

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
'Kissan.Jyothi', Fort .P.O, Trivandrum – 695023
Phone: 0471-2471343

SHORT TENDER NOTICE

Sealed competitive Tenders are invited for printing of KAIC Handbook 2025. For more details visit our website : www.keralaagro.com
01.11.2024 Managing Director

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
Kissan Jyothi, Fort P.O, Thiruvananthapuram-695023

No: TENDER NO.1/KAIC/Handbook/2024-25

Date: 01-11-2024

M/s.....

.....

.....

Sub: Tender Document for printing of KAIC Handbook 2025-reg

Dear Sir,

Please find enclosed herewith the complete set of documents for the printing of KAIC Handbook 2025.

You are requested to go through the detailed terms and conditions/ specifications etc. and send the same under properly closed cover super scribed “ **Tender for printing of KAIC Handbook 2025**” **due date 11-11-2024** duly filled, signed and complete in all respects so as to reach us up to 1.00 PM on the due date.

Tenders shall be opened at 2 PM on the same day.

Thanking you

Yours faithfully,

Sd./-

For Managing Director

Tenderer

TENDERER'S OFFER (RATES)

From

..... Mobile No.....

..... Office No.

..... Fax No.

To,

Managing Director
Kerala Agro Industries Corporation
Kissan Jyothi
Fort, Trivandrum

SUB: TENDER OFFER FOR PRINTING OF KAIC HANDBOOK 2025-REG

Dear Sir,

In response to your Tender No.1/KAIC/Handbook/2024-25, dated:01-11-2024 we hereby submit our lowest offer for the printing of KAIC Handbook 2025 strictly as per the your specifications, terms and conditions mentioned in the notice inviting tender documents as under:

Sl No.	Item Specification	Order Qty (Nos.)	Basic Rate (Rs.)	GST	Cost per Handbook
1	Handbook Size: 17.5 x 24 cm, 288 notes pages, 16 information pages in Single colour printing, 40 pages in multicolour printing, 70GSM for single colour printing and 100GSM art paper for colour printing, Hard case binding with Rexin & foil printing on cover	3000			

1. Tender Fee – Rs. 900/- +18% GST vide cash/Cheque/DD No.....
2. Earnest Money Deposit - Rs 11,250/- vide Cash/Cheque/D.D No. dated..... drawn on is enclosed herewith.
3. Lead time required.....days
4. Any other conditions.....

Enc. (Duly signed)

1. NIT instructions
2. Terms and conditions Tender Assessment Format
3. Specification Sheet

Yours faithfully,

Signature of the Authorized Signatory
of the Firm duly stamped

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
Kissan Jyothi, Fort P.O, Thiruvananthapuram-695023

NOTICE INVITING TENDER INSTRUCTIONS

1. Tender should be sent by post or submitted by hand so as to reach this office by 1 PM on or before due date.
2. Tender should be sent in a properly closed cover super scribed by "TENDER FOR PRINTING OF KAIC HANDBOOK 2025". due on 11-11-2024. Tenders shall be opened on the same day at 2.00 P.M in the presence of participants in tender / their representatives, who may like to be present at that time.
3. In case tender opening date is declared HOLIDAY, Tenders shall be received and opened on next working day at the same time specified above.
4. Tender form should be clearly filled in ink/duly typed giving full name and address of the tenderer.
5. Conditional / Fax/ Email tenders are liable to be rejected.
6. Tender must be accompanied by requisite amount of earnest money as specified in the enclosed specification sheet without which same shall be rejected.
7. Earnest money of the unsuccessful tenderers shall be returned immediately after finalizing the contracts.
8. Only "Valid" offers shall be considered.
9. Offer should be strictly according to our specifications failing which same shall not be considered.
10. Normally rate contracts will be finalized on the basis of lowest offer strictly, as per specifications and terms & conditions. However KAICO reserves the right to negotiate and finalize the rate with the lowest quoted parties.

Seen and Accepted

Managing Director
KAICO

Signature of the Tenderer/ Authorized
Representative with office rubber stamp

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
Kissan Jyothi, Fort P.O, Thiruvananthapuram-695023

