



KERALA BOOKS AND PUBLICATIONS SOCIETY

(An undertaking of the Government of Kerala)
Kakkanad P.O. Kochi-682 030, Kerala



GST no. 32AAATK2642L1ZR

No.P3-6045/Ptg/1/2025/1060

Dated: 10.03.2025

Tender Notice

Tenders are invited for “**Hiring of digital printing machines for the printing of books and other commercial jobs having small quantities including binding on contract basis**” from interested parties for a period of one year as per the specifications given below. Even through tender is invited for one year, the Society reserves the right to extend the period.

Date & time of tender/bid submission	: 22.03.2025 up to 11:00 a.m.
Date & time of tender/bid opening	: 24.03.2025 at 11:00 a.m.

Terms and conditions:

- 1) The envelopes sealed in four sides and middle by using lacquer seal containing the tender should bear the superscription, “**Tender for Hiring of digital printing machines for the printing of books and other commercial jobs having small quantities including binding on contract basis**” and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
- 2) The initial investment towards the transportation and installation of the system should be borne by the party.
- 3) The offer should be valid for a period of one year from the date of opening of the tender.
- 4) Work should be carried out urgently with best workmanship and free from defects.
- 5) The contract will be for a period of one year from the date of signing.
- 6) The parties are requested to specify their GST no. and Permanent account no (PAN). Applicable declaration regarding income tax (section 206 AB) in letter head.
- 7) All the rights to accept or reject whole or part of the tender/tender without assigning any reason thereof is reserved by the Society. The decision of the Society will be final & binding on the tenderer.
- 8) Conditional/incomplete bids shall not be considered.

- 9) The near relatives of employees of KBPS are not eligible to participate in this tender. The relationship for the purpose will be as specified in the Annexure 21 of Stores Purchase Manual (extract given as Annexure A). In addition to this, mother's sister's son/daughter shall also be deemed to be a relative. **The declaration (Annexure B) in this regard preferably in letter head, which is duly filled, signed and sealed on all its pages should be submitted.**
- 10) The successful bidder shall be responsible for maintaining proper records and registers as required under various statutes and shall pay required contributions in respect of its employees, such as ESI, EPF etc. The Society shall not be responsible under any circumstances, for any statutory obligations in this regard.
- 11) The Contractor to ensure that all mandatory compliances (for workers engaged by contractor) prescribed by labour department as per applicable acts to be complied by the contractor. Any charge/fine imposed on such aspects to be borne by the contractor.
- 12) The Contractor to ensure that all workers (engaged by contractor) are medically insured as prescribed by the acts applicable for the contractor. Any charge/fine imposed on those aspects to be borne by the contractor.
- 13) The workers engaged by successful bidder shall strictly follow the security rules and policies of Society inside the premises.
- 14) Bidders are requested to quote the rates including cost of consumables, spares, servicing charges and labour charges as mentioned in Annexure I only. The basic rate, GST etc should be quoted separately.
- 15) **Tenders/bids received should have preliminary agreement (as per the specimen attached) executed on Kerala Stamp Paper worth ₹ 200/-, which is duly filled, signed and sealed on all its pages, else it will be treated as per relevant clauses of SPM of Kerala.**
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- 16) **An EMD of ₹ 9,000/- in the form of DD in favour of Managing Director, KBPS, should be attached with the tender. The tender when submitted shall invariably contain EMD, failing which the tender submitted will be treated as invalid** For those who possess exemption certificate from executing EMD has to attach the same along with the tender. No bidder (except as per relevant clauses of Stores Purchase Manual 2013) shall be exempted from remittance of EMD /Bid security vide G.O (P) No. 448/05/fin dated 13.10.2005.
- 17) The Society shall not be responsible for any postal delays, reasons whatsoever in receiving as well as submitting offers. **Late tenders will not be accepted.**
- 18) Parties/contractors who have defaulted in executing any work order/contract with KBPS or whose work order/contract was terminated by KBPS are not eligible to participate in this tender.

19) For finalizing the tender in order to give work order to the successful bidder, the performance of the bidders during the previous contract periods, if any, will also be considered.

20) The successful tenderer has to execute an agreement on Kerala stamp paper worth ₹ 200/- and also has to furnish a security deposit for ₹ 45,000/- by DD in favour of Managing Director, Kerala Books and Publications Society.

