

THE PLANTATION CORPORATION OF KERALA LIMITED

A Government of Kerala Undertaking
An ISO 9001-2015 certified company
CIN:U01119KL1962SGC001997
Registered Office: Kottayam – 4

STRY/2026/1938

23.07.2026

TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS- (Printed)FOR 2026-27 YEAR

SEALED competitive tenders are invited in the form attached to these conditions for the supply of **Stationery Items (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.

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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.
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.
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. Supply has to be done 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 from the Purchase Department during the working hours. The supply shall be done strictly in conformity with the samples.

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.

21. If the tender is not conducted on a particular day published in the tender notice due to Strike/Hartal/Holiday, the same tender will be conducted on the next working day without any changes in the time and venue.

22. The cost of tender form is **Rs.1,180/- (including GST)**.

23. The Tender should be given in sealed cover super scribing **“Tender for the printing and supply of Stationery Items (Printed)”** due on 11.30AM, 05.08.2026 to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam- 686 004, Kerala State on or before **11.30AM, 05.08.2026**

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. Duly signed tender condition in token of having accepted the conditions
- iv. Sample as per the schedule.

The tenders will be opened at **2.30PM** on the same day, in the presence of intending tenderers, if present.

Sd/-
MANAGING DIRECTOR

KOTTAYAM,
23.07.2026

SCHEDULE FOR PRINTED STATIONERY ITEMS

Sl.No.	Item	Unit	Qty	Rate/ unit (Rs.) Incl. GST.	Amount incl. GST (Rs.) and other charges.
1.	Aquittance (Large) Size: length 31cm,Width 21cm, 54GSM, 100 pages (as per sample)	Pad	250		
2.	Acquittance (Small) Size: length 20cm,Width 16cm, 54GSM, 100 pages (as per sample	Pad	500		
3.	Attendance Register - 50pgs - 80 GSM Length 29cm width-22(44)cm- A3 paper) (as per sample)	Nos.	50		
4.	Blank DPS – 1+2- 150 pages – Colour- 1 st – light white, 2 nd –pink and 3 rd light yellow –Length – 28 cm – width- 22 cm (as per sample)	Pad	500		
5.	Cash Book (1+1) 50pages each- 75GSM, Ledger Paper Length 32cm width 40cm as per sample	Nos.	50		
6.	Check list for Medical Reimbursement(100 pgs-80 GSM)A4 size paper (Length -28 cm width -21 cm)	Pad	50		
7.	Contract Tapper Aquittance- Size: length 31cm,Width 21cm, 54GSM, 100 pages (as per sample	Pad	50		
8.	D P S (Cashew) (1+2)100 pgs each-54 GSM- Length 24.50 cm – width 18.50 cm with covering.	Pad	50		
9.	Daily Report (PRODN) – 100 Pages (60 GSM) A4 paper Length -29cm-Width – 22.50 cm with covering(as per sample)	Pad	500		
10.	Delivery Advice (1+2) 150 Pgs. (54 GSM) Length- 18 cm - Width -12.5 cm) as per sample	Nos.	2500		
11.	Delivery Advice Cashew (1+2) 300pages. each (54GSM) Colour: 1 st page- Light White, 2 nd page-Pink and 3 rd page-Green Length 18cm & width 21cm (as per sample)	Pad	50		
12.	File Board with PCK Name & Emblem (Length 36cm & width 25cm) (as per sample)	Nos.	500		
13.	File Folder- with PCK Name&Emblem Legal Size Length 32cm&Width 22.2cm, 120GSM	Nos.	1500		
14.	Flat File (New Type) With PCK Name &Emblem, Size:(Length 35.5cm X 25cm) (as per sample)	Nos.	100		
15.	Flat File With PCK Name &Emblem, Size:(Length 35.5cm X 25cm) (as per sample)	Nos.	2000		
16.	Road Pass-10/- 100Pages- White Paper 60GSM, Length -7cm, Width -19cm Pad Sl. No.01onwards : 100Pad Pass No.01 onwards (as per Sample)	Book	500		
17.	Road Pass-25/- 100Pages- White Paper 60GSM, Length -7cm, Width -19cm Pad Sl. No.101 onwards : 100Pad		500		

	Pass No.10001 onwards (as per Sample)				
18.	Inward Register 200pg (75GSM) Ledger Paper, Length 34cm & width 22cm (as per sample)	Nos.	50		
19.	I P Register	Nos.	25		
20.	Leave Account Book (80 GSM) 100 pages white paper- Length -19.5cm - width - 30.5 cm) as per sample - with covering (as per sample)	Nos.	50		
21.	Leave with Wages Register- 400 Pages (200 sheet) (75GSM) Ledger paper- Length-21cm & width -33.5 cm	Nos.	50		
22.	Letter Head(Green)- 100 pgs-80 GSM-Length 29 cm cm- width -21.50 cm) with covering letter	Pad	50		
23.	Muster Roll Register Field - 400Pages(200 Sheet) (75 GSM) Ledger paper- Length-34cm & width-22cm)	Nos.	50		
24.	O P Register- 200 pages(70 GSM) Length -34 cm – width 21 cm) Ledger paper	Nos.	50		
25.	Outward Register 200pg (75GSM) Ledger Paper, Length 34cm & width 22cm (as per sample)	Nos.	50		
26.	Prescription Pad A5 size- white paper -100 pages- 80GSM with covering.	Pad	500		
27.	Register Book (400pge) with PCK Name and Emblem in all pages. (75 GSM)Length- 34 cm & width- 22 cm) Ledger paper As per sample	Nos.	100		
28.	Register Book (100pge) with PCK Name and Emblem in all pages. (75 GSM)Length- 34 cm & width- 22 cm) Ledger paper	Nos.	100		
29.	Sickness Benefit Register- (400 pgs)(200 sheet)(75 GSM) Lenth -21 cm width 33 cm- ledger paper	Nos.	50		
30.	Store Issue Book(1+1)(As per sample)(70 GSM) lenth -32 cm –width 20 cm legal paper	Nos.	50		
31.	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)	Nos.	250		
32.	Store Receipt Note - (1+2)- 150 pages – 70 GSM- colour- 1 st page Sky blue, 2 nd page – pink and 3 rd page- yellow. Length -14 cm – width- 19.5 cm. (as per sample)	Nos.	250		
33.	Tender Register-400 pgs(200 sheets)(70 GSM)- ledger Paper Length -22 cm width 34 cm	Nos.	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