

KERALA TOURISM DEVELOPMENT CORPORATION LTD
THIRUVANANTHAPURAM

KTDC/PC/Stationery/21

24/6/2021

RE- TENDER

E- tenders are invited from manufactures, dealers/suppliers/agents for the supply of Stationery items to our units in Thiruvananthapuram District for a period of one year.

Tender documents will be available in the website www.etenders.kerala.gov.in from 28/06/2021 to 16/07/2021

Tender Id: 2021 – KTDC – 427828 - 1

Tender fee of Rs.2360 (including 18% GST) and an EMD of Rs.50,000/- shall be paid online by SBI MOPS while submitting the tenders. No other mode of payment will be accepted. The filled in Fincancial Bid (BOQ) and other required documents(in PDF format) shall be uploaded to the website before 5 pm on 29/06/2021. The technical bids will be opened on 16/07/2021 after 11 am. The price bids of those parties who technical bids are found eligible only will be opened. The Corporation reserves the right to accept or reject any tenders received without assigning any reason whatsoever.

For more details : www.etenders.kerala.gov.in


Managing Director

KERALA TOURISM DEVELOPMENT CORPORATION LIMITED
THIRUVANANTHAPURAM

GENERAL CONDITIONS

It is proposed to arrange for the supply of Stationery items to the corporate office and various units of KTDC Limited in Thiruvananthapuram District, hereinafter called the Corporation at Thiruvananthapuram.

- 1) Firm competitive tenders are hereby invited from reputed manufactures/suppliers/dealers/agents for the rate contract for the supply of the items on time and in good conditions.
- 2) Tender documents will be submitted under 2 cover system, technical bid and financial bid in the website, www.etenders.kerala.gov.in
- 3) Tender forms can also be downloaded from the website from 30/06/2021. Tender ID is..... The cost of tender of Rs.2000/- plus 18% GST Rs.360/- ie, Rs. 2360/- is to be paid online. Tenders should not accompany any request for negotiations from tenders.
- 4) The Corporation reserves the right to refuse to issue the tender documents to any person or firm without assigning reasons for it.
5. Each tender should be accompanied by an **Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only)**, which can later be converted as Security Deposit. EMD shall be paid online by SBI MOPS, while submitting the tender. Payment made otherwise will summarizely be rejected. Each tender should be accompanied by certificates from competent authorities showing the past experience of the bidder in successful completion of similar supplies.
6. The payment of EMD is exempted to the firms who possess the MSME Certification and such certificates to be uploaded for the exemption.

7. Tenders which are submitted **without the specified E.M.D** or do not otherwise conform to the condition of this notification will be rejected.
8. Tenders will be considered firm for acceptance for a period of three months from the last date fixed for receipt of tenders. Bidders are not free to withdraw or modify the tenders during this firm period except on pain of forfeiture to the Corporation of the Earnest Money Deposited. **The bidder shall sign all pages of tender form.**
8. The accepted tender form of the tender notification, conditions of this contract, specifications and general conditions shall form part of the agreement.
9. The Earnest Money Deposit of unsuccessful bidders will be returned as soon as possible on completion of tender formalities. EMD of others will be adjusted against security deposit.
10. The tender should be free from errors and corrections if any should be made neatly and attested by the bidder. The number of corrections in each page of tender document should be noted in words at the bottom of each page.
- 11) **The rates should be net rates inclusive of GST/insurance/packing/forwarding/freight charges/monogram printing charges and all other incidental charges if any. The rates should be given both in figures and words. Alternative proposals/rates are liable to be rejected.**
- 12) **GST No. of KTDC Ltd is GST No.32AABCK0385J1ZP**
- 13) The material shall be of the best quality and of the exact kind, quality and description demanded and if at any stage these are found unsuitable/sub-standard they shall be liable to be rejected by the Unit/Corporation, the decision shall be final and binding on the supplier. In case of any of the said material being rejected or being supplied as aforesaid, the Unit/Corporation shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the Unit/Corporation all such extra

the supplier and the supplier shall on demand, pay to the Unit/Corporation all such extra costs incurred on account of such purchases or all such extra costs shall be deducted from the security amount/running bills. **In case of repeated defaults, the Unit/Corporation reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.**

- 14) Any additional or extra item of supply made by the contractor without the written authority of the Managing Director or Officer authorized by him will not be paid for.
- 15) The technical bid of tenders received will be opened online on 16/07/2021 after 11 am by the Managing Director of the Corporation or any person so authorized by him to act on his behalf. **If the date for receipt and opening of the tenders happen to be a holiday or hartal, the same will be done on the next working day.**
- 16) Rates should be quoted strictly according to the unit of the measurement specified against each item. Bidders have to supply the items to the respective units according to the units' requirements.
- 17) The acceptance of this tender rests with the Managing Director of the Corporation who do not undertake to accept the lowest or any particular tender or assign any reason for the rejection of any tender. The successful tender will have to execute an agreement.
- 18) Any further information regarding this tender, can be obtained from the Office of the Manager Operations, KTDC Ltd. at Thiruvananthapuram during working hours on any day prior to the last date fixed for receipt of the tenders.
- 19) The Managing Director will have full authority to award the contract for the tendered items in part or in full and the number of units to which the supply is to effected.


MANAGING DIRECTOR

Having made myself/ourselves thoroughly acquainted with the clauses of the above tender notification and understanding the terms thereof, I/We agree to confirm there to in all points.

