereby requested to send your sealed QUOTE for the **“Tender for renting out A1 &A2 shops located in KSFDC'S Kairali/Sree Theatre complex, Thrissur”** as per schedule to the below mentioned address

**ISSUED TO** : Managing Director  
KSFDC, Chalachitra Kalabhavan , Vazhuthacaud TRIVANDRUM -

## **NOTICE INVITING TENDERS**

Kerala State Film Development Corporation (KSFDC) is in process of renting out vacant shops A1 & A2 located in KSFDC'S Kairali/Sree Theatre complex, Thrissur as per the terms and conditions mentioned herein.

### **ELIGIBILITY:**

1. The tenderer shall have valid GST registration/PAN/Address proof at the time of submission of bid.
2. Certificate of incorporation/ registration documents, etc, if the bidder is a Company/Firm.

### **PROCEDURE FOR SUBMISSION AND OPENING OF TENDERS**

1. Tenderer can visit [www.ksfdc.in](http://www.ksfdc.in) to download the tender form. In such an instance, the cost of the Tender Form should be submitted separately as a DD/receipt.
2. Tender shall submit duly filled tender form, DD/receipt of the amount of the form price (Tender Fee) and Earnest Money Deposit (EMD), copy of identity card of the person participating in the tender and documents mentioned in the tender. The tender must be received in a sealed envelope with heading **"RENTING OUT VACANT SHOP SPACE A1 & A2 LOCATED IN KSFDC'S KAIRALI/SREE THEATRE COMPLEX, THRISSUR"** send to "The Managing Director, Kerala State Film Development Corporation, Vazhuthacaud, Thiruvananthapuram -14" on 12/11//2025 before 03:00 PM. Tenders without the price of the tender form and deposit will be unconditionally rejected.
3. The sealed tenders will be opened and inspected on 12/11/2025 03:30 PM and only the tenderers or their representatives will be present. If for any reason the day of opening and inspection of the tender falls on a holiday, the tender will be opened and inspected on the next working day.
4. If there is no competitive nature, the tender process will be cancelled.
5. KSFDC reserves the right to change/add to the above conditions. The Managing Director shall have full authority to do so.

### **TERMS & CONDITIONS:**

1. The tenderer shall bring their own equipment and instrument to run their shops. Only Space as indicated above will be provided by KSFDC (as specified in the Annexure - I 'Rentable Area Details').
2. The contractor shall not carry out any permanent structural modification to the said shops.
3. The shops should be kept neat & clean and free of unhygienic conditions. The contractor should keep the site clean. If at any point, the allotted premises found to be unclean, the lessee shall be held responsible and penalty of Rs. 2,000/- per occasion shall be imposed.
4. The contractor shall maintain the premises in good condition and shall not cause any damage thereto. If any damage is caused to the premises by the contractor or his workers, employees or

agents the same shall be rectified by the contractor at his/her own cost either by rectifying the damage or by paying compensation as may be determined by KSFDC.

5. Electricity charges shall be paid by lessee directly to Kerala State Electricity Board(KSEBL)
6. Water charges shall be paid by lessee as per clause 4 of special conditions.
7. Waste management should be in a proper way and subject to inspection by officials of the licensor and the Municipal Authorities.
8. The tenderer is advised to visit the site before participating in the tender. The tenderer should assess the volume of business by him. KSFDC will not guarantee any minimum/ maximum business.
9. The Tenderer shall not utilize the premises and facilities of the shop to cater any other client, other than KSFDC.
10. The successful tenderer shall not sub-let the premises either in whole or in part. The premises shall not be used for residential purposes even for the shop staff. No additions or alterations of the premises will be made without permission of KSFDC.
11. The tenderer shall not keep the shops closed without prior permission from the KSFDC authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by KSFDC, as it may deem fit.
12. Inspection – The Competent authority and their representative shall be entitled at any time to inspect the shops. During inspection if found any irregularities competent authority and representative have a right to impose penalty.
13. The Lessee shall abide by the Terms & Conditions of the Lease included in this tender and to be mutually agreed upon and the lease agreement to be executed and rules in force. KSFDC shall at any time and from time to time be entitled to revise the terms and conditions and such revised terms and conditions shall always be construed as agreed to be accepted by the Lessee.
14. The shop details are mentioned in the Annexure-I 'Rentable Area Details'. If the amount of the monthly rent offered in the tender process for a space is not found satisfactory on evaluation, KSFDC has the absolute right to cancel the tender process of that space.

