



## KERALA BOOKS AND PUBLICATIONS SOCIETY

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



GST No. 32AAATK2642L1ZR

No: P1-3275/2025-26/2358

Date: 04/06/2025

### Re-Quotation Notice

Sealed quotations are invited for the supply of **Stitching Head Set (Left & Right) – 1 No. for Flowline Binding Machine (Polygraph make)** at our stores at Kakkanad, Ernakulam, Kerala.

#### **Terms and Conditions**

1. The envelopes sealed in four sides and middle by using lacquer seal containing the quotations should bear the superscription “Quotation for the supply of **Stitching Head Set for Flowline Binding Machine** due on 19/06/2025” and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
2. Intending parties may submit the quotations on their own papers as per the attached Quotation Format.
3. Payment will be made only after the satisfactory receipt of the item in good condition. Offers with advance payment request will be rejected outright.
4. The offer should be valid for 6 months.
5. Prices should be quoted for delivery of materials at our stores F.O.R KBPS and the successful party should supply the material as per schedule provided from our Stores Department.
6. For finalizing the quotation in order to give purchase order to the successful bidder, the performance of the bidder during the previous supplies, if any, will also be considered.
7. Last date for the receipt of Tenders is at 4.30 pm on 19/06/2025. Late quotations will not be accepted. The quotations will be opened at 3.30 pm on 20/06/2025 in the presence of such of the parties or their authorized representatives who may be present at that time.
8. Parties/contractors who have defaulted in executing any purchase order/contract with KBPS or whose purchase order/contract were terminated by KBPS are not eligible to participate in this Quotation.
9. The near relatives of employees of KBPS are not eligible to participate in the Quotation. The relationship for the purpose will be as specified in Annexure 21 of Stores Purchase Manual of Kerala (extract given as Annexure A). In addition to this mother's sister's son/daughter shall also deemed to be a relative. The declaration (annexure B) in this regard, duly filled and signed should be submitted with the offer.
10. All the rights to accept or reject whole or part of the Quotation without assigning any reason thereof is reserved by KBPS. The decision of KBPS will be final and binding on the party.
11. Details of the requirement and the conditions governing the supply can be obtained free on requisite from the office of the Managing Director, Kerala Books and Publications Society, Kakkanad, Kochi 30.
12. All rules and regulations of the quotation shall be in accordance with the Stores Purchase Manual of the Government of Kerala.

Manager  
(Personnel and Administration)

To: Venders through e-mail/IT section for publishing in web site

## QUOTATION FORMAT

(To be submitted in own paper)

Sl.No	Item Description	Rate/Details
1.	Name of Party	
2.	Communication Address	
3.	Contact Number	
4.	e-mail ID	
5.	GST Number	
6.	PAN Number	
7.	Enclosed sealed & signed Annexure B Declaration	Yes/No
8.	Validity of Offer	6 months
9.	Payment Condition	After the satisfactory receipt of the item in good condition
10.	Delivery time	
11.	Item Description	
12.	HSN Code	
13.	Quantity	1 No.
14.	Basic Rate in ₹	
15.	Total Amount excluding GST in ₹	
16.	GST if any (in percentage)	
17.	GST Amount in ₹	
18.	Total Amount including GST in ₹	

Name Seal and Signature

## 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 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 of rule will be as specified in 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