

**KERALA FOREST RESEARCH INSTITUTE**  
(An Institution of Kerala State Council for Science, Technology & Environment)  
PEECHI, THRISSUR-680 653, KERALA.  
Website: www.kfri.res.in

No: KFRI/KSC2017/Qtn/01

dated:24.11.2016

**QUOTATION NOTICE**

Sealed quotations are invited from reputed printers having valid registration/license for the following items of works associated with the 29<sup>th</sup> Kerala Science Congress, satisfying the terms and conditions stipulated.

**Description of work:**

1. Layout/Setting for compendium :

a. No. of pages : Approximately 200 pages of compendium

2. Printing of Compendium:

a. Number of copies : 1500

b. Number of pages : 200 (approx)\*

c. Size : Crown 1/4

d. Paper :

i. Text : 70 GSM, Maplitho in B/W with

8 pages colour printing in 100 GSM, Art paper

ii. Cover Page : 300 GSM, Art Card with Multicolour printing on cover page 1 & 4

e. Binding : Mat Lamination & Milling binding

*\*- Rate for every additional 8 pages of B/W and colour printing to be furnished separately.*

Rate inclusive of all expenses per book (200 pages) may be quoted.

3. Cover page designing : 1 page in multi color.

4. Printing of Invitation cards:

a. No. of cards : 2 (Separate matter on each card, both side printing)

b. No. of copies : 1500×2

c. Paper : 210 GSM Art Card and multicolour printing

d. Size : 14× 22cm

1500x2 Nos, suitable cover of good quality to be supplied for the above cards.

5. Printing of Programme schedule :

- a. No. of pages : 60 (both side printing)
- b. No. of copies : 1500
- c. Paper/size : Demy 1/8 – B/W printing , 70 GSM

Rate for each page also to be quoted.

The whole text in MS-Word/PDF in CD will be supplied in the first week of January-2017. Formatting, page design, layout etc. can be done in the press. Two proofs are essential. Work, if undertaken need to be executed and the books complete in all respects shall be delivered at the office of 29<sup>th</sup> Kerala Science Congress functioning in the Mar Thoma College, Thiruvalla, Pathanamthitta District, Kerala on or before 22<sup>th</sup> January 2017. The successful bidder has to execute an agreement.

Quotations in sealed envelope super-scribing “Quotations for printing work of 29<sup>th</sup> KSC-2017” shall reach The Chairman Organizing Committee 29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala, on or before 19-12-2016, 12.00 noon. The same will be opened on 19-12-2016, at 3.00 PM in the presence of those who are present, if any. Rates have to be quoted for Items 1 to 5 separately. Further details can be had from the website [www.kfri.org](http://www.kfri.org) and [www.ksc.kerala.gov.in](http://www.ksc.kerala.gov.in) or from the office of the undersigned between 9.30 am and 5.30 pm on all working days. The Chairman Organizing Committee 29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala, reserves the right to approve or reject any quotations without assigning any reasons. Payment shall be released after satisfactory printing and supply and after deduction of statutory recoveries.

Quotation documents are to be submitted to:

The Chairman  
Organising Committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.

Place of acceptance of completed quotation  
The Chairman  
Organizing committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.

For any queries contact:  
The Convener  
Publications Committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.  
Tel:0487-2690321 (O), Mob : 9446063593

## **TERMS AND CONDITIONS**

1. Quotation should be superscripted as Qtn No: KFRI/KSC2017/Qtn/01
2. You are requested to submit your lowest quotation for the printing and supply of the items mentioned in the quotation notice, so as to reach The Chairman, Organising Committee, 29<sup>th</sup> Kerala Science Congress, KFRI, Peechi, Thrissur – 680 653, Kerala, on or before 19-12-2016 12.00 Noon. Quotation will be opened on the same day at 3.00 pm. However, placing of final orders will depend upon the close scrutiny of offers by a duly constituted Purchase Committee in due course.
3. The rates quoted should be inclusive of all Taxes-Sales Tax, Additional Sales Tax, Entry Tax, Insurance, Freight, Packing and Forwarding Charges, VAT (including cess. as the case may be) etc. should be shown separately. The maximum period required for delivery of the item should be mentioned. Items will have to be delivered at Mar Thoma College, Thiruvalla on or before 22<sup>nd</sup> January 2017.
4. Firms/Quotationer shall submit the following details - PAN/TIN/Reg. No. etc along with the quotation.
5. The Chairman, Organizing Committee, 29<sup>th</sup> Kerala Science Congress, reserves the right to entrust the work as a whole or in part to successfully qualified firms.
6. Any quotation received after the time fixed on the Due Date shall be rejected.
7. No representation for enhancement of price ones accepted will be considered during the currency of the contract.
8. Payment will be released only after the supply is received in good condition and after deduction of statutory recoveries after the seminar is over.
9. The Chairman, Organising Committee 29<sup>th</sup> KSC reserves the right to reject all or any of the quotations without assigning any reason thereof.
10. Form C/D is not applicable to us.
11. The decision of The Chairman, Organising Committee, 29<sup>th</sup> KSC will be final with regards to this quotation. Any court case, if any, arising on upon of this quotation will be limited to courts having jurisdiction at Thrissur only.

12. If the firm fails to complete the work within the prescribed time as per specifications given, rate and conditions stipulated, they would be liable to face penalty as imposed by the competent authority.
13. All inclusive rates may be quoted for each book, and the other items listed in the quotation notice, in the prescribed form (Form 1) for carrying out the works and delivering the items, satisfying the specifications given, at the 29<sup>th</sup> Kerala Science Congress office at Mar Thoma College, Thiruvalla / at the Office of KFRI, Peechi, Thrissur – 680 653, Kerala, as instructed at the time of delivery.
14. Part quotation will not be accepted.

**Note:-**Before submitting your quotation, for avoiding un-necessary delay and rejection of quotation, you should ensure whether the following required details are clearly specified in your quotation:

*(1) Sales Tax (2) Additional Sales Tax (3) Delivery Period (4) Packing and Forwarding Charges if any (5) Validity Period 6) Service tax including cess, as the case may be*

Chairman  
Organising Committee  
29<sup>th</sup> Kerala Science Congress

## QUOTED RATE

## Form 1

Name of item: Printing work of 29<sup>th</sup> KSC-2017

No: KFRI/KSC 2017/ Qtn/01

I/We agree to carry out the printing work mentioned in quotation notice No: KFRI/KSC 2017/ Qtn/01 dated 24/11/2016 as per the rates given below within the time specified satisfying the conditions stipulated there in the specification. (Quotation Notice No: No: KFRI/KSC 2017/ Qtn/01Dtd:24-11-2016)

Sl. No.	Item	Quantity	Price (All inclusive) in Rupees
1	Printing and binding of Compendium (200 pages)	1500 copies	
2	Layout/setting of pages for compendium (200 pages)		
3	Cover page designing (1 page)		
4	Printing of Invitation cards, Demy 14× 22cm size (2 cards)	each card 1500 copies	
5	Printing of Programme schedule (60 pages) demy 1/8	1500copies	
	<b>Total</b>		
Additional rates:			
7	Rate for layout/setting and printing of every additional 8 B/W pages	1500 copies	
8	Rate for layout/setting and printing of every additional 8 Colour pages	1500 copies	
9	Rate for printing of every additional invitation card		
10	Rate for printing of every additional page of Programme schedule		

Place:

Signature of the Manager with Seal

Date:

Name Address, Tel No, Fax No & e-mail id.