

No: KUP/Estt.6.5/2024

01.07.2024

**RETENDER NOTICE**

**Tender document for the supply of Printing and allied materials to the Kerala University Press,SH Campus, Palayam.**

**Tenderer Details**

Registered Name and Address of Tenderer:	
Address for communication:	
Other contact information: Telephone Office : Mobile : Email : FAX :	
Signature	

FORM OF TENDER

From

.....  
.....  
.....

To

.....  
.....  
.....

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the University of Kerala, Thiruvananthapuram at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

\*I/We am/are remitting/have separately remitted the required amount of Rs..... as earnest money.

Yours faithfully

(Signature).....  
(Address).....

Date .....

\* (To be scored in cases where no earnest money deposit is furnished)

Important: This tender form may be printed on A4 size paper. Editing of the pre- printed text in the tender form in any way other than as indicated (like ticking, filling in with ink/typing, scoring off inapplicable material etc.) will render the tender form invalid and liable for rejection.

## GENERAL CONDITIONS

Sealed tenders are invited for the supply of the materials as specified in schedule of materials attached herewith.

1. The tender should be submitted in the prescribed tender form attached herewith. **The cost of tender form is ₹700 + 18% GST, and once paid will not be refunded.** Tenders which are not in the prescribed form are liable to be rejected.

2. (a) **Every tenderer who has not registered his name with the State Government (Stores Purchase Department), should send along with his tender, an earnest money of ₹3240/- .** The amount shall be paid by remitting as Demand Draft (DD) issued from a Nationalised /Scheduled Commercial Banks drawn in favour of the **Finance Officer, University of Kerala, Thiruvananthapuram, payable at State Bank of India, Kerala University Office Campus Branch (SBIN0070292)**, as described in the tender notification. Cheques will not be accepted. The earnest money of unsuccessful tenderers will be returned as soon as possible after the tenders are settled. **Separate DD towards the cost of the tender form and the EMD should be submitted.** For more details, please log on to [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in).

(b) Tenderers whose names are registered with Government (Stores Purchase Department) are generally exempted from furnishing earnest money for such articles for which they have registered their names. If they tender for stores other than those for which they have registered their names, they will have to furnish earnest money as in the case of unregistered firms. Registered firms will have to quote invariably in every tender they submit, the registration number assigned to them by the Stores Purchase Department. Attested copy of registration certificate may be enclosed with the tender for reference.

3. The Tenders along with the tender document, separate DD towards the cost of the Tender form and the EMD, Compliance Statement and the specification/brochure should be addressed to the **“The Superintendent(i/c), Kerala University Press, University of Kerala, Thiruvananthapuram – 34.”**, in a sealed cover with the tender number and name – **“Tenders for the supply of Printing and allied materials”** duly superscribed on the cover.

4. **The last date of receipt of tenders is at 3.00 PM on 15.07.2024. The tenders will be opened at the office of the Kerala University Press, Palayam on 3.30 PM on the same day in the presence of vendors then present.**

5. Intending tenderers should send their tenders so as to reach the officer mentioned in the tender notification, on or before the due date and time noted therein. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned therein. Tenders not stipulating period of firmness and tenders with price variation clause and/or ‘subject to prior sale’ condition are liable to be rejected.

6. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any deposited by him will be forfeited to University of Kerala or such action taken against him as the University think fit.

7. Tenderers shall invariably specify in their tenders the delivery date and the time for the supply of tendered articles, as per the tender notification.

8. The final acceptance of the tenders rest entirely with the University who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.

10. In cases where a successful tenderer, after having made partial supplies, fails to fulfil the contracts in full, all or any of the materials not supplied may at the discretion of the The Superintendent(i/c), be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby, together with such sums as may be fixed by the University towards damages, be recovered from the defaulting tenderer.

11. Payments will be made only after the supplies are actually verified and taken to stock. The firms will produce stamped pre-receipt for releasing the payment, after the satisfactory supply/installation of the items at our site.

12. The contractor shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the The Superintendent(i/c) who shall have absolute power to refuse such consent or to rescind such content (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the sub-contractor upon such recession. Provided always that is such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

13. The tenderer shall undertake to supply materials according to the standard sample and/or specifications mentioned in the Tender Document.

14. No representation for enhancement of rates once accepted will be considered.

15. Any attempt on the part of the tenderers or their agents to influence the University in their favour by personal canvassing with the officers concerned will disqualify the tenderers.

16. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of earnest money in the even of default in supplies or failure to supply within the stipulated period.

## SCHEDULE OF MATERIALS

Sl. No	Item & Specification	Quantity	Rate	Rate (₹)	Total Rate (Qty x Rate) (₹)	GST Rate(%)	GST Amount	Total Amount (Total Rate + GST Amount Incl GST)	Remarks
1.	*Strawboard(yellow) 25x30” 1-1/2 lb (24 oz)	2000 Nos							
2.	*Pulpcard (White,22x28”, 300 GSM)	2000 Nos							
3.	*Pulpcard (Colour- Yellow,Blue,Green,Red,22x28”, 300 GSM)	1000 Nos							
4.	*Rexine (Fine Quality)	25 Rolls							
5.	Ink Reducer (Offset Ink)	20 Kg							
6.	*Brown/Craft Paper (35x45 , 90 GSM)	10 Ream							
7.	*Poster Paper (Different Colours except Yellow 45.5x58.5 , 90 GSM)	50 Ream							
8	Toner HP Laser Jet 1020 Plus	2 Nos							

\* Specimen should be produced by the Tendereres along with the tender.

## Compliance Statement

Sl No.	Items	Specifications	Quantity	Compliance (Yes/No)	Remarks
1	Strawboard (yellow)	25x30" 1-1/2 lb(24 oz)	2000 Nos		
2	Pulpcard	White,22x28",300 GSM	2000 Nos		
3	Pulpcard	Colour- Yellow,Blue,Green,Red,22x28", 300 GSM	1000 Nos		
4	Rexine	Fine Quality	25 Rolls		
5	Ink Reducer	Offset Ink	20 Kg		
6	Brown/Craft Paper (35x45 90 GSM)	35x45 90 GSM	10 Ream		
7	Poster Paper	Different Colours except Yellow 45.5x58.5 90 GSM	50 Ream		
8	Toner	HP Laser Jet 1020 Plus	2 Nos		

### **Terms and conditions**

1. The Tenderer shall quote price in clear terms. The rates quoted must be inclusive of all charges such as packing, forwarding, freight, loading/unloading/handling or installation charges and Government duties leviable, if any.
2. The rates quoted in Tenders should be only in Indian currency. Tenders in any other currency are liable to rejection. The Tender shall be typed and signed by the Tenderer.
3. All the documents mentioned shall be submitted without fail.
4. All the documents must be typed and clear.
5. Detailed specifications of the items together with quantity required are available within the schedule of Materials/Compliance appended to the tender notification/tender document.
6. **Validity:-** The tender will be valid for 3 months from its date of opening. Further extension can be done by mutual consent.
7. **Delivery :-** The item should be delivered at the Kerala University Press,SH Campus, Palayam.
8. **Period of Completion:-** The supply of materials shall be completed within a period 15 days from date of placing the Supply Order.
9. **Payment:** - The Full payment will be made only after successful completion of the supply of items and advance payment will not be allowed under any circumstances. No part payments shall be made.
10. Complaints if any with the items supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.

11. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.
12. General rules relating to purchase of materials/equipment will also applicable to this tender.

Sd/-

Superintendent (i/c)