



GOVERNMENT OF KERALA

SHORT TENDER NOTICE

No.11/Accts B1/2017-FIN

Finance (Accounts B) Department

Dated:22.02.2017

Sealed Tenders are invited for the supply of the following stores:

Sl.No.	Item	Quantity (in No.s)
1	Executive File Folder with zip	1000
2	File Folder small (plastic or card board)	3000
3	B5 Spiral Note Pad	2000
4	A5 Spiral Note Pad (20 pages)	10000
5	Ball Pen	5000
6	A5 Note pad (10 pages)	3000
7	Colour photocopy paper for book covers	20 boxes
8	White Board Marker	10 boxes
9	Spiral binding machine for learning materials	1
10	Laminating machine for name tag	1
11	A4 Photocopy paper	50 boxes

The envelopes containing the Tender should bear the superscription -

“Supply of Stationery and other training materials for the Centre for Training in Financial Management - 2017”. Last date for receipt of tenders is at 3.00 pm on **09.03.2017**. Late tenders will not be accepted.

The tenders will be opened at **4.00 pm on 09.03.2017** in the presence of the tenderers or their authorized representatives who may be present at that time. The maximum period required for delivery of the articles should also be mentioned.

Details of the requirements and the conditions governing their supply can be obtained free on request from Centre for Training in Financial Management, DPC Building, University Campus, Palayam, Thiruvananthapuram during office hours to the bidders.

Intending tenderers may obtain the requisite tender forms from the Additional Chief Secretary (Finance) , Finance Department, Government Secretariat, Thiruvananthapuram on which the tenders should be submitted. Application for the tender form should be accompanied by cash remittance of Rs.800+ 5% VAT for original copy which is the price fixed for a form/set of forms and which is not refundable under any circumstances. The tender forms are not transferable. Cheques, postage stamps etc. will not be accepted towards the cost of forms ,nor will the forms be sent via VPP. Duplicate tender forms, if requested will be issued at Rs. 400 + 5% VAT per copy.

Application for the tender should send be sent along with an EMD equal to 1 % of the total quoted value in the form of DD drawn in favor of the Additional Chief Secretary, Finance Department, Government Secretariat, Thiruvananthapuram. If Government have exempted any firm from furnishing the EMD, they should produce relevant documents along with tender.

The successful bidder will have to produce a security deposit equal to 5% of the total quoted value in any of the following forms.

- (i) By Cash
- (ii) Demand Draft from Nationalized Banks
- (iii) Bank Guarantee from Scheduled Banks in India
- (iv) Government Promissory Notes
- (v) Stock Certificates of the Central or State Governments.
- (vi) National Savings Certificates, Government of India 12 years National Plan Savings Certificates and 10 year Treasury Savings Certificate
- (vii) Treasury Savings Bank Deposits
- (viii) Post Office Savings Bank Deposits
- (ix) Post Office Cash Certificates
- (x) Deposit receipts of recognized bank and co-operative societies approved by Government for the purpose

Tender forms can be collected from the Finance (Accounts-B) Department, Government Secretariat, Ph.2518112 on all working days from 23.02.2017. Sale of tender form will be closed at 4.00 pm on 08.03.2017. The cost of tender forms should be paid in cash.



MINI V.R
Joint Secretary (Finance)

Place: Thiruvananthapuram

Date: 22.02.2017



**GOVERNMENT OF KERALA
FORM OF TENDER NOTICE**

Tender Number	<u>11/Accts-B1/2017/Fin Dated</u>
Due date and time for receipt of Tenders	3.00 PM, 09.03.2017
Date and time for opening of Tenders	4.00 PM, 09.03.2017
Date up to which the rates are to remain firm for Acceptance	10.04.2017
Designation and address of officer to whom the Tender is to be addressed	The Additional Chief Secretary, Finance Department, Government Secretariat, Thiruvananthapuram
Superscription: "Supply of Stationery and other training materials for the Centre for Training in Financial Management - 2017"	

Sealed tenders are invited for the supply of the materials specified in the schedule above. The rates quoted should be for delivery of the articles at the place mentioned below the schedule. The necessary superscription, due date for the receipt of tenders, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the tender is to be sent are noted above. Any tender received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. tenders not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the tenders will be subject to the following conditions:

1. Acceptance of the tender constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his, tender furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the tender after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.

3. Samples, duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerers at their own expenses and the Government will in no case be liable for any expenses on account of the value of the samples or their transport charges, etc. In case, the samples are sent by railway;

the railway receipt should be sent separately, and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Tenders for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered for are forwarded. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by V.P. Post or "freight to pay" will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.

5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.

6. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.

7. The tender may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.

8. (a) 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 Government shall thereby together with such sums as may be fixed by the Government towards damages be recovered from the defaulting tenderer.

(b) 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.

(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Government or any other person authorized by Government and set-off against any claim of the Purchasing Officer or Government for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or Government or any other person authorized by Government.

9. 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.

10. (a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per

cent of the value of the materials at the discretion of Government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e. counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.

(b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.

11. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.

12. Special conditions, if any, printed on the tender sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.



MINI V.R

Joint Secretary (Finance)

Place: Thiruvananthapuram

Date: **22/02/2017**