

LIMITED TENDER/QUOTATION NOTICE

Quotation/Tender Number	E3/7296/2016
Due date and time for receipt of quotations	21-06-2017 - 3pm
Date and time for opening of quotations	21-06-2017 - 4pm
Date up to which the rates are to remain firm for acceptance	One year
Designation and address of officer to whom the quotation/Tender is to be addressed	The Member Secretary, Kerala State Pollution Control Board, Plammood, Pattom P.O, Thiruvananthapuram- 695004 Ph.0471-2318151 e-mail: kspcbestablishment@gmail.com
Superscription: “Quotation/Tender for Supply of photocopy paper”	

Sealed quotations/tender are invited for the supply of the materials specified in the schedule below/overleaf. The rates quoted should be for delivery of the articles at the place mentioned in the schedule. The necessary superscription, due date for the receipt of quotations/tender, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotations/tender is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. An EMD of Rs. 1000/- shall be remitted as DD along with the quotations/tender in favour of the Member Secretary. Quotations/tender not stipulating period of firmness and with price variation clause and / or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subject to the following conditions:

1. Acceptance of the quotations/tender constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotations/tender furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the quotations/tender after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party.
3. Sample of paper quoted should be forwarded along with the Tender/Quotation submitted for valuation and the Board will in no case be liable for any expenses on account of the value of

the samples or their charges, etc. The approved samples may or may not be returned at the discretion of the undersigned.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.
5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
6. If any license or permits is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.
7. The quotations/tender may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.
8. (a) In cases where a successful tenderers, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Board shall thereby together with such sums as may be fixed by the Board towards damages be recovered from the defaulting tenderer.
(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Board or any other person authorized by Board and set-off against any claim of the purchasing Officer or Board for the payment of a sum of money arising out of or under any other contract made by the contractor with the purchasing Officer or Board or any other person authorized by Board.
9. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
10. (a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped pre-receipts of

the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e. counterfoils of pay0in-slips issued by the Bank) alone may be accepted as a valid poor for the payment made.

(b) The tenderers of money due and payable to the successful tenderer or contractor from Board shall be adjusted against any sum of money due to Board from him under any other contracts.

11. Any sum of money due and payable to the successful tenderer or contractor from Board shall be adjusted against any sum of money due to Board from him under any other contracts.
12. Special conditions, if any, printed on the quotation sheets of the tenderer of attached with the tenderer will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

Place: Thiruvananthapuram

Date: 14-06-2017


Member Secretary (i/c)

SI No	Description of Item and place of supply	Size	Quantity	Rate
1	Photocopy Paper Head Office, Thiruvananthapuram Regional Office, Ernakulam/Kozhikode	A4 80 gsm	1250 Ream	

1. The Notice Board
2. I T Section (for uploading the Website of the Board)
3. Wholesale suppliers of A4 paper
4. Stock file/Office Copy