



KERALA BOOKS AND PUBLICATIONS SOCIETY

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



GSTIN: 32AAATK2642L1ZR

No.P3-6045/Ptg/2/2024/1258

Dated: 20.03.2025

TENDER NOTICE

Sealed competitive Tenders are invited for "**Finish cutting of torn & damaged paper in the required size**" from interested parties for a period of one year.

Date & time of tender/bid submission:	up to 10:30 a.m. on	04.04.2025
Date & time of tender/bid opening :	05.04.2025	at 10:00 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 Finish cutting of torn & damaged paper in the required size**", & should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
- 2) The cutting rate should be quoted (preferably in your letter head) for per 1000 sheets into required size and finish cutting. The rate quoted should be exclusive of all applicable taxes.
- 3) Work should be carried out urgently with best workmanship and free from defects.
- 4) The parties are requested to specify their GST no. and Permanent account no.(PAN).
- 5) 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.
- 6) 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 deemed to be a relative. **The copy of 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, otherwise the tender will be rejected outright.**

M.D. Office: 0484-2422243 **M.P.A., C.F.A.** 0484-2422245

Office: 0484-2422343 **P.M.(Mobile):** 92880 01403

E-mail: books.kbps@gmail.com , **Website:** www.kbps.kerala.gov.in

7) Tenders/bids received should have the preliminary agreement executed in ₹ 200/- Kerala stamp paper as per the specimen enclosed which is duly filled, signed and sealed on all its pages, else it will be summarily rejected.

8) An EMD of ₹ 5,200/- 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.

9) The tender should reach the undersigned on or before 10.30 a.m. on 04.04.2025.

The Society shall not be responsible for any delays, reasons whatsoever in receiving as well submitting offers. The Society shall not be responsible for any postal or other delays & submitting required documents wherever applicable. Late tenders will not be accepted. The tenders will be opened at 10.00 a.m. on 05.04.2025.

10) Parties/contractors who have defaulted in executing any purchase order/contract with KBPS or whose purchase order/contract was terminated by KBPS are not eligible to participate in this tender.

11) For finalising the tender 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.

12) The successful tenderer has to execute an agreement on Kerala stamp paper worth ₹ 200/- and also has to furnish a security deposit of ₹ 26,000/- by DD in favour of Managing Director, Kerala Books and Publications Society.

13) 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.

14) 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.

15) The workers engaged by successful bidder shall strictly follow the security rules and policies of Society inside the premises.

16) Applicable Declaration regarding income tax should be submitted in letter head

17) 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), Finance, Stores, PPD

Note:

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

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.....

Here by certify that none of my relative(s) as defined in the tender notice are employed in KBPS as per detail 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 in 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:

Signature of tenderer/Authorized Signatory

Date:

Name of the 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 PRESNTS 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 whereof Shri. (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