TERMS & CONDITIONS

1. The Management reserves the right to accept/reject, any/all tenders, in part/full thereof without assigning any reason whatsoever.
2. The Management reserves the right to enter into contract with one or more than one party at a time.
3. Offer shall remain open for acceptance for 60 days, from the date of opening the tender.
4. The quality of goods & timely execution of order will be the essence of the contract. There will be no compromise on this account.
5. The contract shall remain valid for a period of six months / one year, However, contract can be terminated earlier in case of any breach of contractual obligations and/or malafied/undesirable activity on the part of supplier within 15 days prior notice.
6. The supplies should be made strictly according to Delivery Schedules furnished by KAICO as per lead period decided in the respective rate contract. Tenderer shall therefore-specify lead period required by them to execute the orders including postal time etc. otherwise lead period as decided by KAICO shall be considered as final.
7. a) The inspection of Handbook supplied by the successful tenderer shall be carried out by our authorized inspecting Officer/Officers whose decision regarding quality will be final and binding. In case of rejection, the supplier will give free replacement without any delay & objection within 15 days.
b) Rejected Handbooks, if not lifted within 15 days of intimation, the same will be disposed off by the consignee at the risk & cost of the supplier. No claim thereafter by supplier will be entertained.
8. All transit risk for shortage/damage of goods dispatched, will be entirely at the cost of the tenderer. KAICO shall not be liable under any circumstances.
9. In the event of delay on the part of the supplier in delivering the handbooks, penalty of 0.5 percent per week or a part thereof on the cost of the material supplied late may be levied subject to maximum 5 percent. This amount may be deducted from the balance payment of supplier or from the security of the supplier, as the case may be.
 - (i) No recovery of the Penalty will be made if the delayed supplies are accepted by extending delivery period by IC will allow extension up to two weeks or the request of the supplier by recording that reasons of delay were genuine and there was no loss to the KAICO.
10. Management reserves the right to print the handbook at the risk, cost and responsibility of the supplier in case of their failure to deliver the handbooks within the schedule time. All expenses (including excess payment in risk purchase) shall be adjusted against security deposit, outstanding payments/ future payments etc.

11. In case of any dispute or controversy out of this contract, they are to be filed in the appropriate Court under the Jurisdiction of Kerala High Court only.
12. In case of Contracts, proportionate increase/decrease in rates/statutory levies on finished goods due to escalation in the price of major raw materials based on authenticated documentary proof Govt. /statutory price regulating bodies etc. cannot be considered
13. Bank charges, if any of supplier's bankers shall be to their account and of our banker to our account.
14. Acceptance of lowest tender will not be obligatory.

Terms and Conditions Accepted

Signature of the Tenderer/ Authorised Representative with Office Stamp

FORMAT FOR TENDERER ASSESSMENT

1. Name of the Company :
2. Address :
3. Telephone Number :
4. Fax No. :
5. Nature of Business/
item Manufacture :
6. Nature of Company
Proprietary/Partnership/
Pvt. Ltd./Public Ltd. :
 - a) In case of proprietary
Company, Name,
Address & Tele. No,of
the proprietor :
 - b) In case of partnership
company, name &
Address of partners
with phone number :
 - c) In case of Public/
private Ltd.,
company Name,
Address & Tele. No.
of Chief Executive :
7. Person(s) to be contacted
for clarification, if any :
8. Total No. of employees on date :
9. Type of industry Small Scale/
Medium Scale/Large Scale :

10. Year of commencement of manufacturer :
11. Brief description of machinery with installed at factory :
12. Annual turnover during last three years :
13. Total production capacity/ Annum :
14. Percentage capacity available for our organization :
15. Annual production for last three years :
16. Whether equipped with Facilities of testing & inspection :
17. Whether approved for ISI Marking/Ag-Mark/PQM,ISO etc. :
18. GST No. :
19. Any special information :

Certified that the information given above is correct to the best of my knowledge.

SEAL

SIGNATURE _____

NAME _____

DESIGNATION _____

PLACE _____

DATE _____

TENDER FOR PRINTING OF KAIC HANDBOOK 2025
(TENDER NO. 1/KAIC/Handbook/2024-25)

- a) Earnest Money : Rs. 11,250/-
b) Quantity : 3000 Nos

SPECIFICATION	
Item	Handbook 2025
Size	17.5 x 24 cm
Quantity	3000 Nos
Page Specification	288 notes pages, 16 information pages in Single colour printing, 40 pages in multicolor printing.
Paper	70GSM for single colour printing and 100GSM art paper for colour printing
Finish	Hard case binding with Rexin & foil printing on cover

- a) The Handbook should be guaranteed for a period of 1 year. A certificate to this effect will accompany each consignment. Sample of handbook should also accompany each consignment flit-our inspection.
- b) After receiving the handbook, found the same is not as per our agreement conditions or not fit for use, it will be either replaceable within 10 days of such communication or the amount will be refunded within 10 days.

MANAGING DIRECTOR
KAICO

SIGNATURE OF TENDERER/AUTHORIZED
REPRESENTATIVE WITH RUBBER STAMP