KERALA KERAKARSHAKA SAHAKARANA FEDERATION LIMITED KERA TOWER, WATER WORKS COMPOUND, VELLAYAMBALAM, THIRUVANANTHAPURAM - 695 033.

NON TRANSFERABLE

TENDER FORM FOR PRINTING AND SUPPLY OF DIARY 2027

(TO BE RETURNED DULY SIGNED ON ALL PAGES)

Phone : 0471 2320504
E-mail: admn@kerafed.com
Website : www.KERAFED.com

Tender Form No : KFD/1317/2024/ADM-4 ***Issue Date : 05/11/2026***

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERER

To

This document contains 7 Pages

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Dear Sir(s),

Sub:- KERAFED - PRINTING AND SUPPLY OF KERAFED DIARY 2027

We, Kerala Kerakarshaka Sahakarana Federation Ltd. (KERAFED) intend to invite competitive tenders for Printing and Supply of "KERAFED Diary 2027". KERAFED reserves the right to increase or decrease the quantity indicated in the said Annexure-I.

GENERAL TERMS AND CONDITIONS :

1. ***Specification*** : Specification of the Diary is attached in Annexure-I
2. ***Form*** : The intending bidders shall submit their tenders in the prescribed form downloaded from the KERAFED website by paying EMD of Rs.5,000/- in the form of Demand Draft drawn in favour of Managing Director, KERAFED, Thiruvananthapuram.

3. ***Due date and time*:-** The tenders should be received at our office on or before 18/11/2026 at 12.00 Noon. The tenders will be opened on the same day at **3.00 PM.** Late Tenders will be summarily rejected and returned to the tenderer at his cost.

4. ***Earnest Money Deposit:* -** Each tender whether from an S.S.I. unit / Government undertaking / Co-operative society / Co-operative Federation or any other special category organisation must be accompanied by an Earnest Money Deposit of Rs.5000/- in the form of a Demand Draft issued by any Nationalised Bank / Scheduled Bank / Co-operative Bank in favour of the Managing Director, Kerala Kerakarshaka Sahakarana Federation Ltd, and should be payable at Thiruvananthapuram. Tenders not accompanied by the Earnest Money Deposit shall not be considered for Technical evaluation. Tender without the prescribed EMD will be summarily rejected.

   The Earnest Money Deposit shall be liable for forfeiture, if the tenderers after submitting the tender, resiles from his offer or modifies the terms and conditions thereof in any manner. In the case of the successful tenderer (s) the Earnest Money Deposit shall be converted as a part of the Security Deposit. The Earnest Money Deposit shall be liable for forfeiture in the event of not furnishing full details called for in the tender.

5. ***Security Deposit*:-** The successful tenderer should furnish a Security Deposit equivalent to 2% of the value of the contract/orders placed, within 7 days of issue of acceptance letter/purchase order by KERAFED. The Security Deposit will be refunded after satisfactory performance of the contract. N***o exemption from furnishing earnest money deposit and security deposit will be given to any category of tenderers.***

6. ***Signing of Tender*:-** Person or persons signing the tender shall state in what capacity he is or they are signing the tender i.e.; whether (a) Proprietor of a Firm (b) Secretary / Manager / Director etc. of a limited company (c) Managing Partner / Partner of a Partnership firm (d) Others. In the case of PROPRIETARY CONCERN a certificate from a "Notary Public" should be attached with the tender to the effect that the signature is of the proprietor of the firm. In the case of the LIMITED COMPANY the names of the Directors shall be mentioned and it shall be certified that the person signing the tender is empowered to do so on behalf of the company. A copy of the Memorandum and Articles of Association of the Company shall be attached to the tender. In the case of a PARTNERSHIP firm, the name of all partners should be disclosed and the tender shall be signed by all partners or their duly constituted attorney having authority to bin all the partners in all matters pertaining to the contract. The original deed with an attested copy of the Partnership Deed should be furnished along with the tender.

