Ph: 0471-2305631
Email ID :registrar@keralauniversity.ac.in

UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034
(Established as University of Travancore by the Travancore University Act in1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
(Re-accredited by NAAC with A++ Grade)

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Tender Document for the Supply of various items for the use in the Kerala University Press

Tenderer Details

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

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FORM OF TENDER

From

.....
.....
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To

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.....
.....

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 ₹ ..... (Rupees.....only) 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 the schedule attached below.

1. The tenders should be addressed to the Registrar, University of Kerala in a sealed cover with the tender number and name – “Tenders for the purchase of various items for Kerala University Press” duly superscribed on the cover.
2. The cost of the Tender Forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency.

Tenders in any other currency are liable to rejection. The c**ost of the tender form is Rs 472 /- (Rupees four hundred and seventy two only) (including GST).** The amount may be paid by remitting as Demand Draft (DD) drawn in favour of the Finance Officer, University of Kerala, Thiruvananthapuram, as described in the tender notification. Cheques will not be accepted. The cost of tender form is non-refundable.

3.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 for acceptance till the date mentioned therein. Tenders not stipulating to period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

4. (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 ₹ 1500 /- (Rupees one thousand and five hundred only).** The amount may be paid by remitting as Demand Draft (DD) drawn in favour of the Finance Officer, University of Kerala, Thiruvananthapuram, 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.

(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 the Registration Certificate may be enclosed with the tender for reference.

(c) Micro, Small & Medium Enterprises and Cottage Industries and Industrial co-operatives within the State which are certified as such by the Director of Industries and Commerce or by the Regional Joint Directors of Industries and Commerce will be exempted from furnishing earnest money deposits in support of tenders submitted by them. The Khadi and Village Industries Co-operative Societies and the institutions registered under the Literary, Scientific and Charitable Societies Act and financed by the Kerala Khadi and Village Industries Board within the State which are certified as such by the Secretary, Kerala Khadi Village Industries Board will be exempted from furnishing earnest money deposits in support of tenders submitted by them. Government Institutions/State Public Sector Industries which manufacture and supply stores will also be exempted from furnishing earnest money for tenders submitted by them. Attested copy of the same may be enclosed with the tender for the exemption of earnest money.

(d) In the matter of purchase of stores by the State Government Departments, Small Scale Industrial Units sponsored by the National Small Scale Industries Corporation Limited, New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of Earnest Money Deposits. Attested copy of the same may be enclosed with the tender for the exemption of earnest money.

5. The tenders will be opened on the appointed day and time in the Office of the Registrar, in the presence of such of those tenderers or their nominees who may be present at that time.

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.

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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.

9. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for warranty period.

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 Registrar, 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 Registrar 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 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.

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SCHEDULE OF MATERIALS

Sl. No.	Item Name	Quantity (Nos)	Rate (₹)	Total Rate (Qty x Rate) (₹)	GST Rate (%)	GST Amount	Total Amount (Total Rate + GST Amount (incl GST)	Remarks
1.	Tampain pad Plate making purpose Fine quality	10 nos						
2	Colour Card (Pink, Blue, Green, Yellow) 300 gsm Fine quality	500 Nos x 4 Colour						
3	Parchment Paper 80 gsm Different colour	6 ream (3 colour)						
4	White Card 270 gsm JK	2500 Nos						

Rate quoted should be inclusive of all charges such as packing, forwarding, freight, loading/unloading/handling and Government duties leviable, if any. Rate quoted should be inclusive of GST, transportation charges and any other charges.

Period within which goods should be delivered: The items shall be delivered within 15 days of placing the Supply Order.

Other special conditions: Defective items, if any, supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.

General Tender Terms & Conditions for technical verification

1. Tenderers who are black listed by State / Central Government departments and organizations are not eligible to participate in this tender and such tender will be summarily rejected.
2. The Tenderer should have registered office/Own service centre in Kerala preferably in Thiruvananthapuram.
3. Compliance Statement should be submitted separately
4. **Item wise evaluation of the articles shall be made in the tender process and the qualified firms with least quoted amount on each item, shall be selected for supply.**
5. The tender / quotation in the firm's letter and the brochure of the items quoted has to be submitted for verification.

Technical Specification and compliance statement

Sl No	Item Name	Qty	Compliance (yes / no)	Remarks
1	Tampain pad Plate making purpose Fine quality	10 nos		
2	Colour Card (Pink, Blue, Green, Yellow) 300 gsm, Fine quality	500 Nos x 4 Colour		
3	Parchment Paper 80 gsm Different colour	6 ream (3 colour)		
4	White Card 270 gsm, JK	2500 Nos		

Terms and conditions

1. The Tenderer shall quote price in clear terms. The rates quoted must be inclusive of all taxes, cost of supply at site etc...
2. The price should be quoted only in Indian rupees. 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/Copmliance appended to the tender notification/tender document.
6. Validity:- The tender will be valid for 180 days 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, University of Kerala
8. Period of Completion:- The supply and installation 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 and the installation 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.

RESMI R
Registrar(i/c)

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The document is digitally approved. Hence signature is not needed.