

**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](http://www.pcklimited.in) E-mail: pckpurchase@gmail.com



STRY/F2/1043

15.07.2020

**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 **07.08.2020 at 1.00 PM**. Cost of the tender for Printed items is **Rs. 735/-** and non-printed items is **Rs. 840/- (including GST)**. Further details and tender conditions can be obtained from our web site ([www.pcklimited.in](http://www.pcklimited.in)) or Purchase Department during Office hours. Tender 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 tender without change in time.

**For details visit our web site/ Office during working hours.**

**Contact No.: 9496076007**

**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) 2020 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. After completion of one month, party fails to complete the supply of the item/ items, Corporation is at liberty to cancel the contract, and to forfeit the Security Deposit and to purchase the item from at the risk and cost of the contractor. All the expenses incurred in this behalf will be on account of the contractor.
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 realized 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 store. (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. 735/-(including GST).

22. The Tender should be given in sealed cover superscribing **“Tender for the printing and supply of Stationery Items (Printed)”** due on **07.08.2020** to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam-686 004, Kerala State on or before **1 p.m.** on **07.08.2020**.

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. 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.

## Schedule for Printed Items

Sl. No	Item	Unit	Qty.	Basic Rate/ unit (Rs.)	Amount incl. GST (Rs.) and other charges
1	Abstract of Pocket Check Roll- 100 pgs. 75 GSM – White paper- Length – 20 cm – width- 32 cm	Nos.	100		
2	Advance Register- Pgs 200 (100 sheet) (75 GSM) Ledger paper – Length – 35 cm – width- 22 cm.	Pad	30		
3	Attendance Card - 100 GSM Length- 11.5 cm – Width- 15 cm (as per sample )	Nos.	30000		
4	Attendance Register - Pgs 50 ( 80 GSM-Length - 29 cm - Width- 22 (44) cm – A3 paper) as per sample	Nos.	50		
5	Barrel Dispatch Slip – 100 pages- white paper (Legal size)Length – 28 cm – width- 22 cm. (as per sample)	Pad	100		
6	Bill Tracking Chart –100 pgs.-75 GSM (A4 size) white paper – Length – 28 cm – Width – 21 cm.	Pad	40		
7	Blank DPS – 1+2- 100 pages each – Colour- 1 <sup>st</sup> – light white, 2 <sup>nd</sup> –pink and 3 <sup>rd</sup> light yellow –Length – 28 cm – width- 22 cm (as per sample)	Pad	450		
8	Cash Book – (1+1) – 50 pages each- 75 GSM- Ledger paper - Length- 32 cm – Width- 40 cm (as per sample)	Nos.	25		
9	Cash Memo for the sale of vegetables (1+1) ¼- colour – 1 <sup>st</sup> page white & 2 <sup>nd</sup> page pink – 100 pages –Length 26.50 – width- 22 cm (As per sample) 70 GSM	Pad	30		
10	Certificate of sickness – 100 pages –54 GSM- Light white paper – Length – 25 cm – Width- 18 cm with covering (as per sample)	Pad	80		
11	C F Log Book- 200 sheets- 75 GSM- Length- 34 cm – Width- 21 cm (42 cm) Legal Ledger paper (as per sample)	Pad	7		
12	Check list for Medical Re-imburement (100 pgs - 80 GSM) A4 size paper (Length - 28 cm - Width-21 cm)	Pad	80		
13	Check list I -sale other than cenex SAL-R-205 (100 pgs - 75 GSM) white paper – Length- 22 cm – Width- 28 cm)	Pad	5		
14	Check List – II- Execution of Order – SAL – R- 206 (100 pgs. 75 GSM) white paper – Length- 22 cm – Width- 28 cm)	Pad	5		
15	Check list I- Sale of cenex- SAL-R-135 white paper – 100 pgs. Length- 22 cm – Width- 28 cm)	Pad	5		
16	Check list II – Execution of Order SAL – R- 136 (100 pgs - 80 GSM) white paper – Length- 22 cm – Width- 28 cm)	Pad	15		

