

Tender Document

KERALA BOOKS AND PUBLICATIONS SOCIETY
(An Undertaking of Government of Kerala)
KAKKANAD P.O., KOCHI – 682 030
Telephone: 0484-2422343

No. P2-3208/2025-2026/ 1424

dated : 28/03/2025

Containing general condition of contract and schedule for the purchase and removal of waste paper/ materials for the year 2025-2026.

NAME OF TENDERER

ADDRESS

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.....

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.....

.....

SIGNATURE OF TENDERER

FORM OF TENDER

Sir,

I/We hereby tender to purchase & removal, under the annexed General conditions of contract, the whole of the articles referred to and described in the attached specifications and schedule, or any portion thereof, as may be decided by the Kerala Books and Publications Society, Kakkadan P.O., Kochi-30, at the rates quoted against each item. The articles will be removed within the time and at the place specified in the schedule.

*I/We am/are remitting/have separately remitted the required amount of

₹..... as earnest money.

Yours faithfully

Signature :

Name and Address :

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.....

.....

Place:

Date :

*to be scored off in cases where no earnest money deposit is furnished

GENERAL CONDITIONS

Tenders are invited for the purchase and removal of the waste materials as specified in the schedule below/attached.

1. The tenderers should quote the rate and terms through the GEM portal.
2. The tenders should be in the prescribed form. Tenders which are not in the prescribed form will be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency will not be accepted.
3. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating to the period of firmness and tenders with price variation clause and/or 'subject to prior sale' conditions are liable to be rejected
4. (a) The Earnest Money Deposit should be remitted as per the norms of tender. The earnest money of the unsuccessful tenderers will be returned, without interest, after the tenders are settled.
(b) The EMD exemption/Security Deposit exemption allowed for any tenderers/Contractors during the preceding year/years may be treated as cancelled. The tender when submitted shall invariably contain EMD and agreement, failing which the tender submitted will be treated as invalid. Request for adjustment of any EMD/SD/any other amount due to the tenderer from the society will not be allowed under any circumstance.
5. The tenders will be opened on the appointed day and time in the office of KBPS, Kakkanad through online.
6. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money/Security Deposit if any, deposited by him will be forfeited or will take any action against him which the society think fit.
7. The tenderer should make his own arrangement for activities like packing, stacking, bailing, loading, unloading etc. if found required for removal of waste materials from KBPS and weighment will be made on any of the weighing machine of the Society under the supervision of such of the officers deputed by the Managing Director. They can make use of the Hydraulic bailing machine of the Society which provide significant financial savings to the Contractor.
8. The final acceptance of the tenders rest entirely with the Society who do not bind themselves to accept the highest or any tender. But the tenderers on their part should be prepared to carry out such portion of the removal of waste paper materials included in their tenders as may be allotted to them.
9. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillments of the contract within the period to be specified in the letter of acceptance. The Contractor will have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 10 below.
10. The successful tenderer before signing the agreement within the period specified in the letter of acceptance of his tender, shall deposit a sum equivalent to 5 per cent of the value of the

contract as security for the satisfactory fulfillment of the contract less the amount of money deposited (EMD) by him along with his tender. The amount of security may be as Fixed Receipt of any nationalized bank endorsed in favour of Kerala Books and Publications Society. Letters of guarantee in the prescribed form for the amount of security from an approved bank will also be considered enough at the discretion of the Society. If the successful tenderer fails to deposit the security and to execute the agreement as stated above, the earnest money deposited by him will be forfeited and the work will be awarded to somebody else at the defaulter's risk and cost. Any loss incurred or damage suffered by the Society in this regard, will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm, their registration is also liable to be cancelled.

11. In case where a successful tenderer, fails to purchase and clear any of the said articles and things within the time provided for clearance of the same, or in the case the Contractor commits any breach of any of the covenants, stipulations of the contract/ agreement herein contained, and on his part to be observed and performed, then in any such case, it shall be lawful for the Society (if they shall think fit to do so) to terminate the contract and make arrangements for the sale of the articles and things to somebody else, on behalf of the Society. The Society shall have the right to recover from the Contractor such expenses incurred, or loss sustained in this regard. If the Society has been put to any loss, damages or expenses by reason of such alternate arrangements made by the Society for disposal of the said articles and things or by reason of this contract having been so put an end to or in case of any difference in price, compensation loss, costs, damages, expenses or other moneys shall be payable by the Contractor to the Society under and by virtue of this contract, it shall be lawful for the Society under or by virtue of this contract or otherwise. The Society deems the right to recover loss/damage from any money balance thereof due or owing to the Contractor by the Society. As aforesaid, all such costs, damages and expenses they may have sustained, incurred or been put to the Society by reason of the disposal made elsewhere, the Contractor shall pay and reimburse these to the Society. Also, any such difference in price, compensation, loss, cost, damages, expenses and other money as shall be from time to time, have to be payable by the Contractor.
12. It is mutually agreed between the parties that in case of any dispute or difference between the parties, the same shall be settled by mutual discussion and if not settled, all the disputes and differences shall be referred to a sole arbitrator to be appointed by the Managing Director of the Society. The venue of Arbitration shall be at Ernakulam. The Arbitration proceedings shall be governed by the provisions of Arbitration and Conciliation Act, 1996, as amended from time to time. The Courts at Ernakulam alone shall have jurisdiction over the subject matter of the contract.
13. The Security Deposit subject to the conditions specified herein, shall be returned to the Contractor, without interest, after two months of the expiration of the contract, but in the

