

THE PLANTATION CORPORATION OF KERALA LTD
CIN:U01119KL1962SGC001997

(A Government of Kerala Undertaking)
ISO 9001:2015 Certified Company
HEAD OFFICE, KOTTAYAM-686 004, PHONE-0481.2578301-4, FAX-2578448
Website – www.pcklimited.in E-mail: pckpurchase@gmail.com



STRY/F2/6599

05.03.2019

TENDER NOTICE

Sealed competitive tenders are invited for the supply of printed and non-printed stationery items for delivery at our H.O. Kottayam. Last date of receipt of Tender is on **14.03.2019** at **1.00 PM**. Cost of tender for **printed items is Rs. 1050/-** and **non-printed items is Rs.945/-** (including GST). Further details and tender conditions can be obtained from our web site (www.pcklimited.in) or Purchase Department during Office hours. Tenders will be opened at **2.30 PM** on the same day in the presence of intending tenderers. **EMD** equivalent to **1%** of total cost of material quoted (in the form of Demand Draft) should be enclosed along with the tender. In case the tender date is a holiday, the next working day shall be the date for receiving /opening the tender without change in time.

For details visit our web site.

Sd/-
Managing Director

THE PLANTATION CORPORATION OF KERALA LIMITED
CIN: U01119KL1962SGC001997
(A Government of Kerala Undertaking)
ISO 9001: 2015 Certified Company
(Registered Office: Kottayam – 4.)

TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS-
(Printed) 2019 YEAR

SEALED competitive tenders are invited in the form attached to these conditions for the supply of **Stationery Items (Printed)**. The supply should be effected within the period specified in the Purchase Order. The tender should accompany Earnest Money Deposit equivalent to 1% of total cost of materials quoted.

1. The quantity mentioned in the schedule is only approximate and the supplier will have to effect the supply of entire quantity mentioned in the Purchase Order according to the same rate approved in the tender and supply should be made within the time specified.
2. The rate to be quoted by the tenderer should be for the Unit shown in the Schedule. The rate should include all GST (including all charges) for the supply of the items at the Head Office of the Corporation at Kottayam. The rate should be firm till the supplies are over. No price variation clause will be entertained. The conditions printed or otherwise added to the tender will not be binding on the Corporation unless it is expressly admitted in the purchase order.
3. The period for supply of the materials should be strictly adhered to. No extension of period will allow in the ordinary courses. For delayed supply, if any; penalty at the rate of ½% of the cost of the material to be supplied can be realized for every seven days of extension upto a period of maximum one month. For less than seven days, proportionate penalty will be realized.
4. If the tenderer withdraws from his offer before the expiry period of supply, the Corporation may arrange purchase of the item as a whole or part thereof at any rate and the loss incurred on this account will be realised from the tenderer apart from forfeiting the EMD/Security Deposit.
5. The acceptance of the tender rests with the Managing Director who does not bind himself to accept the lowest rate or any other rate. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders may be allotted to him as per the purchase order.

6. As this is a sealed competitive tender, normally negotiation will be held with the lowest quoted party. But if the company felt that the rate quoted by the lowest party is not reasonable or if the company desires to have a contract with more than one supplier the company has the right to negotiate with any of the other parties participated in the tender.

7. Communication of acceptance of the tender normally constitutes a conducted contract. Nevertheless the successful tenderer shall also execute an agreement, with the Corporation. A security Deposit equivalent to 5% of the contract (including EMD) should be made before executing the agreement. Time is the essence of the contract and the contractor should strictly adhered to this.

8. The Contract shall not assign or transfer make over, underlet or sublet or otherwise part with the benefits of the contract to any person or interest therein.

9. In case the contractor fails to make the supply of the entire quantity of the material or after having supplied part of the quantity, fails to fulfil the contract in full, all or any of the material not supplied may, at the discretion of the Managing Director be purchased by means of another tender, quotation or by negotiation or from the next highest tenderers, and the resultant losses and expenses, if any, sustained to the Corporation together with such amount as may be fixed by the Corporation towards the cost of damages be realized from the defaulting contractor and or from him assets. Even in the case where no alternate purchases are arranged for the materials not supplied, the EMD/Security Deposit of the contractor can be forfeited.