17	Cheque Covering Letter- 100 pgs. White paper – 80 GSM- Length- 27.5 cm – Width- 21 cm (as per sample)	Pad	10		
18	Consignment Note (1+4) Colour – White, light blue, Yellow, Rose, light green ( As per sample) (100 pgs. each - 70 GSM) Length – 34.5 cm – width – 19.5 cm	Pad	24		
19	Muram (Stock Account Register – 200 sheets – (1+1) 75 GSM - Length- 32 cm – width- 40 cm A3 size paper (as per sample)	No.	30		
20	D P S Cashew- (1+2) 100 pgs. each - 54 GSM – Length 24.50 cm – Width 18.50 cm with covering.	Pad	90		
21	Daily Report (PRODN) – 100 Pages (80 GSM) A4 paper Length -29cm-Width – 22.50 cm with covering.	Pad	200		
22	Diet Register- 200 sheets, 75 GSM Legal Ledger paper – Length – 22 cm – width- 34 cm ( as per sample)	Nos.	5		
23	Delivery Advice - (1+2) 100 Pgs. each (54 GSM) Length- 18 cm - Width -12.5 cm) as per sample	Nos.	1800		
24	Delivery Advice - Cashew -(1+2) 100 Pgs. each (54 GSM) Colour – Ist page- Light white, 2 <sup>nd</sup> page- pink and 3 <sup>rd</sup> page – Green) Length- 18 cm - Width -21 cm) as per sample	Nos.	15		
25	Divisional Crop Book – as per sample (80 GSM) Length- 42- width- 33 (66 cm) 100 sheet- Ledger paper.	Nos.	90		
26	Docket (as per sample.)	Nos.	100		
27	Empty Barrel weighment list – as per sample	Pad	10		
28	Envelope (Extra Large) Size (Length – 25.5 cm- Width 35 cm- (5 cm folding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM- (as per sample	Box	50		
29	Envelope (Large) Size (Length - 16cm- Width 35 cm- (5 cm folding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM (as per sample)	Box	50		
30	Envelope (Medium Size (Length – 12 cm- Width 30 cm- (3 cm folding) with PCK Address and Emblem (in one box-500 Nos.) 120 GSM ) (as per sample)	Box	10		
31	Envelope (Window cover-) (Length – 10.5 cm - Width - 26 cm) (3 cm folding with PCK Address and Emblem (in one box-500 Nos.) 120 GSM- (as per sample)	Box	16		
32	Envelope(S) Size (Length 10.5 cm- width- 26cm) with PCK Address and Emblem (in one box-500 Nos.) (as per sample) 120 GSM	Box	50		
33	Fitness Certificate – 100 pgs. 70 GSM, white paper – Length – 13.5 cm – width- 21 cm)	Pad	5		
34	File Board with PCK Name & Emblem (Length- 36cm - width-25 cm) as per sample	Nos.	500		

