

**THE PLANTATION CORPORATION OF KERALA LIMITED**

A Government of Kerala Undertaking

An ISO 9001-2015 certified company

CIN:U01119KL1962SGC001997

Registered Office: Kottayam – 4

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**TENDER CONDITIONS FOR THE SUPPLY OF STAPLER MACHINE-683Nos. & STAPLER  
PIN-15039Pkt. FOR 2025-26 SEASON**

PSE/2024/4533

26.11.2024

SEALED competitive tenders are invited for the supply of **STAPLER MACHINE-683Nos. & STAPLER PIN-15039Pkt.** for the year 2025-26

- 1) The quantity mentioned in the schedule is only approximate and the supplier will have to effect the supply of the entire quantity mentioned in the Purchase Order.
- 2) EMD equivalent to 1% of the total amount in the form of Demand Draft drawn in favour of The Plantation Corporation of Kerala Limited, payable at Kottayam should be submitted along with the tender. The Security Deposit @ 5% of the quoted amount (rounded to the nearest next rupees) should be submitted in the form of demand draft drawn in favour of The Plantation Corporation of Kerala Limited, payable at Kottayam, as directed in the purchase order.
- 3) The rate to be quoted by the tenderer should be for the supply at units as shown in the Schedule. The rate should include all taxes, duties, cesses, loading and unloading charges and transporting charges for the supply of the items in the various places. 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.
- 4) Time is the essence of the contract. The period for supply of the materials should be strictly adhered to. No extension of period will be allowed in the ordinary courses. For delayed supply if any; Corporation has the right to realize penalty at the rate of ½% of the cost of the material to be supplied for every seven days upto a period of one month maximum for less than seven days proportionate penalty will be realized. Thereafter, contractor fails to supply the item, corporation is at liberty to cancel the agreement and also make re-arrangement for the supply of the item at the risk and cost of the

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contractor. Corporation has authority to forfeit the entire amount remitted by the Contractor.

- 5) Conditions other than what are mentioned in the tender conditions published by the corporation are not binding/acceptable. No additions/deletion in tender conditions/rate will be accepted. The offer submitted with additions/deletions as conditional clauses will not be considered.
- 6) Supply of the material should be made strictly as per the sample approved by the Corporation. If the supply do not conform to the above specification /approved sample such part of the material received will be rejected. The resultant losses and expenses thus sustained to the Corporation will be fixed by the managing director and the same shall be realized from the Contractor. The decision of the Managing Director in this regard will be final.
- 7) If the Bidder withdraws from his offer before the expiry period of supply, the Corporation has right to cancel the agreement and to forfeit the Security Deposit and also to arrange purchase of the item as a whole or part as per rules and the resultant losses and expenses incurred, if any, on this account will be realized from the tenderer.
- 8) The acceptance of the tender rests with the Managing Director who does not bind himself to accept the lowest rate or any other rate.
- 9) 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 and whose samples are approved.
- 10) Communication of acceptance of the tender will be informed to the tenderer. On receipt of the same tenderer shall return a copy of the same duly signed and sealed by return of post and this will be deemed as a concluded contract. Nevertheless the successful tenderer shall also execute an agreement, with the Corporation in Kerala stamp paper worth Rs.200/-.

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A security deposit equivalent to 5% of the contract amount (including EMD) should be made before executing the agreement.

- 11) The Supplier shall not assign, transfer, and make over, underlet or sublet or otherwise part with the benefits of the Contract to any person or firm.
- 12) The quantity mentioned in the schedule is only approximate and the successful bidder will have to supply the entire quantity at the agreed rate at the respective destinations mentioned in the Purchase Orders within the period stipulated therein.
- 13) If the selected party fails to supply the offered quantity or supplies materials that do not confirm to the requirement of the Corporation/ withdraws from their offer before the expiry period of supply, the Corporation shall have the liberty to cancel the agreement and to forfeit the security deposit and also to arrange purchase of the items not supplied as a whole or part thereof at any rate from anywhere else and the resultant losses and expenses incurred on this account will be realized from the tenderer and Corporation has authority to blacklist the defaulting tenderer from participating in future tenders. In case of delayed supply if any, penalty at the rate of ½% of the cost of the material to be supplied will be realized for every seven days or part thereof upto a period of one month maximum. Even after the extension period, if the tenderer fails to complete the supply, Corporation is at liberty to cancel the agreement also to take further action as mentioned above.
- 14) All payments to the Supplier will be made by cheque/RTGS after deducting the charges from the party. No advance payment or part payment will be made unless it is specified in the purchase order. The Supplier will have to send the original invoice to the concerned estate with copy to the Head Office. The following certificate is to be furnished in the invoices.

“Certified that the goods on which Goods & Service Tax has been charged have not been exempted under the Goods & Service Tax Act or the Rules made there under and the charges on account of Tax on these goods are

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correct under the provisions of the relevant Act or the Rules made there under. Certified further that we ..... (address) are registered as dealers in the State of ..... under Registration No. .... for the purpose."

- 15) The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. The Security Deposit of the Supplier will be refunded within 90 days of the completion of the contract. No interest will be given for EMD/Security Deposit.
- 16) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the contract shall be instituted in the Courts having Jurisdictions at Kottayam only.
- 17) **Samples of the material should be produced on or before the due date and time of the tender 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. If samples are not submitted within due date of the tender, the tender will not be considered for further evaluation.
- 18) The Corporation has the right to extend the date of bid submission before opening the tender, if there is lack of sufficient number of participants in the tender. In such cases the tenders already received will be kept in safe custody which will be opened along with any new tenders received at the end of the extended period.
- 19) The Corporation will have the discretion to distribute the quantity among two or more suppliers, if so found necessary.
- 20) The Corporation has the right to extend the date of bid submission before opening the tender, if there is lack of sufficient number of participants in the tender. In such cases the tenders already received will be kept in safe custody which will be opened along with any new tenders received at the end of the extended period.