10. Payment Terms: (a) All payments to the contractor will be made by cheque only. (b) 70 % of the payment shall be released within a week on receipt of the items in satisfactory condition at our stores. (c) 30% of the value shall be released within 30 days of completion of the supply of entire quantity. The contractor will send the original invoice to Head Office. The following certificate is to be furnished in the invoices.

“Certified that the goods on which Sales Tax has been charged have not been exempted under the Central Sales Tax Act or the State Sales Tax Act or the Rules made thereunder and the charges on account of Sales Tax on these goods are correct under the provisions of the relevant Act or the Rules made thereunder. Certified further that we (address) are registered as dealers in the State of under Registration No. for the purpose.”

11. The EMD and Security Deposit (rounded to the nearest next rupee) should be in the form of Demand Draft drawn in favour of the Plantation Corporation of Kerala Ltd., payable at Kottayam only.

12. The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. The Security Deposit of the contractor will be refunded within 60 days of the completion of the contract.

13. No interest will be given for EMD/Security Deposit.
14. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Courts having jurisdiction at Kottayam only.
15. Sample should be produced wherever it is required in the Schedule. The value of the sample, if any, can be claimed by the tenderer along with the cost of the supply of the material.
16. The Corporation will have the discretion to distribute the quantity among two or more suppliers, if so found necessary.
17. Time is the essence of the contract and the contractor should strictly adhered to this.
18. The printed items, a sample should be submitted and get approval before printing.
19. Printed Items should supply as per the approved sample given by the Corporation. If there is any change noticed, the party has to replace such materials. If the party fails to replace the material in time; the Corporation will procure the materials from any other sources at the risk and cost of party and the resultant losses and expenses incurred to the Corporation on this account will be recovered from any amount due to him from the Corporation or from his assets.
20. Before quoting the rate, tenderer shall collect/inspect and verify the samples of all printed items from the Purchase Department during the working hours. The supply shall be done strictly in conformity with the samples.
21. The cost of tender form is Rs. 1050/-(including GST).
22. The Tender should be given in sealed cover superscribing **“Tender for the printing and supply of Stationery Items (Printed)”** due on **14.03.2019** to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam-686 004, Kerala State on or before **1 p.m. on 14.03.2019**

The tender should accompany the following:

- i. Offer showing the rate for supply of material.
- ii. EMD equivalent to 1% of the total amount.
- iii. Tender conditions duly signed in all pages in token of having accepted the same.
- iv. Sample as per the schedule.

The tenders will be opened at 2.30 p.m. on the same day, in the presence of intending tenderers, if present.

KOTTAYAM,
05.03.2019

MANAGING DIRECTOR

Schedule for Printed Items

Sl. No	Item	Unit	Qty.	Basic Rate/ unit (Rs.)	Amount (Rs.)
1	Accident Register (200 pgs. – 70 GSM) Length 35 cm- Width 22 cm)	Nos.	25		
2	Accident Report Form (100 pgs. – 75 GSM) White paper – Length – 14 cm – Width-21 cm with covering.	Pad	20		
3	Adult Register - Pgs 200 (70 GSM) (Length 35 cm- Width 22 cm) Legal paper	Nos.	13		
4	Attendance Register - Pgs 50 (80 GSM- Length - 29 cm - Width- 22 (44) cm – A3 paper) as per sample	Nos.	50		
5	Blank DPS – 1+2- 150 pages – Colour- 1 st – light white, 2 nd –pink and 3 rd light yellow –Length – 28 cm – width- 22 cm (as per sample)	Pad	500		
6	Barrel Dispatch Slip – 100 pages- Length – 28 cm – width- 22 cm. (as per sample)	Pad	50		
7	Cash Book – (1+1) as per sample – 50 pages	Nos.	40		
8	Cash Memo for the sale of vegetables (1+1) ¼- colour – 1 st page white & 2 nd page pink – 100 pages –Length 26.50 – width- 22 cm (As per sample) 70 GSM	Pad	40		
9	Certificate of sickness – 100 pages –54 GSM- Light white paper – Length – 25 cm – Width- 18 cm with covering (as per sample)	Pad	50		
10	D P S Cashew- (1+2) 150 pgs. 54 GSM – Length 24.50 cm – Width 18.50 cm with covering.	Pad	80		
11	Daily Report (PRODN) – 100 Pages (80 GSM) A4 paper Length -29cm-Width – 22.50 cm with covering.	Pad	175		
12	Delivery Advice - 100 P (54 GSM) Length- 18 cm - Width -12.5 cm) as per sample	Nos.	500		
13	Divisional Crop Book – as per sample (80 GSM) Length- 42- width- 33 (66 cm) 100 sheet- Ledger paper.	Nos.	50		
14	Envelope (Extra Large) Size (Length - 25cm- Width 35 cm- (5 cm folding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM	Box	40		
15	Envelope (Medium Size (Length - 15cm- Width 35 cm- (5 cm folding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM	Box	150		
16	Envelope(S) Size (Length 12 cm- width- 26cm) with PCK Address and Emblem (in one box-500 Nos.) (as per sample) 120 GSM	Box	93		

