



## KERALA BOOKS AND PUBLICATIONS SOCIETY

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



GST No. 32AAATK2642L1ZR

No: P1-3195/15/2025/ 550

Date: 03 / 02 /2025

### Tender Notice

Sealed tenders are invited for the supply of **1500 Process Free Thermal Plates of size 492x675x0.25 mm for Web RO 66 Printing Machine** 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 tender **should bear the superscription** "Tender for the supply of Process Free Thermal Plates due on 04/03/2025" 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 Tender 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. EMD for ₹ 2,700/- should be remitted in the form of Demand Draft of Nationalized bank drawn in favour of Managing Director, Kerala Books and Publications Society, Kakkanad, Kochi-30, along with duly filled, signed and sealed agreement in ₹ 200/- Kerala stamp paper, as per the attached format.
5. The offer should be valid for 6 months.
6. 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.
7. For finalizing the Tender 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.
8. Last date for the receipt of Tenders is at 3.00 pm on 04/03/2025. Late Tenders will not be accepted. The Tenders will be opened at 3.30 pm on 05/03/2025 in the presence of such of the parties or their authorized representatives who may be present at that time.
9. 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 Tender.
10. The near relatives of employees of KBPS are not eligible to participate in the Tender. 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.
11. All the rights to accept or reject whole or part of the Tender without assigning any reason thereof is reserved by KBPS. The decision of KBPS will be final and binding on the party.
12. 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.
13. All rules and regulations of the quotation shall be in accordance with the Stores Purchase Manual of the Government of Kerala.

  
MANAGING DIRECTOR

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

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

**TENDER 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.	Item Description	
8.	HSN Code	
9.	Quantity	1500 No.s
10.	Basic Rate in ₹	
11.	Total Amount excluding GST in ₹	
12.	GST if any (in percentage)	
13.	GST Amount in ₹	
14.	Total Amount including GST in ₹	
15.	Delivery time	
16.	Enclosed sealed & signed Annexure B Declaration	Yes/No
17.	Enclosed EMD	Yes/No
18.	Enclosed duly filled, signed and sealed EMD Agreement in ₹ 200/- Kerala stamp paper	
19.	Validity of Offer	6 months
20.	Payment Condition	After the satisfactory receipt of the item in good condition

## **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:  
Date:

Signature of tenderer/Authorized Signatory

Name of the Tenderer

Seal of the Tenderer

## EMD AGREEMENT

Articles of agreement executed on this the ..... day of ..... Two thousand and ..... BETWEEN the Managing Director, Kerala Books and Publications Society (hereinafter referred to as "the Society" of the one part and Shri. .... (here enter the name and address of the tenderer) (hereinafter 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 ..... specified therein subject to the terms and conditions in the said tender:

WHEREAS the bounden has also deposited with the Society a sum of Rs. .... (Rupees ..... ) as earnest money for execution of an agreement undertaking the due fulfilment 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 and 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 is 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. .... (here enter name and designation) for and on behalf of the Kerala Books and Publications Society, Kakkanad P.O., Kochi-692030 and Shri. .... the bounden have here unto 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. ....