

THE PLANTATION CORPORATION OF KERALA LIMITED
(Registered Office: Kottayam – 4.)
(A Government of Kerala Undertaking)
ISO 9001: 2015 Certified Company

**TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY
ITEMS- (Printed & Non-Printed) 2024-25 YEAR**

SEALED competitive tenders are invited in the form attached to these conditions for the supply of **Stationery Items (Printed & Non-Printed)**. The supply should be effected within the period specified in the Purchase Order. The tender should accompany Earnest Money Deposit equivalent to 1% of total cost of materials quoted.

1. The quantity mentioned in the schedule is only approximate and the supplier will have to effect the supply of entire quantity mentioned in the Purchase Order according to the same rate approved in the tender and supply should be made within the time specified.
2. The rate to be quoted by the tenderer should be for the Unit shown in the Schedule. The rate should include all GST (including all charges) for the supply of the items at the Head Office of the Corporation at Kottayam. The rate should be firm till the supplies are over. No price variation clause will be entertained. The conditions printed or otherwise added to the tender will not be binding on the Corporation unless it is expressly admitted in the purchase order.
3. The period for supply of the materials should be strictly adhered to. No extension of period will allow in the ordinary courses. For delayed supply, if any; penalty at the rate of ½% of the cost of the material to be supplied can be realized for every seven days of extension upto a period of maximum one month. For less than seven days, proportionate penalty will be realized. After completion of one month, party fails to complete the supply of the item/ items, Corporation is at liberty to cancel the contract, and to forfeit the Security Deposit and to purchase the item from at the risk and cost of the contractor. All the expenses incurred in this behalf will be on account of the contractor.
4. If the tenderer withdraws from his offer before the expiry period of supply, the Corporation may arrange purchase of the item as a whole or part thereof at any rate and the loss incurred on this account will be realized from the tenderer apart from forfeiting the EMD/Security Deposit.
5. The acceptance of the tender rests with the Managing Director who does not bind himself to accept the lowest rate or any other rate. But the tenderers on their part should be prepared to carry out such portion of

the supplies included in their tenders may be allotted to him as per the purchase order.

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6. As this is a sealed competitive tender, normally negotiation will be held with the lowest quoted party. But if the company felt that the rate quoted by the lowest party is not reasonable or if the company desires to have a contract with more than one supplier the company has the right to negotiate with any of the other parties participated in the tender.
7. Communication of acceptance of the tender normally constitutes a conducted contract. Nevertheless the successful tenderer shall also execute an agreement, with the Corporation. A security Deposit equivalent to 5% of the contract (including EMD) should be made before executing the agreement. Time is the essence of the contract and the contractor should strictly adhered to this.
8. The Contract shall not assign or transfer make over, underlet or sublet or otherwise part with the benefits of the contract to any person or interest therein.
9. In case the contractor fails to make the supply of the entire quantity of the material or after having supplied part of the quantity, fails to fulfil the contract in full, all or any of the material not supplied may, at the discretion of the Managing Director be purchased by means of another tender, quotation or by negotiation or from the next highest tenderers, and the resultant losses and expenses, if any, sustained to the Corporation together with such amount as may be fixed by the Corporation towards the cost of damages be realized from the defaulting contractor and or from him assets. Even in the case where no alternate purchases are arranged for the materials not supplied, the EMD/Security Deposit of the contractor can be forfeited.
10. Payment Terms: (a) All payments to the contractor will be made by cheque only. (b) 70 % of the payment shall be released within a week on receipt of the items in satisfactory condition at our store. (c) 30% of the value shall be released within 30 days of completion of the supply of entire quantity. The contractor will send the original invoice to Head Office. The following certificate is to be furnished in the invoices.

“Certified that the goods on which Sales Tax has been charged have not been exempted under the Central Sales Tax Act or the State Sales Tax Act or the Rules made thereunder and the charges on account of Sales Tax on these goods are correct under the provisions of the relevant Act or the Rules made thereunder. Certified further that we
.....
.....
..... (address) are registered as

dealers in the State of under Registration No. for the purpose.”

11. The EMD and Security Deposit (rounded to the nearest next rupee) should be in the form of Demand Draft drawn in favour of the Plantation Corporation of Kerala Ltd., payable at Kottayam only.
12. The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. The Security Deposit of the contractor will be refunded within 60 days of the completion of the contract.

