



**TENDER FOR POCKET DIARY WITH WALLET
FOR THE YEAR 2016**

**TENDER NO:KSFE/ 8224/ PKT.DIARY/2016
DATED: 14th SEPTEMBER 2015**

**The Kerala State Financial Enterprises Ltd.
(A Government of Kerala undertaking)
Regd. Office: "Bhadra" , Museum Road,
Corporate IDNo: U65923KL1969SGCOO2249
P.B.No: 510, Thrissur – 680 020, Ph: 0487-2332255,
Fax: 0487-2336232, E-mail: gad@ksfe.com
Web site: www.ksfe.com**



TENDER NOTICE NO.KSFE/8224/PKT.DIARY/2016 DATED 14.09.2015 FOR POCKET DIARY WITH WALLET FOR THE YEAR 2016.

Competitive sealed tenders are invited from reputed firms having own press at Kerala or Tamil Nadu for supply of Pocket Diary with Wallet 10,000 Nos (ten thousand only) for the year 2016.

. The pocket diary with wallet should be printed and manufactured as per the specification given in the schedule A,B and the specimen kept in our office at Thrissur. The item should be supplied at The Kerala State Financial Enterprises Ltd, Head Office at Thrissur. The company has the liberty either to cancel the entire order without any prejudice . If any deviation is seen in the quality of paper, colour, design, size, font , pvc plastic, foam rexin, moroco etc, the company has the right to cancel the item or to impose FINE to the satisfaction of the company. The company shall not supply the paper and material required for the item . The total supply should o be completed within the stipulated period of time as noted below (i.e. 30 days from the date of receipt of final proof approved by the company). Prices should be inclusive of all taxes, transportation, loading, unloading and delivery at The Kerala State Financial Enterprises Ltd, Head Office at Thrissur. The item should be supplied in the bundles of 25 numbers only.

Tender forms can be obtained from our Head Office on remittance of Rs. 630/-or may be down loaded from our website. If the application is down loaded, a separate DD for Rs. 630/- drawn in favour of KSFE Ltd. payable at Thrissur should be submitted together with the tender. An amount equivalent to **1%** of the total amount quoted should also be submitted as separate DD towards EMD..A preliminary agreement , a copy of which is enclosed herewith, also be executed in Kerala stamp paper worth of Rs.200/- and submitted along with the tender form. The successful bidder should deposit a sum equivalent to **5 %** of the value of the contract as security for the satisfactory fulfilment of the contract . A penalty of **1%** shall be imposed for each week of delay for delayed supply of the item.

Last date & time for receipt of tender	-	12.10.2015- 3.00 pm
Date & time of opening of tender	-	12.10.2015- 3.15 pm

The Company reserves the right to accept /reject any tender without assigning any reason whatsoever.

Seal and signature of the tenderer

Schedule – A – Specification of Pocket Diary



The Kerala State Financial Enterprises Limited

1. Item : Pocket Diary
2. Quantity : 10,000 Nos
3. Size : 9 ³/₄ cm X 6 ¹/₂ cm (in centimetres)
4. No of Pages : 80 sheets with single colour printing including end pages and for the general information.
5. Paper : 70 GSM Maplitho – WC / JK /I.T.C
6. Printing : Single colour.
i) Inside pages :
7. Cover page : Cover pages 10.5 kg SPB white card .
8. Diary Binding : Stitch binding.
8. Artwork : Artwork should be done at suppliers cost.

Schedule- B- Specification of wallet

1. Item : Wallet (As per specimen kept in the company at Thrissur)
2. Quantity : 10,000 Nos
3. Size : 8 ³/₄ ” X 3 ¹/₂ ” (in inches)
4. Outer cover : PVC plastic welding wallet - Good quality foam rexin (Unsupported) with screen printing as per specimen kept in the company .
5. Inner part : PVC plastic (15 mm),inner transparent pouch 2 numbers with morocco (15 mm) as per the specimen kept in the company and cover for inserting the diary with screen printing .

Each wallet should be affixed with pocket diary as per specification stated above .

1. Packing : Inserted in Seal king cover and supplied bundles of 25 each. .
2. Place of delivery. : The Kerala State Financial Enterprises Ltd, Head Office at Thrissur.
3. Delivery period : **30 days** from the date of receipt of final proof approved by the company.

Seal and signature of the tenderer



(Non – Transferable)

Record of Issuance

Tender No : 8224/KSFE/ /PKT.DIARY/2016 dated:
14st SEPTEMBER 2015

Item : Pocket Diary with Wallet

Serial No. of document : _____

Date of issue : _____

Issued to : _____

Against request No. : _____

Dated : _____

And payment of cost of tender document for Rs.630/- (Rupees six hundred and thirty only) vide

Chalan No: Dated:

Signature of issuing officer

Tender for Pocket diary with wallet 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 ₹..... as earnest money.

Yours faithfully,

Signature.....

Name.....

Address.....

.....

.....

Phone No.....

Fax No.....

Date.....

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

GENERAL CONDITIONS

Sealed tenders are invited for the supply of the items as specified in the schedule below / attached.