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21) The location and address of the Units to which the supplies are to be effected are shown below:

1.	Kodumon Estate	Nedumoncavu. P.O, Via-Koodal, Pathanamthitta District (Approx.20 K.M. for Adoor)
2.	Chandanappally Estate	
3.	Kallala Estate Adirappally Estate	Kalady Plantation P.O., Ernakulam District (Approx. 30 kms from Angamaly)
4.	Perambra Estate	Muthukadu.P.O., Via-Peruvannamuzhy, Kozhikode, (Approx. 60 kms. from Kozhikode)
5.	Thannithode Estate	Thannithode P O., Konni (via),Pathanamthitta- 689699
6.	Nilambur Estate	Nilambur R.S.P.O., Malappuram-679330
7.	Cheemeni Estate	Cheemeni P O, Kasargode-671313
8.	Kasargod Estate	Muliyar P O., Kasargod-670542

22) **The cost of tender form is Rs.708/- (including 18% GST )** The Tender should be given in sealed cover superscripting “**Tender for the supply of Stapler Machine & Stapler Pin for 2025 season**” to reach the Managing Director, Plantation Corporation of Kerala Ltd., Kottayam- 686 004 or before **1.00 P.M. on 17.12.2024**. The tender should accompany the following:

- Offer showing the rate for supply of Stapler Machine & Stapler Pin should be quoted separately.
- EMD equivalent to 1% of the total amount.
- Tender conditions duly signed in token of having acceptance of the same.
- Separate Samples [**Two** samples for each] of Stapler Machine & Stapler Pin should be attached with the tender documents, as mentioned in the Schedule.

The tenders will be opened at **2.30pm on the same day**, in the presence of intending tenderers or their authorized representatives, if present.

KOTTAYAM  
26.11.2024

Sd/-  
MANAGING DIRECTOR

**Note: Those who download the above tender form from the website should enclose DD for Rs.708/- (including 18% GST and Other Charges) towards the cost of Tender Form along with the tender documents. Otherwise, the tender will be invalid hence cannot be considered.**

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## SCHEDULE

### **A. Stapler Machine – 683 Nos. (24/6 size)**

(a) The quantity shown below is only approximate. The exact quantity will be intimated in the Purchase Order and the supplier is liable to supply the material as per the Purchase Order.

(b) The supply should be effected as follows:

<u>Unit</u>		<u>Qty.</u>
Kodumon Estate	-	135 Nos.
Chandanappally	-	217 "
Thannithode	-	34 "
Kallala	-	70 "
Adirappilly	-	108 "
Perambra	-	100 "
Nilambur		11 "
Kasargod	-	8 "
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<b>Total</b>	<b>-</b>	<b>683 Nos.</b>
		=====

(c) **Samples should be produced along with the Tender.**

(d) The rate should be quoted per packet of 1000 Nos.

### **B. Stapler Pin-15039Packets. (24/6 size)**

(a) The quantity shown above are only approximate. The exact quantity will be intimated in the Purchase Order and the supplier is liable to supply the material as per the Purchase Order

(b) The size of the pin should be 24/6, made in mild steel wire, to be used in stapler machine of 24/6 size.

(C) Supply should be effected as follows:

<u>Unit</u>		<u>Qty.</u>
Kodumon Estate	-	2804 Packets
Chandanappally	-	5190 "
Thannithode	-	620 "
Kallala	-	1900 "
Adirappilly	-	2025 "
Perambra	-	1218 "
Nilambur	-	530 "
Cheemeni	-	65 "
Kasargod	-	687 "
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<b>Total</b>	<b>-</b>	<b>15,039 Packets</b>
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(d) **Samples should be produced along with the Tender.**

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(e) The rate should be quoted per packet of 1000 Nos.

**FORM OF TENDER**

Sl. No.	Item	Qty.	Rate quoted per No/Pkt (All inclusive)
1.	<b>Stapler Machine</b>	<b>683Nos.</b>	Rs. .... /- (Rupees ..... ..... ..... Only)
2.	<b>Stapler Pin</b>	<b>15039Pkt.</b>	Rs. .... /- (Rupees ..... ..... ..... Only)

1. Details of EMD :

2. Remarks :

The tender conditions are accepted and attached with this duly signed by me.

Signature of the Tenderer :  
Name and Address :

Phone No. & Fax No. :

E-mail ID :

Place :

Date :

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## SUPPLIER EVALUATION QUESTIONNAIRE

Sl.No.	Particulars	Supplier Details
1	Name & Address of the Supplier	
2	Name of Proprietor/Managing Director	
3	Mobile No.	
4	Location of the Company	
5	Type of Ownership	
6	Item Manufacturing	
7	Annual Processing Capacity	
8	Annual Turn Over	
9	Infrastructure Details	
10	ISO/Quality Certificate Procured or Not	
11	Material Supplied to PCK Ltd.	
12	Year of Supply	
13	Name of Major Customers	
14	GST No.	
15	PAN No.(Linked with Aadhar No.)	
<i>Remarks :</i>		
		<b>Senior Asst./Admn.Officer</b>
Evaluated & Recommended		
		<b>Head of Department</b>