

# **TENDER FORM**

TENDER SPECIFICATION No. C/1520/2020 DATED: 22.12.2020

To,

The Seretary

Kerala Lalithakala Academy

Thrissur-680020

Ph:0487-2333773

Sir,

We have gone through the above tender specification together with general terms and conditions therein.

1. We hereby offer to print the book കേരള കലാസംസ്കാരം - വിജയകുമാർ മേനോൻ) in all respects as per the specification and general conditions at the rates offered in the attached schedule of rate (Annexure-III) of the tender.
2. We hereby undertake to complete the job within the time specification in the tender
3. We certify that we have purchased a copy of tender document/submitted the cost of tender paper along with the tender.

The particular of payment towards purchase of tender paper is 472/- (cost is Rs.400+18%Gst).

(i)Cash/Crossed Demand Draft No.....dated.....drawn in favour of Secretary ,Kerala Lalithakala Akademi payable at Thrissur.

(ii)Kerala Lalithakala Akademi money receipt No.....Dated.....

**SIGNATURE OF THE TENDERER**

**WITH OFFICIAL SEAL**

**TECHNICAL SPECIFICATION**

(കേരള കലാസംസ്കാരം -  
വിജയകുമാർ മേനോൻ)

<b><u>Sl.No.</u></b>	<b><u>PARTICULARS</u></b>	<b><u>PARAMETERS</u></b>
1.	TOTAL NUMBER OF PAGES :	196 pages+ end paper & Cover page
2.	SIZE OF PAGES	: 16.5*24 cms
3.	QUANTITY	: 1000 nos
4.	PAPER	: Inside Pages Multi colour 100 GSM Matt Art Paper
5.	Binding	: Cover case single side M/Colour printing on 170 gsm Textured paper with Case binding with deep debossing

We are agreed to print the book(കേരള കലാസംസ്കാരം - വിജയകുമാർ മേനോൻ) as per the above specification. We are also submitting herewith the sample copy of papers to be used in the printing for Cover Board, Cover Pages & other pages.

Date:

Signature of the authorised Person  
(seal of the firm)

**PRICE BID**

Please quote/offer price/rate against each item of work described in the technical bid & finishing segregation of cost of printing, other things if any.

<b><u>Sl.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Price</u></b>
1.	Text setting	
2.	Inner processing and printing (Other pages)	
3.	Cost of Inner other paper	
4.	Cost of Inner multi colour processing & printing	
5.	Art paper	
6.	Cover processing, printing & lamination	
7.	Cover Board With Jacket cost	
8.	Binding Charges	
9.	Others, If any	
10.	GST & Cess ,if any	

Grant Total Cost

(In figure & in words) :

**A. Document submitted**

	YES	NO	REMARKS
Proof of experience of 3 years submitted			
Attested copy of Income Tax PAN Card submitted (Please indicate PAN No.)			
Attested copy of GST registration certificate submitted (reg. No.)			
Agreed to all the clauses of this Specification			
EMD Amount (Details to be given) submitted Draft No.& Date			

**B****APPLICATION FORMAT**

Sl.No	Particulars	Details
1	Name of the Printer/Firm	
2	Address:-Office	
3	Address Press	
4	Year Of Establishment	
5	Infrastructure available (own setup)	
(i)	Multi Colour Printing Machine	
(ii)	Plate Making Setup	
(iii)	Binding Setup	
6	Own DTP Setup	
7	Experience in Printing of Journals/Souvenir of size, more than 400 pages each:- (To be in the field for a minimum period of 3 years. Name of the Organisations for which printing works have been executed)	

Signature Of The Tenderer with name &amp; seal

## **SUBSCRIPTION**

**Tender No:KLK C/1520/2020 Dated 22/12/2020 for printing of book.**

Sale of Tender Paper :

Time :

Submission of Tender Paper :

Date and time for opening tender :

Address of the office from whom : Secretary  
Kerala Lalithakala Akademi  
Thrissur-20

Station:

Date:

### **Declaration**

I/We.....agree to supply books specified in the schedule to the tender and as may be decided by the Kerala Lalithakala Akademi within the time period specified in the contract, at our own cost, as per the rates and conditions furnished in the tender. I/We do hereby declare that am not related to any Government servant who is in charge/having control of this work.

Signature & seal

**Tender No.C/1520/2020 Dated 22/12/2020**

**General Terms & Conditions for Printing of book**

Sealed competitive tenders are invited by Secretary, Kerala Lalithakala Akademi from reputed Printers/Firms having minimum 3 years of experience in printing of books.