1. The tenders should be addressed to the officer mentioned below in a **sealed cover** super scribed "**Tender for pocket diary with wallet for the year 2016**".
2. **The tenders must have VAT registration and the rates quoted must be inclusive of all the rates and taxes prevailing and likely to be levied in future by the State Govt. / Central Govt.**
3. Tender forms can be obtained from our Head Office on remittance of Rs.630/- or may be down loaded from our website. If the application is downloaded, a separate **DD for Rs. 630/- drawn in favour of KSFE Ltd. payable at Thrissur** should be submitted together with the tender. The cost of tender forms once paid will not be refunded.
4. Intending tenderers should send their tenders so as to reach the Officer mentioned below, on due date and time (noted below). No tender received after the specified date and time will be accepted on any account.
5. Every tenderer should enclose along with his tender, an earnest money of **1% of the total cost of item tendered for** (rounded to nearest Rupee) in the form of **demand draft** drawn in favour of the **KSFE Limited, payable at Thrissur** and also to submit a preliminary agreement in Kerala stamp paper worth Rs. 200/- (Rupees Two hundred only) as per the specimen of same enclosed herewith along with the tender.
6. The tenders will be opened on the appointed day and time in the office of the undersigned, in the presence of such of those tenderers or their nominees who may be present at that time.
7. 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 Company or such action taken against him as Company think fit.
8. 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
9. 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 will entail the penalties set out in para: 10 below.

Seal and signature of the tenderer

10. (a) The successful tender 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.

(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 purchaser 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 , up to a maximum deduction of **10%** of the contract price of the delayed stores or services . Once the maximum is reached , the purchaser may consider termination of the contract at the risk and cost of the contractor.

11. (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.

Seal and signature of the tenderer

(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.



12. Every notice hereby required or authorised to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the contractor by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place abode or business.
13. 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.
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 Company/Stores Purchase Department 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 security in the event of default in supplies or failure to supply within the stipulated period.
17. The successful bidder should also be prepared to supply additional pocket diary with wallet at the rate, if company requires.
18. The prices quoted should be inclusive of all taxes, duties, cesses, 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.
19. 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.

Seal and signature of the tenderer

Superscription : **Tender for pocket diary with wallet for the year 2016.**
Reference No : **KSFE/8224/PKT.DIARY/2016 dated: 14th SEPTEMBER 2015**



Due Date and time for receipt of tender : **12th OCTOBER 2015, 3:00 p.m.**
Date and Time of opening the tender : **12th OCTOBER 2015, 3:15 p.m.**
Price of tender form : Rs.630/-
Address of officer from whom tender forms are to be obtained and to whom tenders are to be sent:

**Senior Manager,
General Administration,
The K.S.F.E. Limited,
Corporate Office, "Bhadraatha", Museum Road,
Thrissur – 680 020, Kerala.**

**Thrissur
14.09.2015**

**sd/-
MANAGING DIRECTOR**

Schedule – A – Specification of Pocket Diary

1. Item : Pocket Diary
2. Quantity : 10,000 Nos (ten thousand numbers only)
3. Size : 9 ¾ cm X 6 ½ cm (in centimetres)
4. No of Pages : 80 sheets with single colour printing including end pages and for the general information's.
5. Paper : 70 GSM Maplitho – WC / JK/I.T.C
6. Printing
i) Inside pages : Single colour.
7. Cover page : Cover page 10.5 kg SPB white card
8. Diary Binding : Stitch binding.
8. Artwork : Artwork should be done at suppliers cost.

Seal and signature of the tenderer



Schedule- B- Specification of wallet

1. Item : Wallet (As per specimen kept it by the company at Thrissur)
2. Quantity : 10,000 Nos (ten thousand numbers only)
3. Size : 8 ¾ ” X 3 ½” (in inches)
PVC plastic welding wallet - Good quality foam rexin
4. Outer cover : (Unsupported) with screen printing as per specimen kept it by the company .
PVC plastic (15 mm),inner transparent pouch 2 numbers with morocco (15 mm) as per the specimen kept it by the company and
5. Inner part : cover for inserting the diary with screen printing .

Each wallet should be affixed with pocket diary as per specification stated above .

1. Packing : Inserted in Seal king cover and supplied bundles of 25 each. .
2. Place of delivery. : The Kerala State Financial Enterprises Ltd, Head Office at Thrissur.
3. Delivery period : **30 days** from the date of receipt of final proof approved by the company.

To be filled in by the Tenderer.

Unit price: pocket diary	₹
with wallet	
Total Amount:	₹

(Total Amount in words Rupees.
.....)

Prices should be inclusive of all taxes, transportation, loading, unloading and delivery at The Kerala State Financial Enterprises Ltd, Head Office at Thrissur.

Place:

Date:

Seal and Signature of the tenderer.



AGREEMENT

Articles of agreement executed on this the day of..... 2015 BETWEEN KSFE LTD. (hereinafter referred to as "the KSFE") of the one part and Shri.....(H.E. name and address of the tenderer) (hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No..... dated the bounden has submitted to the K.S.F.E tender for the specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the KSFE a sum of Rs..... As earnest money for execution of an agreement under taking the due fulfillment of the contract in case his tender is accepted by the KSFE.

Now THESE PRESENTS WITNESS and it is hereby mutually agreed as follows :

- 1. In case the tender submitted by the bounden is accepted by the KSFE and the contract for is awarded to the bounden, the bounden shall within 10 .days of acceptance of his tender execute an agreement with the K.S.F.E accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the K.S.F.E shall have power and authority to recover from the bounden any loss or damage caused to the K.S.F.E by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the government under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the Government may deem fit.

In witness whereof Shri.....(H.E. name and designation) for and on behalf of the K.S.F.E LTD.and Shri.....the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri.....(date)

In the presence of witnesses :

- 1.
2.

Signed by Shri..... (date)

In the presence of witnesses :

- 1.
2.