35	File Folder with PCK Name & Emblem (Legal size - Length – 32 cm - Width – 22.5 cm. - 120 GSM	Nos.	300		
36	Flat File with PCK Name & Emblem (Length 35.5cm X 25cm) Size as per sample	Nos.	2000		
37	Gratuity Form 'F' – 100 pgs., size A4, white paper- 2 side printing- Length-28.5 cm – width-22 cm)	Pad	24		
38	Health Card (Green) 120 GSM as per sample (Length-20.50 cm- width- 13 cm )	Nos.	5005		
39	Health Card (White) 120 GSM as per sample (Length-18.50 cm- width- 12 cm)	Nos.	5000		
40	Incentive Application Form- 100 pages- Light white paper-70 GSM- Length-28 cm- width-21 cm	pad	50		
41	Indent-cum-Issue Book- 200 pgs. Legal Ledger paper – 75 GSM- Length- 33 cm – width – 21.5 cm ( as per sample)	Nos.	20		
42	Individual Pay Record -Length 29 cm- width-44.50 cm – Legal Ledger Paper (as per sample)	Nos.	500		
43	Invoice - Room - ( 70 GSM) A4 paper- 100 pages - Length – 28 cm - Width -21cm) as per sample	Pad	25		
44	Inward Register 200 Pages (70 GSM) Length - 33.50 cm - Width -22 cm)	Nos.	33		
45	I P Register – 200 pgs. 75 GSM- Ledger paper – Length-21 cm width- 34 cm	Nos.	20		
46	Leave A/c Book (80 GSM) 100 pages white paper- Length -19.5cm - width - 30.5 cm) as per sample - with covering	Pad	15		
47	Leave Application Form -100 P (white paper) (75 GSM) Length- 22 cm width - 14 cm) with covering	Pad	175		
48	Leave Enhancement Form (100 pgs - 75GSM) white paper - length - 29 cm - width - 22 cm with covering	Pad	25		
49	Leave with wages Register – 400 Pages (200 sheet)(70 SM) Ledger paper ( Length - 21cm - width -33 .5 cm)	Nos.	25		
50	Letter Head (Large) 100 pgs- 80 GSM- Length – 35 cm – Width- 22 cm) with covering letter	Pad	30		
51	Letter Head ( Green) 100 pgs- 80 GSM- Length – 29 cm – Width- 21.50 cm) with covering letter	Pad	75		
52	Log Book of Vehicle (1+1) 100 page- 70 GSM – Length-20 cm – width- 33 cm as per sample (Double side printing)	Pad	50		
53	Medical Advance Form-100 page – white paper-75 GSM- Length-28 cm – width- 22.50 cm	Pad	25		
54	Medical Bill Re-imburement Voucher – 100 pages- 75 GSM- Length- 26.5 cm – Width – 42 cm - Size as per sample.	Pad	40		
55	Medical Bill Reimbursement – (Note submitted to MD) 100 pgs. 75 GSM – white paper – double side printing – Length – 28 cm – width- 21 c m – (as per sample)	Pad	50		

56	Memorandum of Agreement – 100 pgs – 75 GSM- Length – 32.5 cm - width- 20 cm	Pad	10		
57	Monthly Maintenance Expenditure Statement of Vehicles. – 100 pgs. 75 GSM- Legal – white paper- Length-31 cm – width- 21.5 cm	Pad	40		
58	Muster Roll Register – Pgs 400 (200 Sheet) (70 GSM) Ledger paper - Length -34 cm - width - 22 cm)	Nos.	15		
59	Other Advance Settlement Form -100 Pgs ( 80 GSM) A4 size white paper L-29 cm - Width 21 cm)	Pad	35		
60	OP Register-200 pages(70 GSM) Length -34 cm- width -21 cm) Ledger paper	Nos.	25		
61	Outward Register - 200 pgs - (70 GSM) Ledger paper Length -34 cm -width - 22 cm)	Nos.	50		
62	Postage Register (200 pgs. – 70 GSM ) (as per sample) ledger paper	Nos.	15		
63	Prescription pad A5 size - white paper- 100 pgs - 80 GSM) with covering.	Pad	10		
64	Prescription Pad (Small) 100 pgs.- white paper- Length – 14cm – width- 11 cm.	Pad	50		
65	Register Book (100pge) with PCK Name and Emblem in all pages. (70 GSM)Length - 34 cm - width - 22 cm) Ledger paper	Nos.	100		
66	Register Book (200pge) with PCK Name and Emblem in all pages. (70 GSM)Length - 34 cm - width - 22 cm) Ledger paper	Nos.	100		
67	Register (200 pgs.) Binded Meeting Minutes – as per sample.	Nos.	5		
68	Register Book (400 pgs.) with PCK Name and Emblem in all pages. (75 GSM) Length -34 cm - width - 22 cm)Ledger paper	Nos.	100		
69	Register Book (100pge) (Small) with PCK Name and Emblem in all pages. (70 GSM)Length - cm - width - cm) Ledger paper	Nos.	100		
70	Road Pass (Divn. B) – 100 pges – White paper – 75 GSM- Length – 7 cm – width-19 cm – (as per sample) Heavy Vehicle - Rs. 20/- - 30 Pad Light Vehicle - Rs. 10/- - 35 “ Two Wheeler - Rs. 5/- - 35 “	Pad	100		
71	Road Pass (Divn. E) – 100 pges – White paper – 75 GSM- Length – 7 cm – width-19 cm –(as per sample) Heavy Vehicle - Rs. 20/- - 30 Pad Light Vehicle - Rs. 10/- - 35 “ Two Wheeler - Rs. 5/- - 35 “	Pad	100		
72	Ruled Note Book (S) 200 Pgs. with PCK Name and Emblem in all pages. 75 GSM) Length – 19 cm - width - 15 cm) White paper	Nos.	100		
73	Ruled Note Book (S) 100 Pgs. with PCK Name and Emblem in all pages. 75 GSM) Length - 19 cm - width - 15 cm) white paper	Nos.	100		