**1. SCHEDULE DATES:**

Due date and time for sale/submission/opening of tender. The paper can be downloaded from the Kerala Lalithakala Akademi website: [www.lalithkala.org](http://www.lalithkala.org). However, tenders are required to submit the cost of tender in the shape of Cash or Bank Draft in favour of Secretary , Kerala Lalithakala Akademi , Payable at Thrissur while submitting the tender documents.

Description	Date	Time
Sale of the tender paper from	29/12/2020	11AM
Submission of the tender paper	14/01/20201	5.15 PM
Opening of the tender paper	15/01/2021	3 PM

2. The Tender should be sealed and super scribed on the cover as “ Tender for Printing of Book (കേരള കലാസംസ്കാരം - വിജയകുമാർ മേനോൻ) to be opened 15/01/2021 at 3 PM in the presence of tenderer or their authorized representatives, if they so desires.

- 3. (a) Tender should be submitted in person or by Registered post.
- (b) Fax or telegraphic tender will not be accepted.
- (c) Conditional Tenders will not be accepted.
- (d) Kerala Lalithakala Akademi takes no responsibility for any loss/delay/non-receipt of application/tender , sent by post or by any other arrangement.

**4. EMD:**

The tenders are to deposit an amount of Rs.1500 in shape of Cash or Bank Draft drawn in the favour of Kerala Lalithakala Akademi Thrissur, towards the EMD along with the tender. The EMD of the unsuccessful tenderer will be returned after finalization of the tender. The EMD of the successful tenderer will be forfeited if the tenderer fails to execute the order. The EMD with the Kerala Lalithakala Akademi will not carry any interest.

**5. Validity:**

The tender should be valid at least for a period of 15 days from the date of opening of tender (Part II ) or else tender will be rejected.

**6. Document supporting experience:**

The tenderers shall furnish the following documents indicating name of the institution especially Govt. organizations where they have executed similar work in support of their experience should not be less than 3 years . Apart from this, the following “Authenticated documents should be submitted along with tender

- I. Proof of successfully executing similar works continuously in the last 3 years for Govt. Organizations.
- II. Attested copy of Income Tax PAN Card.
- III. Attested copy of Sales Tax Registration Certificate.

Apart from this, the tenderer has to submit the form in Annexure - I & II (Technical Bid) & Annexure – III (Price bid) after duly filled in along with sample copy of papers to be used for printing in the technical bid.

- 7. Price:** The tenderer shall furnish unit rates for each item of printing . Sales Tax/GST applicable on each item, may be quoted separately, if any . The rate of sales tax/GST should be indicated in the quotation pertaining to each item . The price quoted shall remain firm.

**8. Submission of the offer:**

The rate should be quoted strictly as per the Performa in Annexure –III . Quoting in any other performa or else where, will not be entertained.

- 9. Printing & Delivery of the Tariff Order** : (i) The material to be printed may be obtained from the Secretary, Kerala Lalithakala Akademi in the form of a hard copy along with the Soft copy after receipt of work order.

(ii) After getting approval, the final proof printing of book may be done within 7 days of receipt of approved materials.

(iii) The work will be completed within 15 days time from the date of issue of order. The Tariff Orders have to be supplied to this office after completion of printing as per the specification within the specified time.

- 10.** In case of failure by the printer to fulfil his contractual obligations, the Kerala Lalithakla Akademi reserves the right to cancel the work order

**11. Right to acceptance or rejection of Tenders :**

Kerala Lalithakala Akademi reserves the right to accept or reject any or all tenders (either wholly or partly) without assigning any reason thereof .

**12. Payment of Bills :**

Bills shall be submitted to the undersigned in duplicate for pass and payment. Payment will be released only after successful supply of books as per the tender specification & in full quantity of the order and after verification of the materials. No part payment will be made. Any defect found shall be rectified/replaced by the supplier at their own cost . The Secretary, Kerala Lalithakala Akademi is the Paying Officer. Tax, if any, shall be deducted at source as per the provision of the Income Tax Dept. , Govt. of India.

**13.** All the pages of the tender documents should be signed & stamped (office seal) by the tenderer along with the corrections if any and all the supporting documents must be signed by the tenderer before submission.

**14. Arbitration:**

In the event of any dispute/confusion/clarification arising out of this contract, the same shall be referred to the Secretary , Kerala Lalithakala Akademi, Thrissur or any arbitrator appointed by them.

**15. Jurisdiction of Court :**

Suits if any , arising out of the contract shall be filed by either party in a court of law to which the jurisdiction of Hon'ble Court of Kerala extends.

**16.** Each page of the tender documents should be signed by the tenderer.

**17.** Tenders are subjected to post tender negotiations.

**Secretary**

**Kerala Lalithakala Akademi**