21) All the rights to accept or reject whole or part of the tender without assigning any reason thereof is reserved by the Society. The decision of the Society will be final & binding on the tenderer.

22) Payment will be made on submission of invoices (GST Bill) to the concerned only after completing certification from concerned section officers and satisfying the conditions of the bid.

23) All disputes are subject to jurisdiction of courts only at Ernakulam, Kerala.

24) In exigency, the contract may be awarded to one or more contractors as per the decision of the Society. All the rights to accept or reject whole or part of the tender without assigning any reason thereof is reserved by the Society. The decision of the Society will be final and binding on the tenderer.

25) All rules and regulations of the tender/bid shall be in accordance with the Stores Purchase Manual of the Government of Kerala.



Managing Director

To

The Vendors/Notice Board/ IT- to uplink in our website

Cc to : PM, CFA, AM (Ptg), Supervisor (Printing), FGS, Finance, Stores, PPD,

Note:

- The agreement should be signed and sealed in every page and 2 witnesses should be signed in the last page.
- Annexure B should preferably be in letter head and duly filled, signed and sealed.

Annexure I

Detailed specification for the tender for the hiring of digital printing machines for the printing of books and other commercial jobs with small quantities on contract basis.

Technical specification of work to be executed:

Book sizes	-	18 x 26.5 cm, 20 x 26.5cm, A4
Pages	-	8 pages to 160 pages
Colour	-	1 colour, 2 colour, 4 colour
Sides	-	Single side, both sides
Paper	-	60 gsm/70 gsm/80gsm Maplitho paper
Quantity per title	-	1 to 5000
Approximate quantity per year as per	-	2.75 to 3 lakhs (The quantity will be varied quoted rate)
Resolution	-	300 x 300 dpi
Production required per day	-	50,000 copies A4 both sides per day
Binding	-	Side Stitching / Centre Stitching
Period of contract	-	1 year

Rate is required as follows:-

a) For the page size 18x 26.5 cm

Single colour one side
Two colour one side
Four colour one side

b) For the page size 20x 26.5 cm

Single colour one side
Two colour one side
Four colour one side

c) For the page size A4

Single colour one side
Two colour one side
Four colour one side

Annexure II

- a. Machine must support site power supply as per Indian power supply standards.
- b. All software and accessories required for the systems, compressors, UPS, computers etc if required must be provided along with the systems.
- c. KBPS will provide paper, space for installing the system, utility (electricity). Party to provide required system, manpower to operate the system, consumables, software, machine maintenance including spares and air conditioning if required for carrying out the digital printing of books and other commercial jobs as per the requirement of KBPS.
- d. Payment will be made on within 7 days from the date of presentation of certified bill. Statutory contributions such as ESI and EPF etc. of the staff engaged will be the liability of successful tenderer/bidder. All statutory deductions as applicable should be made from bill before settlement. In other words successful tenderer/bidder will be liable to satisfy all statutory payments including ESI,PF etc.,
- e. Successful tenderer/bidder should ensure that any defects/irregularities should not be occurred during printing of books and other commercial jobs otherwise penalty will be imposed for the defects/irregularities occurred from the side of the contractors.
- f. In case of any failure from the part of successful tenderer/bidder, in this regard, KBPS shall have the right to recover the loss incurred, from the bill submitted by the successful tenderer/bidder towards the work contract allotted to the party.
- g. Successful tenderer/bidder should not underlet or sublet the hiring of digital printing machines for the printing of books and other commercial jobs.
- h. Successful tenderer/bidder should print the books and commercial jobs only in the required number as per the order placed by KBPS from time to time and that books and commercial jobs should not be printed in excess than the numbers specified in the work order from KBPS.
- i. Successful tenderer/bidder should carry out the hiring of digital printing machines for the printing of books and other commercial jobs in accordance with the time schedule prescribed by KBPS without any failure. Any delay occurred in the printing of books and commercial jobs as per the work order placed by KBPS from time to time will be viewed seriously and penalized accordingly.
- j. Successful tenderer/bidder should be responsible for maintaining proper records and registers as required under various statutes.
- k. The system should be delivered, installed and commissioned within 15 days from the date of work order.
- l. 4% paper wastage is allowed and the cost of excess consumption of paper, if any, will be deducted from the bill.
- m. Books and commercial jobs should be 100% error free and should be free from unwanted ink drops, lines and blemishes etc. and in case of any error/defect the consequential loss if any should be borne by the contractor.
- n. The contractor has to execute the work as an in-house operation with their staff, systems and consumables under the surveillance and supervision of officials from KBPS, abiding the security rules and regulations of the society inside the premises.
- o. The tender should be submitted in the name of a registered firm specifying the GST no.

