

**THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED**  
**MAVELI BHAVAN, GANDHI NAGAR, KOCHI-20**

No-P9-7058/20

Date: 09/07/2020

**INVITATION OF TENDER AND INSTRUCTIONS TO TENDERERS FOR THE**  
**SUPPLY OF STATIONERY ARTICLES.**

Dear Sir,

**Sub:- K.S.C.S.C - Purchase of Stationery Articles - Tenders invited- Regarding.**

The Kerala State Civil Supplies Corporation intends to purchase Stationery Articles as detailed in the Annexure-I, from the suppliers of stationery. Interested suppliers may submit their bids in a sealed envelope superscribing “*Tender for supply of Stationery Articles*”, on or before **29/07/2020**. Last date and time for the receipt of the tender is upto **02 P.M** on **29/07/2020**. Tenders will be opened at the Head Office of the Kerala State Civil Supplies Corporation Ltd. (P.B.No.2030, Gandhi Nagar, Kochi- 682 020), on the same day at **03 P.M** in the presence of the tenderers or their duly authorized representatives. If the date fixed for opening of the Tender/Last date for receipt of Tenders is subsequently declared as holiday, the tender will be opened in the next working day, following the holiday at the same time mentioned in the tender notice. **Cost of tender form is Rs.500/- plus 12% GST (Rs.560)**. Tender forms can be had from the office of the Addl. General Manager (Purchase) at the above address or can be downloaded from the official website of KSCSC [www.supplycokerala.com](http://www.supplycokerala.com). The cost of the tender form can be remitted at the cash counter of Finance division of Supplyco Head office and the cash receipt is to be attached along with the application or by way of RTGS to Supplyco’s Bank account (A/c No.10580200017225,Federal Bank, Girinagar ,IFSC No. FDRL0001058)

**1. EARNEST MONEY DEPOSIT (EMD)**

The EMD for the participation in the tender is **Rs.2,500/-** (Rupees Two thousand five hundred only) in the Form of Demand draft of any Scheduled bank in favour of The Chairman & Managing Director, The Kerala State Civil Supplies Corporation Ltd., Kochi-20. or by way of RTGS to the Supplyco Bank Account (A/c No.10580200017225 of the Federal Bank, IFSC No.FDRL0001058) . The EMD shall be liable to be forfeited, if the tender after submitting his tenders modifies/ resiles his offer, or insists to modify after the acceptance of the tender or withdraw from the execution of the supply order issued to them.

**2. QUOTING OF RATES**

Tenders must be submitted in sealed envelope and should be superscribed with the words “**Quotations for Supply of Stationery items for the Year 2020-2021**” and distinctly showing the *tender No & date*. *The rate quoted shall include cost of materials, charges for delivery and unloading at the Head Office of the Corporation at Maveli Bhavan, Maveli Road, Gandhi Nagar, Kochi-20 excluding GST* . No separate charges for packing etc. shall be paid. The rate quoted will be valid for acceptance for 90 (ninety) days from the date of acceptance of the rates. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labor charges etc. during the period of contract.

**Signature of the Applicant**

### **3. NEGOTIATION**

The Corporation reserves the right to conduct negotiations if necessary, after opening the tender before finalizing the contract.

No tenderer shall have the right to insist on negotiation by the Corporation or challenge it for resorting to negotiations.

### **4. ACCEPTANCE OF TENDERS**

- (a) The successful suppliers will be informed of the acceptance of the tenders by e-mail or formal acceptance letter on finalization of the tenders. By issue of the e-mail or formal acceptance letter, a binding contract will come into force and the successful suppliers have to act upon immediately.
- (b) The offer through this tenders and the acceptance communication together form a binding contract and no separate agreement shall be necessary.

### **5. FURNISHING OF SAMPLES**

The Tenderers are bound to furnish samples of the non-branded items mentioned in Annexure of the notice inviting tenders, with signature, name and address of tenderers. The size of the items shall be the same as prescribed and intended for supply.

### **6. PERIOD OF SUPPLY**

All Stationery articles should be supplied within the time limit as specified in the Purchase order to be issued, on finalizing the tender. *In the event of failure to supply the goods within the schedule date, 2% of total cost of the item to be supplied will be levied as penalty.*

### **7. VALIDITY OF CONTRACT & PURCHASE ORDER**

- (a) The validity of the contract is '90' (ninety ) days from the date of acceptance of the rates. The Corporation is at liberty to extend the validity period of the contract and the decision shall be final and binding to the tenderers.
- (b) The purchase order shall be valid up to 30 days from the date of purchase order.
- (c) The Corporation has got absolute right to terminate the contract at any time during its currency without assigning any reason and the tenderers are not entitled for any compensation on this ground of such termination.

**Signature of the Applicant**

**8. QUANTITY OF CONTRACT**

The Corporation reserves the right to increase or decrease the quantity of stationery articles, or effect changes without altering the size or quality of the stationery articles at the time of placing orders for awarding the work and proportionate rate agreed to will alone be paid for any change in the quantity. The Corporation also reserves the right to split the Purchase order among more than one party.

**9. MODE OF DELIVERY OF THE STATIONERY ARTICLES**

The Stationery Articles shall be delivered at the store of the Head Office of SUPPLYCO at Gandhi Nagar, Kochi-20. The Stationery articles under each item shall be supplied in assorted packets and no additional delivery & unloading charge will be paid.