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13. No interest will be given for EMD/Security Deposit.
14. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Courts having jurisdiction at Kottayam only.
15. Sample should be produced wherever it is required in the Schedule. The value of the sample, if any, can be claimed by the tenderer along with the cost of the supply of the material.
16. The Corporation will have the discretion to distribute the quantity among two or more suppliers, if so found necessary.
17. Time is the essence of the contract and the contractor should strictly adhered to this.
18. Printed Items should supply as per the approved sample given by the Corporation. If there is any change noticed, the party has to replace such materials. If the party fails to replace the material in time; the Corporation will procure the materials from any other sources at the risk and cost of party and the resultant losses and expenses incurred to the Corporation on this account will be recovered from any amount due to him from the Corporation or from his assets.
19. Before quoting the rate, tenderer shall collect/inspect and verify the samples of all printed items from the Purchase Department during the working hours. The supply shall be done strictly in conformity with the samples.
20. The cost of tender form for printed & Non-Printed Stationery items is **Rs.649/-(including GST)**.
21. The corporation has the right to extend the date of bid submission before opening the tender in the case where there is lack of sufficient number of participants in the tender. In such cases the tenders already received will kept in safe custody.

22. The Tender should be given in sealed cover super scribing **“Tender for the printing and supply of Stationery Items (Printed & Non-printed)”** due on 25.04.2024 to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam- 686 004, Kerala State on or before **25.06.2026 on 1.00 PM.**

The tender should accompany the following:

- i. Offer showing the rate for supply of material.
- ii. EMD equivalent to 1% of the total amount.
- iii. Tender conditions duly signed in all pages in token of having accepted the same.
- iv. Sample as per the schedule.

The tenders will be opened at **2.30 PM** on the same day, in the presence of intending tenderers, if present. In case the tender date is a holiday, the next working day shall be the date for receiving /opening the tender without change in time.

KOTTAYAM,
12.06.2024

Sd/-
MANAGING DIRECTOR

Schedule for Printed & Non-Printed Items

Sl. No	Item	Unit	Quantity	Rate/unit (incl.GST) (Rs.)	Amount (incl.GST &Other Charges) (Rs.)
1	A4 size paper, GSM: 80g/m ² (Non-Printed)	Pkt.	750		
2	Abstract of Pocket Check Roll- 100 pgs. 75 GSM – White paper- Length – 20 cm – width- 32 cm (as per sample)	No	50		
3	Flat File With PCK Name &Emblem(Length 35.5cm X 25cm)Size (as per sample)	Nos.	1000		
4	Individual pay record-Length 29 cm-width- 44.50cm-Legal Ledger paper (as per sample)	Nos.	300		
5	Leave Account Book (80 GSM) 100 pages white paper- Length -19.5cm - width - 30.5 cm) as per sample - with covering (as per sample)	Pad	50		
6	Leave Application form-100 p(white paper (75 GSM) Length-22 cm width-14cm) with covering (as per sample)	Nos.	250		
7	Acquittance (Small) Size (L 15.5cmX H-23cm) (54 GSM) 100 pgs (as per sample)	Nos.	500		
8	Log book Vechicle (1+1) 200page-75GSM - Length 22cm-Width-29cm as per Sample(Double side Printing) (as per sample)	Nos.	75		
9	M. Book (75 GSM) Ledger Paper (as per sample)	Nos.	200		
10	Pocket check roll (size as per sample) (70 GSM) Ledger paper - L-16.5 x 20.5 cm) (as per sample)	Pad	100		
11	Store Issue Note -(1+2)-50 pages each-70 GSM-colour-1st page white,2nd page-orange and 3rds page-pink-length-18.5cm-width-12cm. (as per sample)	Pad	500		
12	TA bill form-100 pages-white paper(70GSM) Length-28-Width-21 cm)(Double side printing) (as per sample)	Book	50		
13	Ajanda Separation Sheet (as per sample) (15 Sheets)	Sheet	1000		

14	Register 200 page with PCK Name and Emblem in all pages. (75 GSM)Length- 34 cm & width- 22 cm) Ledger paper (as per sample)	Pad	500		
15	Attendance Register - 50pgs - 80 GSM Length 29cm width-22(44)cm- A3 paper) (as per sample)	Book	50		
16	Inward Register 200pg (75GSM) Ledger Paper, Length 34cm & width 22cm (as per sample)	Book	50		

We have thoroughly read terms and conditions mentioned in the tender document. We hereby agree to supply the materials according to the schedule and as per the terms and conditions at the rates quoted.

Signature & Name of the Tenderer

Address with Taluk, Kara and District & Seal of Tenderer