- p. KBPS reserves the right to divide the work among more than one contractor depending upon the requirement and capacity of the individual contractor.
- q. Successful tenderer has to execute an agreement in ₹200/- non judicial Kerala stamp paper and also has to furnish a Security Deposit as per the work order.
- r. The workers engaged by successful bidder shall strictly follow the security rules and policies of Society inside the premises.
- s. The printed materials should be thoroughly sorted by the printer so as to confirm that there should not be any blank sheets or faulty printed sheets. If any faulty sheets found in the printed materials and cause any loss to the Society, it will be deducted from the bill.

Annexure A

EXTRACT FROM THE STORES PURCHASE MANUAL OF KERALA

Meaning of "Relative"

A person shall be deemed to be a relative of another if, and only if,

- a) they are members of Hindu undivided family or;
- b) they are husband and wife; or
- c) the one is related to the other in the manner indicated in Schedule 1-A

Schedule 1 A List of Relatives

- | | |
|---------------------------------------|-----------------------------------|
| 1) Father | 2) Mother (including step mother) |
| 3) Son (including step-son) | 4) Son's wife |
| 5) Daughter (including step-daughter) | 6) Father's father |
| 7) Father's mother | 8) Mother's mother |
| 9) Mother's father | 10) Son's son |
| 11) Son's son's wife | 12) Son's daughter |
| 13) Son's daughter's husband | 14) Daughter's husband |
| 15) Daughter's son | 16) Daughter's son's wife |
| 17) Daughter's daughter | 18) Daughter's daughter's husband |
| 19) Brother (including step-brother) | 20) Brother's wife |
| 21) Sister (including step-sister) | 22) Sister's husband |
| 23) Husband's father | 24) Husband's mother |
| 25) Husband's sister | 26) Wife's father |
| 27) Wife's mother | 28) Wife's brother |
| 29) Wife's sister | 30) Wife's sister's husband |
| 31) Father's brother | 32) Father's sister |
| 33) Mother's brother | 34) Mother's sister |
| 35) Father's sister's husband | 36) Father's brother's wife |
| 37) Mother's brother's wife | 38) Mother's sister's husband |
| 39) Brother's son | 40) Brother's son's wife |
| 41) Brother's daughter | 42) Sister's son |
| 43) Sister's daughter | 44) Father's brother's son |
| 45) Father's brother's daughter | 46) Father's sister's son |
| 47) Father's sister's daughter | 48) Mother's brother's son |
| 49) Mother's brother's daughter | |

Annexure B

DECLARATION

FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN KBPS

I.....
..... S/o.
Sri.....

..
hereby certify that none of my relative(s) as defined in the tender notice are employed in KBPS as per details given below. In case at any stage, it is found that the information given by me is false/incorrect, Managing Director, KBPS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The relationship for the purpose will be as specified in Annexure 21 of the Stores Purchase Manual of Kerala (extract given as Annexure A).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of Partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Place:
Date:

Signature of tenderer/Authorized Signatory

Name of tenderer

Seal of the tenderer

AGREEMENT

Articles of agreement executed on this the day of Two thousand and Between the Managing Director, Kerala Books & Publications Society (hereinafter referred to as "the Society") of the one part and Shri. (H.E. name and address of the tenderer) (hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No. dated the bounden has submitted to the society a tender for the specification therein subject to the terms and conditions in the said tender;

WHEREAS the bounden has also deposited with the Society a sum of ₹..... (Rupees) as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Society.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the Society and the contract for is awarded to the bounden, the bounden shall within days of acceptance of his tender execute an agreement with the Society incorporating all the terms and conditions under which the Society accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the Society shall have power and authority to recover from the bounden any loss or damage caused to the Society by such breach as may be determined by the society by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the Society under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the Society may deem fit.

In witness where of Shri./Smt. (H.E. name and designation) for and on behalf of the Kerala Books and Publications Society, Kakkanad P.O., Kochi-692030 and Shri. Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. (date)

In the presence of witness: 1.

2.

Signed by Shri. (date)

In the presence of witness: 1.

2.

Signature of the tenderer with seal