## **SPECIAL CONDITIONS**

1. The demised premises shall not be used for any other purpose other than for which it is given without the prior sanction of the lesser. No trade or business that are expressly prohibited by law or injurious to public health or can create public nuisance shall be carried on in the demised premises.
2. False floor/Illegal constructions shall not be permitted under any circumstances if the shops leased or rented out.
3. All open space and entrance to the demised premises shall be kept free of any obstructions.
4. The lessees of all the shops in the complex are sold/leased out by KSFDC can join together and form a registered association with its bylaws duly approved by KSFDC for the purpose for taking over the maintenance, up keep and operation of the common areas and such other facilities like security for the shopping area if required, maintenance of pumps, drainage, cleaning of common areas and the common toilets. To ensure that this important condition is fulfilled by the lessee, the lessee will have to make an interest free security deposit of **Rs. 20,00,000/-** to the KSFDC. In case the above commitment of maintaining common area is not carried out to the satisfaction of the KSFDC , the KSFDC will take up the above work and deduct the expenses from the security deposit. The lessee would be legally bound to recoup the deposit on getting proper notice from the KSFDC who will have absolute right to recover such amount from the lessee through legal means, including revenue recovery proceedings.
5. The car park in the basement floor for the complex is meant for parking the vehicles of public coming to the theatres run by the KSFDC. But a specific portion can be earmarked for the public visiting the shops in the complex at the sole discretion of KSFDC against parking fee.
6. The lessee shall bear, pay and discharge all existing and future taxes, charges, assessments and outgoing etc. payable in respect of the shop demised upto him/her. The KSFDC reserves its right to recover any defaulted amount with interest.
7. The lessee will have absolute right to use of the pathway to the allotted premises through the main entrance or through the basement car park as the case may be.
8. KSFDC will provide electricity at one location in the complex from the Thrissur Electricity Department/KSEB. The lessee have to obtain further power connection at their own cost. PVC conduit lines are provided in the RCC slabs for the wiring purposes. Lights for all common passages will be done by KSFDC.
9. Whenever there is power failure during the normal working hours the generator supply will be provided by the KSFDC only to common passages.
10. Display boards/ name boards of the shop shall be fixed only on the conditions laid down by the KSFDC. Placing boards or sticking of publicity material in public areas will not be permitted.

11. The lessee shall keep the exterior and the interior of the build up space allotted and additions thereto the fixtures and other electrical, sanitary and other fittings therein, in good repair and conditions.
12. The common water source will be made available at the complex. Individual connections shall be taken by the lessee at their own cost.
13. There will be common toilet facility available for the shopping complex. Lessee will not be permitted to provide water closet and sewage line in the shops.
14. The lease is subject to the rules, regulations and bylaws of the KSFDC in force from time to time. The KSFDC may stipulate additional condition or any time during the continuance of lease of shops.
15. The lessee shall at his expenses get the lease deed executed on realisation of installment charges and the lesser agrees to sign and execute the lease deed as required.
16. In case of any doubts or disputes regarding any of the terms and conditions of this agreement, the decision of the Managing Director, KSFDC shall be final and binding

### **PERIOD OF CONTRACT**

The rent period shall be initially for a period of One year. If the Lessee abides by the terms and conditions specified in this tender and the Lease Agreement to be executed and remits the agreed monthly rent amount promptly, they may, subject to the decision of KSFDC, be permitted to renew the Lease Agreement yearly, subject to a maximum period of 15 years, at the sole discretion of KSFDC, subject to the enhancement of rent by 15% on completion of every three year of lease.