17	Envelope (Window cover-) (Length – 12 cm - Width - 26 cm) (as per sample) with PCK Address and Emblem (in one box-500 Nos.) (as per sample) 120 GSM	Box	17		
18	File Board with PCK Name & Emblem (Length- 36cm - width-25 cm) as per sample	Nos.	1400		
19	File Folder with PCK Name & Emblem (Legal size - Length – 32 cm - Width – 22.5 cm. - 120 GSM	Nos.	360		
20	Flat File with PCK Name & Emblem (Length 35.5cm X 25cm) Size as per sample	Nos.	1500		
21	Health Card (Green & White) 120 GSM as per sample (Green- Length-20.50 cm- width- 13 cm & White- 18.50 cm- width- 12 cm)	Nos.	1985		
22	Incentive Application Form- 100 pages- Light white paper-70 GSM- Length-28 cm- width-21 cm	pad	75		
23	Individual Pay Record -Length 29 cm- width- 44.50 cm – Ledger Paper (as per sample)	Nos.	280		
24	Internal Correspondence (large) 100 pages (70 GSM)A4 paper-Length- 26 cm Width - 22 cm) as per sample	Pad	50		
25	Internal Correspondence (Small) 100 pages (70 GSM)A4 paper-Length- 26 Width -18 cm) as per sample	pad	50		
26	Invoice - Room - (70 GSM) A4 paper- 100 pages - Length – 28 cm - Width -21cm) as per sample	Pad	26		
27	Inward Register 200 Pages (70 GSM) Length - 33.50 cm - Width -22 cm)	Nos.	33		
28	Leave A/c Book (80 GSM) 100 pages white paper- Length -19.5cm - width - 30.5 cm) as per sample - with covering	Pad	22		
29	Leave with wages Register – 400 Pages (200 sheet)(70 SM) Ledger paper (Length - 21cm - width -33 .5 cm)	Nos.	80		
30	Log Book of Vehicle (1+1) 100 page 70 GSM – Length-20 cm – width- 31 cm as per sample	Pad	88		
31	Maternity Benefit Form – C- 100 pages- 75 GSM – white paper- Length-14.50 cm – width- 19 cm	Pad	8		
32	Medical Advance Form- 100 page – white paper- 75 GSM- Length-28 cm – width- 22.50 cm	Pad	18		
33	Mechanical Reading Register- (200 pgs – 70 GSM) Length – 22 cm – width- 27 cm (as per sample) Ledger paper	Nos.	10		
34	Muster Roll Register – Pgs 400(200 sheet) (70 GSM) Ledger paper - Length -34 cm - width - 22 (44)cm) as per sample.	Nos.	75		