**10. TERMS OF PAYMENT**

Payment will be made through RTGS to the account of the supplier on receipt of the Invoice/Bill and certificate of receipt (PMRS from the store keeper) of the stationery items as per the Purchase Order. *TDS and all other taxes , if applicable will be deducted from the Bills of the supplier as per applicable rules.*

**11. PENAL PROVISIONS**

- (a) In the event of failure to supply the goods ordered or if the supplier withdraw from the execution of contract, the loss occurred to the corporation, when an alternate purchase order was placed will be recovered from the defaulter.
- (b) The supplier shall be liable and responsible to replace free of cost, the goods supplied under the Purchase order or any part thereof which is materially defective, if brought to his notice within 3 months of receipt of the Stationery articles.
- (c) Any sum of money due and payable to the contractors, including Earnest Money Deposit refundable to them under this contract or any other contract shall
- (d) be appropriated by the Kerala State Civil Supplies Corporation Ltd., for the realization of any sum of money due to the Corporation from the contractor.
- (e) The Corporation reserves the right to debar the tenderers provisionally for a limited period or permanently for non-compliance of the conditions of the tender.

**Signature of the Applicant**

**12. DISPUTE & JURISDICTION**

In the case of any dispute, arising out of this contract, the decision of the Corporation shall be final and binding on the contractor. All disputes relating to this tender or otherwise arising there from between the seller and buyer shall be subject to and be referred to the court of competent jurisdiction constituted within the limits of city of Kochi. Neither the seller nor the buyer shall take any legal proceedings to enforce any claim against the other in any court other than the court of competent jurisdiction located within the limits of the city of Kochi.

**13.** The Corporation reserves the right to reject or accept any or all of the submitted tenders without assigning any reason thereof.

**14.** An Undertaking to the effect that the tenderer has not been blacklisted by Central/ State Govt./Public Sector Units/Autonomous Bodies, or its contracts have not been terminated on account of poor performance.

**15.** All the Tenderers are advised to fill up the details wherever required, and sign on all pages and submit the Tender Documents without detaching any sheet.

**Sd/-  
Addl. General Manager (Purchase)**

**I hereby accept the terms and conditions.**

**Signature of the Applicant:**

**Name & designation of the Applicant with seal.**

**APPLICATION FORM FOR THE SUPPLY OF STATIONERY ITEMS**

Tender No.P9-7058/20

Last date : 29/07/20

1	Name of the Applicant	
2	Name of the Firm/Store	
3	a. Location of Firm/Work place	
	b. Full Postal Address with Pin code	
	c. Telephone No./ e-mail Address	1.Office: 2.Residence: 3.Mobile:
4	Income Tax/Sales Tax Registration details with PAN Number allotted by IT Department .	
5	GST- Registration No. ( Self attested copy of registration to be attached. )	
6	Bank A/c  Details (attach proof )	
7	EMD details (No. & date)	

Name & Signature of the Applicant with seal :

**ANNEXURE-I - LIST OF STATIONERY ITEMS.**

SI No	NAME OF ITEMS	CATEGORY	UNIT	QTY REQUIRED	RATE/UNIT (EXCLUDING GST)	TOTAL AMOUNT (EXCLUDING GST)
1	BOUND BOOKS (80 PAGES)	Stationery-Register	1 No	200		
2	BOUND BOOKS (160 PAGES)	Stationery-Register	1 No	250		
3	BOUND BOOKS(480 PAGES)	Stationery-Register	1 No	20		
4	BOX FILE	Stationery-Box file	1 No	80		
5	ERASER-PENCIL	Stationery-Eraser	1No	30		
6	GUM (300 ML)	Stationery-Gum	1 Bottle	20		
7	HOLE GUARD White/Yellow /Green	Stationery-Hole guard	1 Packet	100		
8	PAPER TAG (Length 150 MM)	Stationery-Paper tag	1 Bundle (10X 50 Tags)	300		
9	PEN -LEXI-JET SPEED ( BLUE)	Stationery-Pen	1 PEN	750		
10	PEN -LEXI-JET SPEED ( BLACK)	Stationery-Pen	1 No	750		
11	PEN -LEXI-JET SPEED ( RED)	Stationery-Pen	1 No	250		
12	PENCIL HB (NATARAJ)	Stationery-Pencil	1 No	50		
13	PHOTOCOPY PAPER (A4)-70GSM TNPL	Stationery-Paper	1 Ream ( 500sheets)	1000		
14	PHOTOCOPY PAPER (Legal)-70GSM TNPL	Stationery-Paper	1 Ream ( 500sheets)	100		
15	PLASTIC SCALE 30 CM LENGTH	Stationery-Scale	1 No	30		
16	PUNCH (SINGLE) - 280	Stationery-Punch	1 No	50		
17	STAPLER - HAND STAPLER 10	Stationery-Stapler	1 No	50		
18	STAPLER - PIN NO. 10 MM	Stationery-Stapler	1 Packet	200		
19	STAMP PAD (70 MM X 111 MM)	Stationery-Pad	1 No	10		
20	WHITE PAPER DOUBLE CAP (43X69cms/)	Stationery-Paper	1 sheet	5000 Sheets		
21	LEGAL BOND PAPER 70 GSM WITH PRINTED MARGIN WATER MARKED SUPPLYCO	Stationery-Paper	1 sheet	20000 Sheets		

Name and Designation of the Applicant with Seal

Signature of the Applicant with Date