



## **KERALA FOREST DEVELOPMENT CORPORATION LTD.KOTTAYAM-3**

### **TENDER FOR PRINTING & SUPPLY OF KFDC DIARY –2019**

#### **Terms and Conditions of Tender**

1. The tenders should be addressed to the undersigned in a sealed cover with the tender number and name of material duly superscripted on the cover.
2. The tender should be in the prescribed form which can be obtained from the Head Office, Kottayam on payment of Rs. 400/- + GST on all working days from 17.11.2018 to 24.11.2018 (1 PM). Tenders can also be downloaded from this site and submitted along with the cost of Tender form, (Rs.400/- + GST) in addition to EMD (Rs.5000/-) in the form of **DD favouring ‘Kerala Forest Development Corporation Ltd’ payable at Kottayam**. The cost of tender forms once paid will not be refunded. Tenders, which are not in the prescribed form and not accompanied by EMD of Rs.5000/- (Rupees Five thousand only) or received after 2. PM on 24.11.2018 will be rejected.
3. The tenders will be opened at 3.00.P.M on 24.11.2018 in the presence of those tenderers or their nominees who may be present at that time.
4. If any tenderer withdraws his tender, the earnest money if any, deposited by him will be forfeited to the Corporation or such action taken against him as the Corporation deem fit.
5. All pages of the tender document should be signed by the Tenderer in acceptance of the terms and conditions.
6. The diary supplied shall be of the best quality and workmanship and shall be strictly in accordance with the specifications in the Tender Schedule.
7. Printing mistakes should not be made in the Diary and if any such mistakes are noted, deduction will be made in the final payment.
8. The Tenders conditions will also form part of this Agreement.
9. The detailed matter to be printed will be given from the Office of KFDC, Kottayam.
10. The tenderer is bound to print all the matter supplied by KFDC including photos in black and white/colour as directed.

11. After execution of this Agreement and the matters to be printed are given, the tenderer should submit the draft proof for verification within 5 days from the date of handing over the matter, which will be verified, corrected and returned.
12. The tenderer after receipt of the corrected proof should submit the printed diaries within 10 days to the Head Office of KFDC. Failure to do so will result in penalty of Rs.1000/-per day for the delayed period.
13. The present requirement is 2000 diaries Additional numbers if required will be ordered in minimum 250 Nos. and the tenderer is bound to supply the same at the same rate.
14. Payment will be made within 30 days after receipt of the total number of diaries as per the supply order given by the company. Taxes if any will be deducted from the Bills as per rules applicable.
15. Tenders should be accompanied by samples. Any tender without accompanying sample diary will be summarily rejected.
16. On confirmation of the tender, the tenderer is required to execute an agreement with KFDC for due fulfillment of the contract after remitting Rs. 10,000/- as Security Deposit. The EMD remitted by the successful bidder will be adjusted in the Security Deposit to be remitted.
17. Failure in supplying the diaries as per the conditions noted above will result in cancellation of the supply order and forfeiture of the Security Deposit.
18. The Corporation reserves the right to accept or reject any tender without assigning any reasons.

And having agreed conditions as above, it witness whereof, the contractor(Tenderer) Sole Proprietor,..... And the Assistant General Manager, Kerala Forest Development Corporation hereinto set their hands.

CONTRACTOR

ASSISTANT GENERAL MANAGER

For KERALA FOREST DEVELOPMENT CORPORATION

Witness:

- 1.
- 2.

## Tender of KFDC Diary – Planner

**(Format) Planner 2019**

No. R-4172/18

Date: 17.11.2018

Last date of issue of Tender Form : 24.11.2018 1 PM.  
Last date of receipt of filled in Tender : 24.11.2018, 2 PM  
Date and time of Opening of Tenders : 24.11.2018, 3 PM  
Cost of Tender Form : Rs. 400/- + GST

Tender form issued to \_\_\_\_\_ :

Tender form issued by \_\_\_\_\_ :

### TENDER FOR PRINTING OF KFDC DIARY PLANNER 2018

	<b>Sl. No.</b>	<b>Specification of the diary</b>	<b>Rate quoted per No. in Rs.</b>	<b>Rate quoted in Words.</b>
A	1	Crown size (18 x 24) with case binding		
	2	18.6 - guage super quality paper.		
	3	240 pages printing matter.		
	4	45 pages Multi colour pages (100 GSM art paper)		
	5	Cover with multi colour printing on 170 GSM art paper.		
B	1	Diary with specification in serial No 1 to 4 & with rexin cover		

I/We agree to abide by the terms and conditions specified above.

Signature of the Tenderer:

Name

Address

The tender is opened by me. The rate quoted is Rs.....(in words .....)

Details of EMD Deposit: Rs.5,000/-

SIGNATURE OF THE OFFICER WHO OPENS THE TENDER.