35	OP Register-200 pages(70 GSM) Length -34 cm- width -21 cm) Ledger paper	Nos.	14		
36	Outward Register - 200 pgs - (70 GSM) Ledger paper Length -34 cm -width - 22 cm)	Nos.	50		
37	Postage Register (200 pgs. – 70 GSM) (as per sample) ledger paper	Nos.	27		
38	Register Book (200pge) with PCK Name and Emblem in all pages. (70 GSM)Length - 34 cm - width - 22 cm) Ledger paper	Nos.	100		
39	Register Book (400pge) with PCK Name and Emblem in all pages. (70 GSM)Length - 34 cm - width - 22 cm) Ledger paper	Nos.	100		
40	Register Book (100 pgs.) with PCK Name and Emblem in all pages. (75 GSM) Length -34 cm - width - 22 cm)Ledger paper	Nos.	100		
41	Sickness Benefit Register -(400 pgs.) (200 sheet)75 GSM) Length -21 cm - width -33 cm) Ledger paper	Pad	20		
42	Stock Register (200 Pgs) (70 GSM) Ledger paper - Length-22 cm -width - 34 cm) as per sample	Nos.	100		
43	Stock Register – Cashew)(200 Pgs) (70 GSM) Ledger paper - Length-22 cm -width - 34 cm)	Nos.	14		
44	Store Issue Book (1+1) (As per sample) (70 GSM) Length-32 cm – width- 20 cm legal paper	Nos.	44		
45	T A Bill form -100 pages - white paper (70GSM) Length -29 - Width - 21 cm)	Pad	30		
46	Tapper’s Check roll (Size as per Sample) (80 GSM) Length -28 cm - width - 42 cm	Book	30		
47	Tender Register - 400 pgs (200 sheets) (70 GSM) Ledger paper Length -22 cm - width -34 cm)	Nos.	8		
48	Tender Approval Form 400 pgs (54 GSM) A4 size - Length -28 cm - width - 21 cm	Pad	2		
49	Visitors slip(1+1) as per sample (100 pgs-75 GSM)	Pad	50		
				Total amount	
				GST % (Rs.)	
				Grand Total	

1. Details of E M D :

2. Remarks :

The tenders are accepted and attached with duly signed in all pages.

Signature of the tenderer :

Name and Address (with Village,
Taluk, District and Pin Code :

GST Number of the party :

Telephone No. & Fax No. :

Date :

E.mail ID :

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CIN: U01119KL1962SGC001997
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ISO 9001: 2015 Certified Company
(Registered Office: Kottayam – 4.)

TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS-
(Non-Printed) 2019

SEALED competitive tenders are invited in the form attached to these conditions for the supply of **Stationery Items (Non-Printed)**. The supply should be effected within the period specified in the Purchase Order. The tender should accompany Earnest Money Deposit equivalent to 1% of total cost of materials quoted.

1. The quantity mentioned in the schedule is only approximate and the supplier will have to effect the supply of entire quantity as shown in the Purchase Order according to the same rate approved in the tender and supply should be made within the time specified.
2. The rate to be quoted by the tenderer should include all GST (including all charges) for the supply of the items at the Head Office of the Corporation at Kottayam. The rate should be firm till the supplies are over. No price variation clause will be entertained. The conditions printed or otherwise added to the tender will not be binding on the Corporation unless it is expressly admitted in the purchase order.
3. The period for supply of the materials should be strictly adhered to. No extension of period will allow in the ordinary courses. For delayed supply, if any; penalty at the rate of ½% of the cost of the material to be supplied can be realized for every seven days of extension upto a period of maximum one month. For less than seven days, proportionate penalty will be realized.
4. If the tenderer withdraws from his offer before the expiry period of supply, the Corporation may arrange purchase of the item as a whole or part thereof at any rate and the loss incurred on this account will be realised from the tenderer apart from forfeiting the EMD/Security Deposit.
5. The acceptance of the tender rests with the Managing Director who does not bind himself to accept the lowest rate or any other rate. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders may be allotted to him as per the purchase order.

(Contd..... 2)

6. As this is a sealed competitive tender, normally negotiation will be held with the lowest quoted party. But if the company felt that the rate quoted by the lowest party is not reasonable or if the company desires to have a contract with more than one supplier the company has the right to negotiate with any of the other parties participated in the tender.

7. Communication of acceptance of the tender normally constitutes a conducted contract. Nevertheless the successful tenderer shall also execute an agreement, with the corporation. A security Deposit equivalent to 5% of the contract (including EMD) should be made before executing the agreement. Time is the essence of the contract and the contractor should strictly adhered to this.

8. The Contract shall not assign or transfer make over, underlet or sublet or otherwise part with the benefits of the contract to any person or interest therein.