Name of the Bidder in full :

Address of the Bidder :
with Phone No

Station :

Date :

SIGNATURE OF THE BIDDER

TERMS AND CONDITIONS

- 1) The cost of tender document is Rs.2000/- plus 18% GST extra (Rs.2,360/-) (non refundable) should be remitted online by SBI MOPS.
- 2) The tender should be submitted only in the prescribed form under 2 bid system published in the website www.etenders.kerala.gov.in
- 3) The tender form can be down loaded from the website: www.etenders.kerala.gov.in. The cost of the tender document should be remitted online by SBI MOPS.
- 4) The rates quoted shall be applicable to all the KTDC units in Thiruvananthapuram District.
- 5) The supply shall be made to the units as per the order. Samples should be produced if required.
- 6) Any additional supply made by the suppliers without written authority of the authorized officer from KTDC, will not be paid for.
- 7) The Corporation has the right to let other suppliers in connection with this contract at any time, if found necessary. In case the bidder refuses to accept the award or refuses to comply with any of the terms and conditions for the award of contract, the EMD shall be forfeited.
- 8) If the supplier fails to supply the agreed items in time, he has to pay the Corporation the cost of damages and loss occurred due to his delay. If he fails to pay this sum in time, such sum arrived at shall be recovered from the Security Deposit.

- 9) The Successful bidder's EMD amount of Rs. 50,000/- will be treated as Security Deposit. No interest will be payable on the security deposit. Bidders withdrawing before the announcement of successful bidders shall be liable to have his EMD forfeited. The agreement shall be executed within 10 days of the receipt of the order.
- 10) EMD of unsuccessful bidders will be returned as promptly as possible, but not later than 30 days after the issuance of work orders to the successful bidder.
- 11) The successful bidder shall complete all necessary formalities as per rules before delivering the goods to our premises.
- 12) The KTDC Management reserves the right to modify any of the above terms and conditions on genuine grounds.
- 13) Payments will be made based on the acceptance of the conditions in tender.
- 14) The Corporation has the power to terminate the contract at any time, if found unsuccessful, and to award the contract to another agency, which cannot be questioned anywhere. The Corporation reserves the right to negotiate reduction in the rates or to reject any or all tenders without assigning any reasons.
- 15) In case of dispute or differences between the two parties arise during the course of contract, the same shall be referred to Civil Courts of Thiruvananthapuram and the jurisdiction of such matter will be at Thiruvananthapuram Courts only.
- 16) As per the agreement required to be signed, the management reserves the right to call upon the supplier to continue the supplies at the contractual rates for three months in excess of the contract period. Similarly the Corporation also reserves the right to defer the commencement of the supply period by three months.

17) A final decision on the order will be taken only after taking in to consideration of the quality of the material offered, through samples and the rates.

18) The filled in tender should be submitted online in the website www.etenders.kerala.gov.in.

19) Any other conditions needed should be furnished in the tender forms specifically/separately, while quoting for the supply, which can be studied and conditioned, on at last date, if found reasonable by the KTDC Ltd.

20) The successful bidder must give an undertaking that the supply will be provided as per KTDC Ltd's requirement and as per the scope of the tender.

21) If the bidder fails to supply any of the items as per tenders, the security deposited will be forfeited and the bank guarantee furnished if any for the supply will be invoked without any notice, in addition to other legal remedies available including of termination of the contract.

22) In case any losses/damages in transit of goods, the Corporation will not be responsible.

23) The successful bidder will deliver the items to the units directly on demand of requirement.


MANAGING DIRECTOR

KERALA TOURISM DEVELOPMENT CORPORATION LIMITED
THIRUVANANTHAPURAM

PART – I

RE- TENDER FOR THE RATE CONTRACT FOR THE SUPPLY OF STATIONERY items as per schedule to various Hotel units of KTDC Ltd in Thiruvananthapuram for the year 2021-2022

To

The Managing Director
KTDC limited
Vikas Bhavan P.O.,
Thiruvananthapuram.

Sir,

In response to the Tender ID No.issued on behalf of the KTDC Limited, Thiruvananthapuram hereinafter mentioned as the Corporation for the supply of **Stationery items** and in conformity with the tender notification, terms and conditions, laid down therein, I/We do hereby submit my/our tender duly signed by me/us for the above supply.

- 1) I/We agree to supply the Stationery items at the rates and specifications quoted by me/us for the entire period.
- 2) I/We undertake to effect the supply at KTDC units in Thiruvananthapuram District in all respects on receipt of the order from the respective KTDC units in Thiruvananthapuram District.
- 3) I/We do agree to carry out any modification from the tender as found necessary by the Corporation.

In the event of the whole supply as bid by me/us is not given to me/us, I/we do agree to accept and carryout such portions of the supply included in my/our tender or may be allocated to me/us.

Signature of the Bidder

TECHNICAL BID

- 1) Name and date of Registration Certificate :
- 2) Previous experience in the same trade with :
supporting copies of documents.
- 3) Last assessment of income tax and clearance :
certificate (upload the certificate)
- 4) Earnest money deposit of Rs./-
- 5) Whether tendered for all items
- 6) Name, Address & Telephone No. of
where the order will be placed
- 7) GST No. of the tenderer

**Signature, Name &
Designation of the signatory
status and Office seal**