



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
(Re-accredited by NAAC with 'A++' Grade)

10988/Ad BIV A/2024/UOK

13.01.2025

Tender Document for the supply of Library materials for the Kerala University Library, Palayam

Tenderer Details

Registered Name and Address of Tenderer	
Address for communication	
<u>Other contact information</u> Telephone Office : Mobile : Email : FAX :	
Signature	



FORM OF TENDER

From

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To

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Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the University of Kerala, Thiruvananthapuram, at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

*I/We am/are remitting/have separately remitted the required amount of ₹ (Rupees.....only) as earnest money.

Yours faithfully

Signature.....

Address.....

Date :

*(To be scored in cases where no earnest money deposit is furnished)

Important: This Tender Form may be printed on A4 size Paper. Editing of the pre-printed text in the tender form in any way other than as indicated (like ticking, filling in with ink/typing, scoring off inapplicable material etc.) will render the tender form invalid and liable for rejection.



GENERAL CONDITIONS

Sealed Tenders are invited for the supply of the materials as specified in schedule attached below.

1. The tenders should be addressed to the Registrar, University of Kerala in a sealed cover with the tender number and name – **“Tenders for the supply of Library materials for the Kerala University Library, Palayam”** duly superscribed on the cover.

2. The cost of the tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.

3. Intending tenderers should send their tenders so as to reach the officer mentioned in the tender notification, on or before the due date and time noted therein. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned therein. Tenders not stipulating period of firmness and tenders with price variation clause and/or ‘subject to prior sale’ condition are liable to be rejected.

4. All the MSMEs with Udyog Aadhar registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the state of Kerala will be exempted from the payment of Tender fee and Earnest Money Deposit. Others not having MSME with Udyog Aadhar registration should send along with his tender, an earnest money of **Rs. 1500/-**. The amount may be paid in the form of Demand Draft drawn in favour of the **Finance Officer, University of Kerala, Thiruvananthapuram**. Cheques will not be accepted. The earnest money of unsuccessful tenderers will be returned as soon as possible after the tenders are settled. Attested copy of the registration certificate may be enclosed with the tender for reference.

5. The tenders will be opened on the appointed day and time in the office of the Registrar, in the presence of such of those tenderers or their nominees who may be present at that time.

6. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any deposited by him will be forfeited to University of Kerala or such action taken against him as the University think fit.

7. Tenderers shall invariably specify in their tenders the delivery date and the time for the supply of tendered articles, as per the tender notification.

8. The final acceptance of the tenders rest entirely with the University who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.

9. In the case of materials of technical nature the successful tenderer should be prepared



to guarantee satisfactory performance for warranty period.

10. In cases where a successful tenderer, after having made partial supplies, fails to fulfil the contracts in full, all or any of the materials not supplied may at the discretion of the Registrar, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby, together with such sums as may be fixed by the University towards damages, be recovered from the defaulting tenderer.

11. Payments will be made only after the supplies are actually verified and taken to stock. The firms will produce stamped pre-receipt for releasing the payment, after the satisfactory supply/installation of the items at our site.

12. The contractor shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Registrar who shall have absolute power to refuse such consent or to rescind such content (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the sub-contractor upon such recession. Provided always that is such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

13. The tenderer shall undertake to supply materials according to the standard sample and/ or specifications mentioned in the Tender Document.

14. No representation for enhancement of rates once accepted will be considered.

15. Any attempt on the part of the tenderers or their agents to influence the University in their favour by personal canvassing with the officers concerned will disqualify the tenderers.

16. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of earnest money in the even of default in supplies or failure to supply within the stipulated period.

17.a) The successful tenderer shall, before signing the agreement, and within the period specified in the letter of acceptance of this tender, deposit a sum equivalent to 5 percent of the value of the contract as security for the satisfactory fulfillment of the contract less the amount of money deposited by him along with his tender. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to the University, and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the University on account of the purchase will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm, their registration is liable to be cancelled.

b) In cases where a successful tenderer, after having made partial supplies, fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the



Registrar, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby, together with such sums as may be fixed by the University towards damages, be recovered from the defaulting tenderer.

c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

SCHEDULE OF MATERIALS

Sl. No.	Item Name	Quantity (Nos)	Rate (₹)	Total Rate (Qty x Rate) (₹)	GST Rate (%)	GST Amount	Total Amount (Total Rate + GST Amount (incl GST))	Remarks
1.	Both side transparent plastic cover for the Borrower's Ticket, Size: 6cm × 9cm – 15mm	10000						
2	Both side transparent plastic cover for the Identity Card, Size: 9cm × 10cm – 15mm	5000						
3	Catalogue Card	15000						
4	Book Card (Yellow)	7000						
5	Spine Label (White Oval)	5000						

Rate quoted should be inclusive of all charges such as packing, forwarding, freight, loading/unloading/handling or installation charges and Government duties leviable, if any.

Rate quoted should be inclusive of GST, transportation charges, installation charges and any other charges.

Period within which goods should be delivered: deliver the items within 15 days of placing the Supply Order.

Other special conditions: Defective items, if any, supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.



General Tender Terms & Conditions for technical verification

1. Tenderers who are black listed by State / Central Government departments and organizations are not eligible to participate in this tender and such tender will be summarily rejected.
2. The Tenderer should have registered office/Own service centre in Kerala preferably in Thiruvananthapuram.
3. Compliance Statement should be submitted separately that includes all parameters including Make and Model of the quoted item, as in specification.
4. Detailed equipment data sheet should be submitted.

Technical Specification and compliance statement

Sl.No.	Items Description	Quantity	Compliance statement Yes/No	Remarks, if any
1	Both side transparent plastic cover for the Borrower's Ticket, Size: 6cm × 9cm – 15mm	10000		
2	Both side transparent plastic cover for the Identity Card, Size: 9cm × 10cm – 15mm	5000		
3	Catalogue Card	15000		
4	Book Card (Yellow)	7000		
5	Spine Label (White Oval)	5000		

Terms and conditions

1. The Tenderer shall quote price in clear terms. The rates quoted must be inclusive of all taxes, cost of supply at site, warranty and installation charges etc...
2. The price should be quoted only in Indian rupees. The tender shall be typed and signed by the Tenderer.
3. All the documents mentioned shall be submitted without fail.
4. All the documents must be typed and clear.
5. Detailed specifications of the items together with quantity required are available within the schedule of Materials/Compliance appended to the tender notification/tender document.
6. **Validity**:- The tender will be valid for 180 days from its date of opening. Further extension can be done by mutual consent.
7. **Delivery** :- The item should be delivered at the University Library, University of Kerala, Palayam, Thiruvananthapuram.



8. **Period of Completion:-** The supply shall be completed within a period 15 days from date of placing the Supply Order.

10. **Payment:** - The Full payment will be made only after successful completion of the supply of items and advance payment will not be allowed under any circumstances. No part payments shall be made.

11. Complaints, if any, with the items supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.

12. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.

13. General rules relating to purchase of materials/equipment will also applicable to this tender.

Prof. (Dr.) K S Anil Kumar
Registrar



The document is digitally approved. Hence signature is not needed.