### **PERIOD OF VALIDITY**

The quoted rates must be valid for a period for 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

### **PAYMENT TERMS**

- I. The successful bidder will have to deposit an amount of 20,00,000/- (Twenty Lakh) as interest free security deposit before taking the possession.
- II. Rent payment frequency is Monthly & the monthly rent amount along with GST shall be paid in advance. Rent for the first month shall be paid within 7 days from the date of signing of the agreement. Payment shall be made through account payee cheque/ Demand Draft/RTGS/ NEFT OR in any other acceptable format as decided by KSFDC.
- III. Ten percentage (10%) of the monthly rent or such higher amounts as may be actually incurred, will also be charged from the lessees as the Common Facility Expenses and added to the bill for payment, every month. In addition to the monthly rent and Common Facility Expenses, the lessees

are also liable to pay the required GST/ other taxes as are applicable from time to time, whether or not the responsibility for the payment of the same is bestowed upon the Lessor or Lessee.

- IV. The rent of the shops will have to be paid between 1<sup>st</sup> to 5<sup>th</sup> day of every month in advance, in case of holiday, on the next working day, failing which penalty @ Rs. 500/- per day shall be imposed for delayed period.
- V. **Three months' prior notice** is required if the lessee/allottee wishes to vacate the shop, and rent will be charged during the notice period.

### **SECURITY DEPOSIT**

- I. On acceptance of an offer, KSFDC will send a Letter of Provisional Allotment of space to the successful tenderer. Subsequently the interest free Security Deposit of **20,00,000/-** (Rupees Twenty Lakh only) shall be remitted by the party within 7 days of the receipt of Letter of Provisional Allotment.
- II. The Final Allotment Letter will be issued only after the compliance of the conditions of the tender with respect to the payment of Security deposit, etc. If the selected tenderer withdraws from the offer or fails to deposit the interest free Security Deposit, its/his/her EMD shall be forfeited.
- III. The security deposit shall, subject to the conditions specified therein be returned to the contractor **within six months** after the expiration of the contract, but in the event of any dispute arising between the KSFDC and the contractor the KSFDC shall be entitled to deduct out of the deposit or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the KSFDC to the lessee.

### **EXECUTION OF AGREEMENT OF LEASE**

- I. The Final Allotment Letter will be issued to the successful tenderer on remittance of the entire Interest Free Security Deposit amount. The successful tenderer shall then execute an Agreement of rent (Rental Deed) incorporating all the terms and conditions, within 10 days of the final allotment letter, at its/his/her own expense. If the Tenderer fails to execute the agreement within the time fixed above, the allotment will be cancelled, forfeiting the EMD and 25% of the Interest Free Security Deposit and the space will be reallocated otherwise. The space will be handed over to the Allottee only on execution of the agreement of lease. The agreed monthly rent shall become payable with effect from the date of execution of Agreement.
- II. If lessee vacates the shop without permission of KSFDC, the Security Deposit and advance rent will be forfeited. In case of extension, the licensee has to extend the period of agreement accordingly within 7 days of extension order and during this period rent has to be paid by the lessee.