74	Ruled Note Book (L) 100 Pgs. with PCK Name and Emblem in all pages. 75 GSM) Length - 29 cm- width - 22 cm) White paper	Nos.	100		
75	Sample Slip (100 Sheets) 54 GSM- Length -m 9.50 cm – width- 11 cm ( Colour – pink) (as per sample)	Pad	250		
76	Sickness Benefit Form (100 pgs.) 75 GSM) Length -15 cm - width -20 cm) white paper A5 size)	Pad	40		
77	Sickness Benefit Register -(400 pgs.) (200 sheet)75 GSM) Length -21 cm - width -33 cm) Ledger paper	Pad	10		
78	Stationery Annual Indent and distribution Register – 400 pgs. 75 GSM - white paper - Length - 34 cm –width- 22 cm)	Nos.	3		
79	Stock Register (200 sheets) (70 GSM) Ledger paper - Length-22 cm -width - 34 cm) as per sample	Nos.	100		
80	Store Issue Book (1+1) ( As per sample) (70 GSM) Length-32 cm – width- 20 cm legal paper	Nos.	50		
81	Store Issue Note – (1+2)- 50 pages each – 70 GSM- colour- 1 <sup>st</sup> page white, 2 <sup>nd</sup> page – orange and 3 <sup>rd</sup> page- pink- Length- 18.5 cm –width-12 cm. (as per sample)	Pad	250		
82	Store Receipt Note - (1+2)- 50 pages each – 70 GSM- colour- 1 <sup>st</sup> page Sky blue, 2 <sup>nd</sup> page – pink and 3 <sup>rd</sup> page- yellow. Length -13.5 cm – width-19.5 cm. (as per sample)	Pad	300		
83	T A Bill form -100 pages - white paper (70GSM) Length -28 - Width - 21 cm) (Double side printing)	Pad	50		
84	Tapper's Check roll- 100 pages each ( 1+1) (Size as per Sample) (80 GSM) Length -28 cm - width - 42 cm	Book	100		
85	Tender Register-400 pgs (200 sheets) (70 GSM) Ledger paper Length -22 cm - width -34 cm)	Nos.	10		
86	Weighment Card (Weigh Bridge)in one set (1+2)- -50 set- 100 GSM - paper colour – 1 <sup>st</sup> page – Yellow, 2 <sup>nd</sup> page-Light Green and 3 <sup>rd</sup> page- white paper- length – 8.5 cm- Width- 22 cm – (as per sample)	Bundle	25		
87	Workmen Compensation -100 pages- 75 GSM- white paper – Length – 14.5 cm – width- 21 cm (as per sample)	Pad	15		

1. Details of E M D :

2. Remarks :

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

Signature of the tenderer :

Name and Address (with Village,  
Kara, 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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**(Registered Office: Kottayam – 4.)**

**TENDER CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS-**  
**(Non-Printed) 2020**

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. After completion of one month, party fails to complete the supply of the item/items, Corporation is at liberty to cancel the contract and to forfeit the Security Deposit and also to purchase the item from at the risk and cost of the contractor. All the expenses incurred in this behalf will be on account of the contractor.

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 realized 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 store. (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.840/- (including GST).

19. The Tender should be given in sealed cover superscribing **“Tender for the supply of Stationery Items (Non-Printed)”** due on **07.08.2020** to reach Managing Director, The Plantation Corporation of Kerala Ltd., Kottayam- 686 004, Kerala State on or before **1 p.m. on 07.08.2020**

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. 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.

