

# KERALA UNIVERSITY LIBRARY

Email:kulibrary@keralauniversity.ac.in.  
☎ 0471- 2453791  
2308844



www.kulib.in

**UNIVERSITY OF KERALA**  
Thiruvananthapuram, Kerala, India – 695 034  
(Re-accredited by NAAC with 'A++' Grade)

No: RTN/325/KUL/2023-24

Dated: 09.08.2024

## **RE-TENDER NOTICE**

Sealed competitive re-tenders are invited from competent suppliers/vendors within Kerala for the Supply of Library Materials for use in the Kerala University Library, Palayam, Thiruvananthapuram.

### **Specifications of Items:**

<b>Sl.No.</b>	<b>Items Description</b>	<b>Quantity</b>
1.	Borrower's Ticket (Both side transparent plastic cover), Size: 6cm × 9cm – 15mm	10000
2.	Identity Card (Both side transparent plastic cover), Size: 9cm × 10cm – 15mm	5000
3.	Catalogue Card	15000
4.	Book Card (Yellow)	7000
5.	Spine Label (White Oval)	5000

### **Terms & Conditions**

- The rate quoted should be inclusive of GST and all charges such as transportation, installation and other charges, if any.
- Complaints with the items supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.
- Payment will be made only after the satisfactory installation of the item at our site.
- Compliance statement should be submitted that includes all parameters as in specification, detailed in Tender Document. The University reserves the right to accept or reject any or all the tenders without assigning reasons whatsoever.
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- For downloading Tender Form and other details, please log on to [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in). The cost of Tender Form and Earnest Money Deposit should be submitted as Demand Draft issued from a Nationalized/Scheduled Commercial Banks, drawn in favour of the University Librarian i/c, Kerala University Library, Palayam, Thiruvananthapuram, payable at State Bank of India, Kerala University Office Campus Branch (IFSC : SBIN0070292), as described below:

Sl.No.	Particulars	Amount (₹)
1	Cost of Tender Form	₹ 472/- (₹ 400 + GST @18%)
2	Earnest Money Deposit	₹ 1500/-

**Note: The cost of Tender Form will not be refunded.**

- The sealed tenders along with the tender document, **separate DD towards the cost of the tender form and the EMD, compliance statement and technical specification/brochure** should be sent to the University Librarian i/c, Kerala University Library, Palayam, Thiruvananthapuram – 695034 and super-scribing as **“Re-Tender for Supply of Library Materials for use in the Kerala University Library”**.
- **The last date of receipt of tenders is at 3 pm on 05.09.2024.**
- The tenders will be opened at the office of the University Librarian i/c, Kerala University Library, Palayam, Thiruvananthapuram on 3.30 pm on the same day in the presence of vendors then present.



University Librarian i/c

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No: RTN/325/KUL/2024-25

Dated: 09.08.2024

**Tender Document for the Supply of Library Materials for use of the Kerala University Library, Palayam, Thiruvananthapuram**

## **Tenderer Details**

<b>Registered Name and Address of Tenderer</b>	
<b>Address for Communication</b>	
<b><u>Other Contact Information</u></b> <b>Telephone Number(Office):</b>  <b>Mobile No:</b>  <b>Email:</b>  <b>FAX:</b>	
<b>Signature</b>	

# 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, Palayam, 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 re-tenders are invited from competent suppliers/vendors within Kerala for the Supply of Library Materials for use of the Kerala University Library, Palayam, Thiruvananthapuram, as specified in schedule attached below:

1. The tenders should be addressed to the University Librarian i/c, Kerala University Library, University of Kerala in a sealed cover with the tender number and name – **“Re-Tender for the Supply of Library Materials for use of the Kerala University Library, Palayam, Thiruvananthapuram”** duly super-scribed on the cover.
2. The cost of Tender Forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected and the cost of tender forms once paid will not be refunded.
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 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.
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 **₹.1,500/-** (Rupees One Thousand and Five Hundred only). The amount may be paid in the form of Demand Draft drawn in favour of the University Librarian i/c, Kerala University Library, Palayam, Thiruvananthapuram. **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 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 Director of Industries and Commerce will be exempted from furnishing earned money deposits in support of tenders submitted by them. The Khadi and Village Industries Co-operative Societies and the institutions registered under The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 within the State which are certified as such by the Secretary, Kerala Khadi and Village Industries Board are exempted from furnishing earnest money deposits in support of tenders submitted by them. Government institutions/State Public Sector Undertakings which manufacture and supply stores will also be exempted from furnishing earnest money deposits for tenders submitted by them. Attested copy of the same may be enclosed with the tender for the exemption of earnest money deposit.

(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 deposits.

5. The tenders will be opened on the appointed day and time in the office of the University Librarian i/c, Kerala University Library, Palayam, Thiruvananthapuram, 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.
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 tender rests 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. Payment will be made only after the supply and installation 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
10. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for warranty period.

11. In cases where a successful tenderer, after having made partial supplies, fails to fulfill 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.
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 consent (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 if 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 deposit in the event of default in suppliers or failure to supply within the stipulated period.
17. Rate quoted should be inclusive of all charges such as packing, forwarding, freight, loading/unloading/handling or installation charges and Government duties leviable, if any.
18. Rate quoted should be inclusive of GST.
19. Defective items, if any, supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.
20. 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.

21. The tenderer should have registered office/own service centre in Kerala, preferably in Thiruvananthapuram.

### SCHEDULE OF MATERIALS & COMPLIANCE STATEMENT

Sl.No	Items Description	Qty	Unit Price (₹)	GST (₹)	Total Amount (₹) (Incl.GST)	Compliance (Yes/No)	Remarks
1.	Borrower's Ticket (Both side transparent plastic cover), Size: 6cm × 9cm – 15mm	10000					
2.	Identity Card (Both side transparent plastic cover), Size: 9cm × 10cm – 15mm	5000					
3.	Catalogue Card	15000					
4.	Book Card (Yellow)	7000					
5.	Spine Label (White Oval)	5000					

#### Other Terms & Conditions

1. The Tenderer shall quote price in clear terms. The price should be quoted only in Indian Rupees. Tenders in any other currency are liable to rejection;
2. All the documents mentioned shall be submitted without fail;
3. All the documents must be typed and clear;
4. Detailed specifications of the items together with quantity required are available within the schedule of materials/compliance appended to the tender notification/tender document;
5. The tender will be valid for 180 days from its date of opening. Further extension can be done by mutual consent;
6. The item should be delivered at the Kerala University Library, Palayam, Thiruvananthapuram;
7. The item shall be installed at the Kerala University Library, Palayam, Thiruvananthapuram;
8. The supply and installation shall be completed within a period of 15 days from date of placing the supply order;
9. 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. General rules relating to purchase of materials/equipments will also applicable to this tender;
12. The University reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.



University Librarian i/c

University Librarian i/c