## **SUBMISSION OF PROPOSALS**

1. The tender documents can be downloaded from the website [www.ksfdc.in](http://www.ksfdc.in)
2. Sealed Quotations shall be submitted to **“Managing Director, KSFDC Head office, Chalachitra Kalabhavan , Vazhuthacaud, Thiruvananthapuram, Kerala 695 014 ”**and in accordance to the instructions given in this tender document. The offering rates should be submitted in price offer specified in the tender document. The quotation submitted in any other format will be treated as non responsive and not be considered for evaluation.
3. Proposals must be direct, concise, and complete. KSFDC will evaluate bidder’s proposal based on its clarity and the directness of its response to the requirements as outlined in the tender document.
4. Tenders not properly filled, mutilated with incorrect calculations or not complying with the general conditions will be rejected.
5. Tenders received without e-mail address and contact number of the tenderer will not be considered.
6. Any attempt on the part of the tenderers or their agents to influence the Officers of the Corporation in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.
7. Interested bidders are requested to clarify their doubts regarding tender and seek information on the assignment. KSFDC will discuss and review the queries and provide reply through email.
8. If the tender is made by an individual, it shall be signed with his full name and complete address shall be given in Annexure 2 and submit a copy of Electoral ID Card/Aadhaar card along with the tender. If it is made by partnership firm, tender documents shall be signed with the co- partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of the firm and attach a copy of ‘Power of Attorney’ with the tender authorizing him to sign on behalf of the other partners. A certified copy of the ‘Registered Partnership Deed’ shall also be submitted along with the tender. In case the tender is made by or on behalf of a company incorporated under the Companies Act, 1956, tender documents shall be signed by the Managing Director or by one of the Directors duly authorized on his behalf and shall include a copy of the ‘Power of Attorney’ with the tender. A certified copy of the registered deed shall also be submitted along with the tender.
9. At any time prior to the deadline for submission of the tender, KSFDC may for any reason, modify the tender document and such amendments shall be binding on all the bidders.

## **TENDER DOCUMENT FEES AND EARNEST MONEY DEPOSIT (EMD)**

Bidders while participating in the tender published in KSFDC website should pay applicable Tender Fee and Earnest Money Deposit (EMD) and should ensure the following:

- i. The bidder has to remit **Rs.2,500/-** (inclusive of 18% GST) as Tender Processing Fee.
- ii. An amount of **Rs.20,000/-** has to be remitted towards EMD.
- iii. EMD of unsuccessful bidder will be discharged/ returned after executing agreement with the successful bidder.

- iv. The successful bidder's EMD will be discharged upon the bidder signing the contract and furnishing the Performance Security Deposit.
- v. No interest will be paid for the EMD submitted.
- vi. Tender Fee exemption and EMD exemption is **NOT** allowed on submission of tenders for MSME (Micro Small & Medium Enterprises) and NSIC registration as per GO (P)No1-2021-FinTvpmm Dated 03-01-2021.

*The EMD will be forfeited, if a tenderer;*

- i. Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
- ii. Withdraws its bid after the opening of bid within the bid validity period.
- iii. A successful bidder, fails to sign the contract after issuance of Letter of acceptance.
- iv. Fails to furnish performance security after issuance of Letter of acceptance

#### **OPENING AND EVALUATION OF TENDER**

1. Technical proposals will be opened by Managing Director, KSFDC or his authorized representative or by a committee constituted for this purpose, on **12.11.2025 at 3.30 PM**.
2. Subject to the owner's (KSFDC) right to accept any tender, and to reject any or all tenders, the owner will award the contract to the tenderer whose bid has been determined to be substantially responsive to the tender documents and who has offered the **highest** Tender Price provided further that the tenderer has the capability and resource to carry out the contract effectively.
3. The Managing Director, KSFDC shall have right to relax any of the eligibility conditions in the best interest of the corporation.
4. KSFDC reserves to itself the right to reject/cancel any or all the Tenders and tender procedures without assigning any reason thereof and/ or to call for any other details or information from any of the tenderers. The decision of the Managing Director, KSFDC shall be final and binding on the tenderers

#### **ACCEPTANCE OF TENDER**

- I. **The successful tenderers should remit the security deposit amount of 20,00,000/- within 7 days of receipt of communication to that effect.** If the tenderer fails to remit the amount within notice date KSFDC will be at liberty to cancel the tender and forfeiting the EMD and also blacklist the tenderer. In that case KSFDC will have the right to invite and finalize fresh tender.
- II. If failure to remit the amount as specified above the offer will be cancelled and the

EMD will be wholly forfeited, and loss if any sustained by KSFDC will be recovered from the tenderer through suitable means including RR proceeding.