KOTTAYAM,  
07.07.2020

MANAGING DIRECTOR

## **SCHEDULE FOR NON- PRINTED STATIONERY ITEMS**

<b>Sl. No.</b>	<b>Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Basic Rate/ unit (Rs.)</b>	<b>Amount incl. GST (Rs.) and other charges.</b>
1	A3 size paper 80 GSM (TNPL)	Pkt.	30		
2	A4 Size paper 80 GSM (TNPL)	Pkt.	750		
3	A4 size paper - Yellow 75 GSM	Pkt.	12		
4	A4 size paper - Green 75 GSM	Pkt.	40		
5	A4 size Voucher paper – Rose/ Pink 75 GSM	Pkt.	80		
6	Binder Clip (L) 41 mm (Black)	Pkt.	50		
7	Binder Clip (S) 25 mm (Black)	Pkt.	50		
8	Box file with PCK Address & Emblem (Steel Clip) (in one pkt. 4 Nos.) good quality –	Pkt.	450		
9	Correction Pen Camlin – 12 ml	Nos.	100		
10	Damber	Nos.	30		
11	Double Punch (Kangaroo (R) DP- 280)	Nos.	50		
12	Double Punch (Heavy) (Kangaroo (R) DP -800)	Nos.	20		
13	Double Side Carbon – Camlin	Pkt.	7		
14	Eraser - Non-Dust - Large	Nos.	25		
15	Gem Clip (L) 33 mm (in one box 10 Pkts x7 +5 pkts)	Pkt.	75		
16	Gem clip (in one box.10 pkts x 10)kay-26mm)	Pkt	100		
17	Gum Bottle – 700 ml - Camlin	Btle	20		
18	Gum Bottle – 300ml - Camlin	Btle	40		
19	Gum (Tube) - Camlin	Nos.	50		
20	Legal Paper (White) 80 GSM	Pkt.	100		
21	Legal paper (Green) 80 GSM	Pkt.	7		
22	Note Pad – A5 size paper – 40 pages-lined-	Nos.	30		
23	Paper Weight – Glass standard	Nos.	50		

24	Pen (Black) Cello (3 packets)	Nos.	30		
25	Pen (Blue) (Lexii5n Blue) (3 packets)	Nos.	30		
26	Pencil (Apsara ) in one pkt.10 nos.) (100 nos.)	Pkt.	10		
27	Pencil Carbon (Camlin)	Pkt.	100		
28	Permanent Marker Pen (Black) Camlin	Pkt.	10		
29	Permanent Marker Pen (Blue) Camlin	Pkt.	10		
30	Scale ( (length- 30 cm)	Nos.	50		
31	Single punch - Kangaroo	Nos.	20		
32	Single Punch (Large) -Kangaroo	Nos.	10		
33	Spiral Conference pad (40 pages.) (Board Meeting)	Nos.	250		
34	Stamp Pad (110 mm x 69 mm)	Nos.	25		
35	Stamp Pad Ink (Blue) -60 ML	Btle	25		
36	Stapler Machine - Kangaroo ®10	Nos.	100		
37	Stapler Machine (Large)- Kangaroo ® 999)	Nos.	30		
38	Stapler pin (Kangaroo ®- 10- 1M) in one pkt. - 20 small packets)	Pkt.	25		
39	Tag (small) (in one bundle - 50 nos. 10-small bundle ) Length -20 cm) (15X10)	bundle	15		
40	Tag (Large) (in one bundle - 100 nos. (Length -30 cm)	bundle	100		
41	Twain (as per sample)	Bdle	100		
42	White Board Marker Pen (Black) Camlin (1 Packet)	Nos.	10		
43	White Board Marker Pen (Blue) Camlin (1 packet)	Nos.	10		
44	White paper – 75 GSM (35x22) (TNPL)	Pkt.	100		

1. Details of E M D :
2. Remarks :

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

Signature of the tenderer :

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

GST Number of the party :

Telephone No. & Fax No. :

Date :

E.mail ID :