

**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/04

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. The work completed and items may have to be delivered within 15 days from the date of supply order.

**Description of work:**

*List of ID cards and pouches with specifications*

<b>Types</b>	<b>Items with Specification</b>	<b>Quantity</b>
Type 1- <b>Pouch</b>	Pouch type, 15 cm x 11cm, transparent plastic front cover, cotton coated puffnet grade 110 GSM material with satin tag attached in allet	200 nos.
Type 2- <b>Pouch</b>	Pouch type, 14 cm x 10cm transparent plastic front cover, cotton coated puffnet grade 110 GSM material, tag attached	1000 nos.
Type 3- <b>Pouch</b>	Pouch type, 13 cm x 9.5cm, cotton coated puffnet cloth covered, string attached	600 nos.
Card – Type 1	12 cm x 9cm, A3 Glossy, 220GSM	200 nos.
Card – Type 2	10.5 cm x 8.0cm, A3 Glossy, 220GSM	1000 nos.
Card – Type 3	10.5 cm x 8.0 cm, A3 Glossy, 220GSM, hard board base	600 nos.
Round Badge (for VIPs)	17 cm diameter with two contrast colour ribbon round stitching	20 nos

***Note: Matters to be printed in the ID cards will be provided by KFRI along with the supply order. ID cards in different colours (light & dark shades) should be supplied.***

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  
Reception Committee  
29<sup>th</sup> KSC, KFRI, Peechi, Thrissur – 680 653, Kerala.  
Tel:0487-2690321 (O), Mob: 9446531852

#### **TERMS AND CONDITIONS**

1. Quotation should be superscripted as “Tender No : KFRI/KSC2017/Qtn/04
2. You are requested to submit your lowest quotation for the 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. Quotation will be opened on the same day at 3pm. 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 or at the office of 29<sup>th</sup> Kerala Science Congress, KFRI, Peechi, Thrissur – 680 653, Kerala as instructed at the time of delivery.
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 supply the items 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 quotations will not be accepted
15. The item shall be delivered at Marthoma College, Thiruvalla on or before 22<sup>nd</sup> January 2017.
16. The supplier is bound to supply an additional quantity up to 10% at the same rate if specifically instructed.

**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