

**TENDER NOTICE FOR THE SUPPY OF CONFERENCE MATERIALS FOR 31<sup>st</sup> KERALA SCIENCE CONGRESS**

The 31<sup>st</sup> session of the Kerala Science Congress will be organized by KSCSTE, in association with JNTBGRI during 2-3<sup>rd</sup> February 2019 at Fathima Mata National College, Kollam, Kerala. You are requested to submit sealed tenders for the supply of **Jute Sling Bags, Writing Pad and Paper Pen** with the following specifications and accessories.

**I. Sling Bag (Jute)**

- Size 14” vertical, 12” horizontal and 3” width.
- Manufactured using high quality eco-friendly jute material (colour- Off white), with cloth shoulder straps (width 1.5”) one pocket, good quality zip (No:8 y2k), and covering flap.
- Cloth piping (olive green) to maintain the shape of the bag.
- One front pocket shall be provided with zipper closure.
- The length of the shoulder strap shall be adjustable by means of metallic buckles.
- The bag shall be neatly finished with straight and parallel rows of stitching, wherever required.
- Fabric: Dirt resistant, High Quality jute material (Eco friendly)
- Hook strap - made of nylon and bottom bush are to be provided.
- All material edges to be tucked and stretched to prevent fraying.
- The bag design should be appealing, stylish and strong.
- All the details like the type of material used, actual dimension, number of pockets, type of pockets etc. should be provided in the tender. A sample bag should also be submitted along with the tender.
- An approximate model of the desired bag is available in at KSCSTE office for reference.
- The matter with emblem provided by KSCSTE should be printed inside the bag without additional cost.

**II. Writing Pad:**

- Size: 21X15 cm, Number of sheets: 20, Plain and White sheet, soft binding with the printing of given matter on the cover page.

**III. Paper Pen:**

- Pen with cap made of paper with good quality refill, with a seed inside, with a printing of the conference title.

- Pen with cap made of paper with good quality refill, without a seed inside, with a printing of the conference title.

## **Instructions**

1. Tender forms and other details are available in the following Websites:
  - (i) **http: [www.ksc.kerala.gov.in](http://www.ksc.kerala.gov.in)**
  - (ii) **http: [www.jntbgri.res.in](http://www.jntbgri.res.in)**
2. Tender form along with detailed specifications, terms and conditions can also be obtained on all working days from the KSCSTE Office, Sasthra Bhavan, Pattom PO, Thiruvananthapuram, Kerala on payment of **Rs. 700/- (Rupees Seven hundred only) plus 12%GST**. A Demand Draft **Rs. 3,500/- (Rupees Three Thousand and five hundred only)** (drawn in favour of Director, JNTBGRI, Palode PO, Thiruvananthapuram payable at Palode) towards EMD should be attached with the tender.
3. **Tenders received after the last date mentioned or without tender fee, sample material (s) and EMD will be rejected. EMD of unsuccessful bidders will be refunded to them only after finalization of the tender. EMD of the firm whose Bid is finally accepted will be adjusted with the final payment of bill after satisfactory completion of the contract.**
  - Last date & time of receipt of filled tender bids: **20.12.2018 up to 2.00 pm.**
  - Last date & time of receipt of sample bag, writing pad and paper pen: **20.12.2018 up to 2.00 pm.**
  - Date & time of opening of tender bids: **20.12.2018 at 3.00 pm.**
4. The tenderer shall submit the following along with the bid: -
  - a) Copy of PAN and GST Registration
  - b) Earnest Money Deposit of amount of Rs.3,500/- in the form of a Demand Draft drawn in favour of Director, JNTBGRI, payable at Palode.
  - c) Copy of the cash receipt of JNTBGRI for the payment of Rs. 700/- plus GST 12% towards cost of tender or a DD for Rs. 700/- plus GST 12% drawn in favour of Director, JNTBGRI payable at Palode.
  - d) Copy of one single work order of value worth Rs 3.00 lakh or more or two work orders of value of Rs.2.5 lakh each for similar items received by the tenderer during the last 3 years (Self attested) has to be submitted.
  - e) Taxes if any applicable will be deducted as per Government rules during the final settlement.
  - f) Duly filled tender forms 1,2, 3, 4 & 5.
  - g) Sample of the conference materials offered by the tender.