9. In case the contractor fails to make the supply of the entire quantity of the material or after having supplied part of the quantity, fails to fulfil the contract in full, all or any of the material not supplied may, at the discretion of the Managing Director be purchased by means of another tender, quotation or by negotiation or from the next highest tenderers, and the resultant losses and expenses, if any, sustained to the Corporation together with such amount as may be fixed by the Corporation towards the cost of damages be realized from the defaulting contractor and or from him assets. Even in the case where no alternate purchases are arranged for the materials not supplied, the EMD/Security Deposit of the contractor can be forfeited.

10. Payment Terms: (a) All payments to the contractor will be made by cheque only. (b) 70 % of the payment shall be released within a week on receipt of the items in satisfactory condition at our stores. (c) 30% of the value will be released within 30 days of completion of the supply of entire quantity. The contractor shall send the original invoice to Head Office. The following certificate is to be furnished in the invoices.

“Certified that the goods on which Sales Tax has been charged have not been exempted under the Central Sales Tax Act or the State Sales Tax Act or the Rules made thereunder and the charges on account of Sales Tax on these goods are correct under the provisions of the relevant Act or the Rules made thereunder. Certified further that we
.....
.....
(address) are registered as dealers in the State of
under Registration No.
for the purpose.”

11. The EMD and Security Deposit (rounded to the nearest next rupee) should be in the form of Demand Draft drawn in favour of the Plantation Corporation of Kerala Ltd., payable at Kottayam only.

12. The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. The Security Deposit of the contractor will be refunded within 60 days of the completion of the contract.

13. No interest will be given for EMD/Security Deposit.
14. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Courts having jurisdiction at Kottayam only.
15. The Corporation will have the discretion to distribute the quantity among two or more suppliers, if so found necessary.
16. Time is the essence of the contract and the contractor should strictly adhere to this.
17. Before quoting the rate, the tenderer shall collect and verify the samples of non-printed items from the Purchase Department during the working hours. The supply shall be done in conformity with the samples.
18. The cost of tender form is Rs.945/- (including GST).
19. The Tender should be given in sealed cover superscribing **“Tender for the supply of Stationery Items (Non-Printed)”** due on **14.03.2019** to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam- 686 004, Kerala State on or before **1 p.m.** on **14.03.2019**.

The tender should accompany the following:

- i. Offer showing the rate for supply of material.
- ii. EMD equivalent to 1% of the total amount.
- iii. Tender conditions duly signed in all pages in token of having accepted the same.
- iv. Sample as per the schedule.

The tenders will be opened at 2.30 p.m. on the same day, in the presence of intending tenderers, if present.

KOTTAYAM,
05.03.2019

MANAGING DIRECTOR

SCHEDULE FOR NON- PRINTED STATIONERY ITEMS

Sl. No.	Item	Unit	Qty	Basic Rate/ unit (Rs.)	Amount (Rs.)
1	A3 size paper 80 GSM (TNPL)	Pkt.	50		
2	A4 Size paper 80 GSM (TNPL)	Pkt.	1000		
3	A4 size paper - Yellow 75 GSM	Pkt.	25		
4	A4 size paper - Green 75 GSM	Pkt.	50		
5	A4 size Voucher paper – Rose/ Pink 75 GSM	Pkt.	100		
6	Box file with PCK Address & Emblem (Steel Clip) (in one pkt. 4 Nos.) good quality –	Pkt.	500		
7	Legal Paper (White) 80 GSM	Pkt.	100		
8	Ruled Paper (54 GSM)(34*43 cm -in one pkt. containing 500 nos.)	Pkt.	100		
9	Tag (small) (in one bundle - 50 nos. (10-small bundle)Length -20 cm)	bundle	22		
10	White paper – 75 GSM (35x22) (TNPL)	Pkt.	100		
				Total amount	
				GST % (Rs.)	
				Grand Total	

1. Details of E M D :

2. Remarks :

The tenders are accepted and attached with duly signed in all pages.

Signature of the tenderer :

Name and Address (with Village,
Taluk, District and Pin Code :

GST Number of the party :

Telephone No. & Fax No. :

Date :

E.mail ID :