event of any dispute arising between the Society and the Contractor, the Society shall be entitled to deduct the amount of such damages, costs, charges, expenses etc. from the deposits or the balance thereof to the Contractor. The said damages, costs, charges or expenses etc., may also be deducted from any other sum which may be due at any time from the Society to the Contractor.

14. (a) All payments (if any) to the contractors will be made by Managing Director in due course either by cheques/D.D. of any nationalized bank.

(b) All incidental expenses incurred by the Society for making payments outside the district in which the claim arises shall be borne by the Contractor.

15. The Contractor shall clear waste materials against payment as per the direction from the management. If the accumulated waste is not removed within the proposed time, lease interest of the site will be levied from the Contractor as per the amount decided by the Society. Penal interest will be recovered on periodic tenancy, if the waste is not taken in due course by the Contractor.

16. The Contractor shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The Contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing to the Society who shall have absolute power to refuse any such consent or to rescind such consent (if given) at any time, if the Society is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Contractor or the sub-Contractor upon such rescission and the Contractor shall not be relieved from any obligation, duty or responsibility under this contract, if such consent is given at any time.

17. In case the Contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the Contractor shall commit any act of insolvency or in case in which under any clause or clauses of this contract the Contractor shall have rendered himself liable to damages amounting to the whole of his Security Deposits, the contract shall, thereupon after notice given by the Society to the Contractor, be determined and the Society may complete the contract in such time and manner and through such persons, as the Society shall think fit, at the risk and cost of the Contractor. But such determination of the contract shall be without any prejudice to any right or remedy of the Society against the Contractor or his sureties in respect of any breach of contract therefore committed by the Contractor. All expenses and damages caused to the Society by any breach of contract by the Contractor, shall be paid by the Contractor and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

18. Any sum of money due and payable to the Contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Society and set off against any claim of the Society for the payment of a sum of money arising out of or under any other contract made by the Contractor with the Society. Any sum of money due and payable to the successful tenderer or Contractor from the Society shall be adjusted against any sum of money due to the Society from him under any other contracts.
19. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business or may be handed over to his agent personally, or may be addressed to the Contractor by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the Contractor on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place abode or business.
20. No representation for reducing of rates once accepted will be considered.
21. Any attempt on the part of the tenderers or their agents to influence the officers concerned in favour by personal canvassing will disqualify the tenderers.
22. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in collection or failure to remove waste within the stipulated period.
23. The price quoted should be **exclusive of all taxes, duties and cesses**, which are or may become payable by the Contractor under existing or future laws or rules of the country of origin during the course of execution of the contract.
24. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the Society.
25. The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp Paper of value ₹ 200/- purchased in the Kerala State. Stamp paper will be supplied to firms outside Kerala on payment of ₹ 250 (₹ 200/- being the value of the stamp paper and ₹ 50/- incidental charges) which may be remitted by money order in advance. A specimen form of agreement is given along with this tender. Tenders without the agreement in stamp paper will be rejected outright.
26. The Contractor is allowed to remove only those items for which contract are given to him.

Subscription : No.P2-3208/2025-2026/1424
 Dated 28 / 3 /2025 for Paper Gunny / Plastic packing
 materials - white colour

2) Due date time for receipt of tender : 11 : 00 a.m. on 21 / 04 /2025

3) Due date time for opening of tender : 11: 15 a.m. on 22 / 4 /2025

4) Date up to which the rates are To be firm : for a period of one year from / /2025

5) Address of the Officer to whom tenders are to be send : Managing Director,
 KBPS, Kakkanad,
 Kochi- 682 030

Name of Office:

Managing Director
 Kerala Books and Publications Society
 Kakkanad, Kochi-682030

Station and Date

(Name and Designation of the Officer)

SCHEDULE OF WASTE MATERIALS

Sl. No.	Specification	Quantity Approximately in MT (monthly)	Unit
1	2	3	4
	Paper Gunny / Plastic packing materials - white colour	1	MT

Period within which goods should be cleared: All days except holidays of every month or as per instruction from the Society from time to time so as not to permit accumulation of the item of waste paper beyond the limit prescribed by the Society.

Other Special Conditions

J. B. S. B. M.