- h) Any other items mentioned in the terms and conditions.
  - i) The tenderer who fail to submit the documents mentioned above shall stand disqualified for the bid.
5. One bidder can offer three types/models of conference materials (having same cost) separately. If the bidder desires to offer more types of conference materials, he/she shall submit the same through separate tenders after paying prescribed tender cost and EMD.
  6. The Chairman, Organizing Committee, 31<sup>st</sup> KSC reserves the right to reject or accept any tender without assigning any reason thereof. The decision of Chairman, Organising Committee, 31<sup>st</sup> KSC will be final with regard to this tender. Any court cases, if any, arising on account of this tender will be limited to Courts having jurisdiction at Thiruvananthapuram only.
  7. If the firm fails to complete the work within the time specified for delivery of the item satisfying the specification at the rate approved, they will be liable to face the penalty as imposed by the competent authority.
  8. The successful bidder may have to deposit an amount of 5% of the total cost of the work as security deposit before issue of supply order by the 31<sup>st</sup> KSC.
  9. Tenders will be considered firm for acceptance for a period of ninety days from the date of opening the tender. Bidders are not free to withdraw or modify the tenders during this firm period.
  10. Detailed terms and conditions are furnished separately.
  11. Tenders which do not conform to the terms and conditions (clauses) of the notification will be rejected.
  12. In case of any matter which is not covered by this Tender Notification, or the general terms and conditions of the contract or the specifications etc. as given herewith, the decision of The Director, JNTBGRI shall be binding on the bidder.
  13. The acceptance of this Tender rests with the competent authorities as per the rules of JNTBGRI who do not undertake to accept the lowest or any particular Tender or assign any reason for the rejection of any Tender.
  14. Any further information regarding this Tender which KSCSTE do not consider to be kept confidential, can be obtained from the Office of the KSCSTE during working hours on any day prior to the last date fixed for the receipt of Tenders.
  15. Tender should be super scribed as “Tender for the supply of Conference Materials” Tender No. JNTBGRI/KSC/Conference Kit-2019 dated 07.12.2018.
  16. You are requested to submit your Tender with complete technical literature/manual if any and required details for supplying the above item, so as to reach The Chairman, Organising

Committee, 31<sup>st</sup> KSC, KSCSTE, Sasthra Bhavan, Pattom P. O, Thiruvananthapuram-695004, Kerala, on or before 20.12.2018, 2.00 PM.

17. The tenderer should submit along with this tender an agreement executed and signed in the format given in Form 4. The successful bidder should execute this agreement in Kerala stamp paper of value Rs 200/- purchased in Kerala state.
18. Tenders will be opened on the last day for submission of tender at 3.00 PM. However, placing of final orders will depend upon the close scrutiny of Tenders by a duly constituted committee in due course.
19. The rate quoted in the Tender should be valid for 90 days from the date of opening of this tender, inclusive of all taxes, duties (GST), Insurance, Freight, Packing, forwarding, Installation etc. shown separately.
20. The maximum period required for delivery should be shown clearly in the Tender.
21. The items will have to be delivered at specified location in Fathima Mata National College, Kollam or at any location, intimated 5 days before the last date specified for supply of the items at the time of delivery.
22. If you have Government rates/DGS & D rates, you may also quote such rates with the supporting Government Orders.
23. If you have ISI/ISO/BIS for products and factory, the same may also be mentioned separately in your Tender with supporting certificates (including authorized distributorship certificates) and orders.
24. Any Tender received after the time fixed on the due date is liable to be rejected. Tenders not stipulating period of firmness and with price variation clauses and /or subject to the prior sales conditions, are liable to be rejected.
25. No representation for enhancement of price once accepted will be considered during the currency of the contract.
26. Payment will be made only after the supply is received in good condition, as per details given.
27. Form C/D is not applicable to us.
28. If you are the sole distributor for these items relevant certificates of the manufacturer/authorized distributorship certificate etc. may be forwarded along with the Tender.
29. You may quote for Educational Concessional Price, Commercial Price, separately wherever applicable, in the same Tender Form.
30. In case of any dispute the jurisdiction shall be Thiruvananthapuram.
31. Duly filled Form 1, 2, 3, 4 & 5 are also to be submitted.

## **EXECUTION OF SUPPLY**

1. The supplier shall supply the items in good condition and good manner within the stipulated time and the items supplied shall be of the best quality.
2. No supply will be paid for, unless it is fully in accordance with the specifications.

## **ASSIGNMENTS**

The supplier shall not assign the supply or sublet it as a whole or in part without the written consent of the JNTBGRI nor shall the supplier assign any money due to him hereunder, without the previous consent of the JNTBGRI. If the supplier contravenes this condition, he shall be considered to have thereby committed a breach of contract.

Tender documents are to be submitted to

The Chairman,  
Organising Committee  
31<sup>st</sup> KSC, KSCSTE  
Sasthra Bhavan, Pattom PO,  
Thiruvananthapuram - 695004

Place of Acceptance of Completed Tender

The Chairman,  
Organising Committee  
31<sup>st</sup> KSC, KSCSTE  
Sasthra Bhavan, Pattom PO,  
Thiruvananthapuram - 695004

For Any queries, Contact

The Convener,  
Reception Committee  
31<sup>st</sup> KSC, JNTBGRI  
Palode PO, Thiruvananthapuram - 695562  
Fax: 0472 2869646

Sd/-  
The Chairman  
Organizing Committee  
31<sup>st</sup> KSC