



## KERALA BOOKS AND PUBLICATIONS SOCIETY

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



No P3-6045/Ptg/2023/ 36

GSTIN: 32AAATK2642L1ZR

Dated: 06.01.2023

### QUOTATION NOTICE

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

<b>Date &amp; time of tender/bid submission: up to 10:30 a.m. on 20.01.2023</b>
<b>Date &amp; time of tender/bid opening : 21.01.2023 at 11:00 a.m.</b>

#### Terms and conditions:

1) The envelopes sealed in four sides and middle by using lacquer seal containing the quotation should bear the superscription **"Quotation 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. The cutting rate should be quoted (preferably in your letter head) for per Ream and per Kg. The rate quoted should be inclusive of all applicable taxes.

2) Work should be carried out urgently with best workmanship and free from defects. Torn and damaged sheets should be cut as soon it is produced.

3) The parties are requested to specify their GST no. and Permanent account no. (PAN).

4) 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 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 should be submitted, otherwise the tender will be rejected.**

5) **The quotation should reach the undersigned on or before 10.30 a.m. on 20.01.2023.** The Society shall not be responsible for any delays, reasons whatsoever in receiving as well as submitting offers. The Society shall not be responsible for any postal or other delays in submitting required documents wherever applicable. **Late quotations will not be accepted. The quotations will be opened at 11.00 a.m. on 21.01.2023.**

6) Parties/contractors who have defaulted in executing any purchase order/contract with

M.D.Office: 0484-2422243 M.P.A.,C.F.A. 0484-2422245 Office: 0484-2422343

Fax: 91484-2422243,0484-2422342 P.M.(Mobile): 98460 98510

E-mail: books.kbps@gmail.com , Website: www.keralabooks.org

KBPS or whose purchase order/contract was terminated by KBPS is not eligible to participate in this quotation.

7) For finalising the quotation 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.

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

9) 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.

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

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

12) All rules and regulations of the quotation/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:**

- Annexure B should preferably be in letter head and duly 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.....

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