- III. The successful tenderer shall, before signing the Agreement and within the period specified in the letter of acceptance of his tender, **deposit 20,00,000/- as Interest free Security Deposit** for the satisfactory fulfilment of the contract. The EMD of successful tenderer may be adjusted towards the security deposit. If the successful tenderer fails to deposit the security deposit and execute the agreement as stated above, the earnest money deposited by him will be forfeited to the KSFDC and contract arranged elsewhere at the defaulter's risk and any loss incurred by the KSFDC on this account will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby.
- IV. The security deposit shall, subject to the conditions specified therein be returned to the **contractor within six months** after the expiration of the contract without any interest as mentioned in the special condition clause no.4, but in the event of any dispute arising between the KSFDC and the contractor the KSFDC shall be entitled to deduct out of the deposit or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the KSFDC to the lessee.
- V. Communications of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfilment of the contract within the license period. The tenderer shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail penalties.
- VI. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the KSFDC.

**Signature of the Tenderer**

**ANNEXURE 1: RENTABLE AREA DETAILS**

| Sl No | Shop Number | Nature of shop | Area of shop               |
|-------|-------------|----------------|----------------------------|
| 1     | A1 & A2     | General Store  | 39.68 Sqm or 426.96 Sq Ft. |

**ANNEXURE 2: GENERAL INFORMATION ABOUT THE APPLICANT**

|                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                | Name of Tenderer:<br>(In block letters) | .....                                                                           |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                | Address in full<br>a) Postal:           | .....<br>.....<br>.....<br>.....<br>Phone: ..... Mobile: ..... E-mail:<br>..... |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                | b) Permanent:                           | .....<br>.....<br>..... Phone:<br>..... Mobile: ..... E-mail:<br>.....          |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                | GST Number                              |                                                                                 |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                | PAN Number                              |                                                                                 |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                | Electoral ID/Aadhaar No.                |                                                                                 |
| <p>I / We have read the terms and conditions of the tender. I / We shall abide fully by the conditions prescribed.</p> <p>I / We enclosed a copy of the terms and conditions duly signed by me/us on all pages. I / We hereby solemnly declare that all the above information given by me/us true.</p><br><br><p>Place:</p> <p>Date: <span style="float: right;">Signature of Tenderer</span></p> |                                         |                                                                                 |

**QUOTATION: PRICE OFFER** (To be filled by bidder)

| Sl No | Shop Number | Nature of shop | Area of shop               | Rent per month quoted by bidder (in Rs.) | GST amount @ 18% | Total amount with GST (in Rs.) (e+f) |
|-------|-------------|----------------|----------------------------|------------------------------------------|------------------|--------------------------------------|
| (a)   | (b)         | (c)            | (d)                        | (e)                                      | (f)              | (h)                                  |
| 1     | A1 & A2     | General Store  | 39.68 Sqm or 426.96 Sq Ft. |                                          |                  |                                      |

**Signature of Tenderer**

### **DECLARATION**

I/We hereby solemnly declare that all the information given by me/ us in the tender are true and correct. I/We have read and understood the terms and conditions for allotment of Space in Thrissur and accepted all terms & conditions in the tender document. In the event of acceptance of this tender, I/We agree to observe and be bound by the terms and conditions mentioned in this tender document set and attached documents which is subject to such modifications from time to time as deemed necessary by KSFDC and the same shall always be construed as agreed to be complied by me/us. I/We also agree that my/our offer/ bid in the tender process will remain firm and valid for acceptance till 90 days from the date of opening of tender and that my/our tender cannot be withdrawn before the firm period is over. I/We agree that in case of withdrawal of my/our tender before the end of the firm period, the same will attract the risk of the EMD being forfeited to the Corporation.

**Signature of Tenderer**

### **LIST OF DOCUMENTS TO BE SUBMITTED**

1. Quotation – Price Offer
2. Address Proof.
3. Aadhaar/Voter ID/GST/PAN Details (whichever are available/ applicable).
4. Certificate of incorporation/ registration documents, etc, if the bidder is a Company/Firm.
5. Such other supporting documents as required in the tender.