



**E-TENDER FOR PRINTING EXECUTIVE DIARY**  
**FOR THE YEAR - 2016**

**E-TENDER NO: KSFE/8224/EXE:DIARY/2016**  
**DATED: 14<sup>th</sup> SEPTEMBER 2015**

**The Kerala State Financial Enterprises Ltd.**  
**(A Government of Kerala undertaking)**  
**Regd. Office: "Bhadratha", Museum Road,**  
**Corporate ID No:U65923KL1969SGC002249**  
**P.B.No: 510, Thrissur – 680 020, Ph: 0487-2332255,**  
**Fax: 0487-2336232, E-mail: [gad@ksfe.com](mailto:gad@ksfe.com)**  
**Web site: [www.ksfe.com](http://www.ksfe.com)**



**E-Tender for printing Executive Diary for the year - 2016.**

TO,

THE SENIOR MANAGER  
GENERAL ADMINISTRATION  
THE KERALA STATE FINANCIAL ENTERPRISES LTD  
CORPORATE OFFICE "BHADRATHA", P.B. NO.510, MUSEUM ROAD,  
THRISSUR – 680 020, KERALA.

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the items referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Company, at the rates quoted against each item. The items 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.....

Name.....

Address.....

.....

.....

Phone No.....

Fax No.....

Email .....

Date.....

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♦ To be scored in cases where no earnest money deposit is furnished.



**GENERAL CONDITIONS**

E-Tenders are invited for the supply of the items as specified in the schedule given below.,

1. Tender forms can be obtained from website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). The cost of tender forms once paid will not be refunded. Further clarification/ corrigendum in this regard, if any, will be put up only on the above site. Bidders should regularly visit the above web site to keep themselves updated.
2. The tenderer must have VAT registration and the rates quoted must be inclusive of all taxes, duties and cesses prevailing and likely to be levied in future by the State Govt. / Central Govt.
3. Cost of Tender form is Rs 1500/- (Rupees One thousand and five hundred only ) and **Rs.7,000/-** towards EMD may be deposited through net banking. The cost of tender forms once paid will not be refunded.
4. 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 the Company or such action taken against him as company think fit.
5. The final acceptance of the tenders rests entirely with the Company 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 tenders as may be allotted to them.
6. Communication 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 period to be specified in the letter of acceptance. The contractor 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 would entail the penalties set out in Para: 7 below.
- 7.(a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to **5 % of the value of the contract as security** for the satisfactory fulfilment of the contract less the amount of money deposited by him along with his tender as EMD.
- (b) 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 Purchasing Officer, 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 Company shall thereby together with such sums as may be fixed by the Company towards damages, be recovered from the defaulting tenderer.
- (c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
- (d) If the contractor fails to deliver all or any of the stores or perform the service within the time/period (s) specified in the contract, the company shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages , a sum equivalent to **1%** of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance , upto a maximum deduction of **10%** of the contract price of the delayed stores or services . Once the maximum is reached, the company may consider termination of the contract at the risk and cost of the contractor.



8. (a) In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and, performed, then and in any such case, it shall be lawful for Company (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the Company by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the Company shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other moneys shall then or any time during the continuance of this contract be payable by the contractor to the Company from and out of any moneys for the time being payable or owing to the contractor from the Company under or by virtue of this contract or other wise to pay and reimburse to the Company all such costs, damages and expenses they may have sustained, incurred or been put to by reason or the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss costs, damages, expenses, and other moneys as shall for the time being be payable the contractor aforesaid.
- (b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.
9. The bidders will be informed by mail/sms about award of the contract . In addition , the bidders can see the award of the contract under “ Tender Status” and also against results of the tender option in the web site [www.etenders.Kerala.gov.in](http://www.etenders.Kerala.gov.in) .
10. The tenderer shall undertake to supply materials according to the standard sample and/or/specifications and should complete the supply within **30 days ( thirty days only)** from the date of receipt of final proof approved by the company.
11. No representation for enhancement of rates once accepted will be considered.
12. Any attempt on the part of the tenderers or their agents to influence the Company/Stores Purchase Department in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.
13. The successful bidder should also be prepared to supply additional diaries at the rate , if company requires.
14. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.
15. The prices quoted should be inclusive of **all taxes, duties, cesses, loading & unloading charges at Head Office, Thrissur** etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
16. 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 purchaser.



**SPECIFICATION**

1.	Item	: <b>Executive diary</b>
2.	Quantity	: 5,500Nos ( Five thousand and five hundred only )
3.	Size	: 24 cm X 17 ½ cm ( in centimetres )
4.	No of pages	: 425pages (one page for single day and for the general information excluding end pages)
5.	Paper	: 70 GSM A grade Maplitho shade paper (pale yellow colour) – WC /JK/I.T.C
6.	<b><u>Printing</u></b> 1) Inside pages 2) Cover page	<b>Double colour as per the direction of the Company</b> <b>Gold Filing</b> <b>100 Nos with Day Planner</b>
7.	Binding	: Hard cover open automatic machine binding with 1.6mm thick imported board, imported Rich Dura bound Tango Covering Material(PCP), 2mm form inserted , Golden clips 2 nos and silk Book marker . Emblem, Logo and year -gold foiling .
8.	Art work	: Art work should be done at suppliers cost as per the direction of the Company.
9.	Packing	: Inserted in seal king cover and to be supplied bundles of <b>20 each. 275</b> nos cartons with Company logo and Emblem screen printed for sending diaries by post.
10.	Delivery period	: <b>30 days</b> from the date of receipt of final proof approved by the company.
11.	Place of delivery.	: KSF E Head Office, Thrissur

Thrissur  
14.09.2015

Sd/-  
Managing Director