The person signing the tender form or any documents forming part of the tender on behalf of others or on behalf of a Firm should produce a POWER OF ATTORNEY duly executed in his favour stating that he has the authority to bind such other persons or the firm, as the case may be, in all matters pertaining to the contract. If the person signing the tender fails to produce the said POWER OF ATTORNEY, his tender shall be liable for summarily rejection without prejudice to the other rights of KERAFED under the law. The POWER OF ATTORNEY should be signed by all the partners in the case of Partnership firms, by the Proprietor in the case of the Proprietary concern and by the person who by his signature can bind the Company in the case of Limited concern. In the case of a Hindu Undivided family, the POWER OF ATTORNEY should be signed by the "Kartha" who by his Signature can bind the firm.

7. ***Submission of samples:-*** The tender should be accompanied by the samples. Samples of Diary should be submitted in sealed cover superscribed in 'Sample of Diary 2027'.

8. ***Rates :- The rates shall be quoted in Annexure 1 attached herewith. The rates quoted should be inclusive of designing charge, all taxes, octroi, handling charges, freight, insurance, unloading, installation charges etc.*** wherever applicable upto the ***place where delivery are to be effected . Nothing will be paid extra on any account other than amount payable as per the quoted rate.***

9. ***Packing:-*** Packing shall be as specified in Annexure -I.

10. ***Payment:-*** 75% payment of the cost will be made for the accepted goods on submission of the bill in triplicate in the Head Office of KERAFED along with Goods Received Note (issued from the delivery points) in proof of acknowledgement of the stock. Balance 25% will be released within 45 days of receipt or after being fully satisfied regarding the quality and quantity of the entire consignment. ***Payment will be made in the form of Crossed Cheque. In the event of any delay in completion of the work, penalty as may be decided by the Managing Director, will be imposed and recovered from the amount due to the supplier.***

11. ***Period of delivery:-*** Delivery of the quantity ordered for supply as per KERAFED's acceptance letter should commence within **15 days** from the date of issue of acceptance letter or within such earlier or extended date as may be decided by KERAFED and communicated in the acceptance letter. KERAFED is at liberty to place a bulk order and prescribe different delivery schedules. The entire quantity ordered should be supplied at KERAFED premises on or before 20/12/2026.

12. ***Acceptance of Tender :-*** The work will be awarded to the selected bidder based on the sample of the Diary produced and the rate quoted. The Managing Director, KERAFED reserves the right to accept or reject any sample for consideration, if found not of the prescribed quality and specification and not suitable to the needs and requirements of KERAFED. The successful tenderer (s) will be advised of the acceptance of his tender by a formal acceptance letter. By issue of a formal acceptance letter, a binding contract will come into force and the supplier has to act immediately for execution of the contract, Acceptance of the tender by the Managing Director or an Officer authorised by him shall constitute an agreement between the tenderer and the KERAFED and no separate agreement shall be required to be made.

The Managing Director, KERAFED reserves the right to accept or reject any tender in full or in part, without assigning any reason thereof. ***The rates once accepted will be valid for ONE month and if agreed can be extended by another two months from the date of KERAFED's acceptance letter and the successful tenderer is bound to supply the quantities ordered within ONE month from the date of acceptance of rates as per the schedule of delivery stipulated in the acceptance letter.*** KERAFED is free to place orders on one or more successful tenderers. However the quantity ordered to any successful tenderer shall not be beyond the offered quantity.

Enclosing separate quotes /offers specifying different delivery schedule / payment terms / tender validity / other specification or terms at variance to that specified in this tender documents need not be considered by KERAFED. However, on submission of this tender document, KERAFED is at liberty to accept the terms and specifications as laid down in this tender document AND accept rates submitted by the tenderer even in such separately enclosed sheets.

13. ***Cancellation : -*** Managing Director, KERAFED reserves the right to cancell the Tender invitation or cancell the work order issued if any violation of the terms and conditions noticed. The EMD of unsuccessful bidder will be refunded soon after the award of the Tender. In the event of any awarded supplier failing to accept the works awarded, the EMD will be forfeited without any notice and the work will be awarded otherwise.

14. ***Disputes and Jurisdiction*** :- All disputes relating to this order or relating to the price of the goods supplied there under or otherwise arising there-from between the seller and the buyer shall be subject to and be referred to the court of competent jurisdiction constituted with the limits of City of Thiruvananthapuram and as per KCS Rules.

    Neither the seller nor the buyer shall take or adopt any legal proceedings to enforce any claim against other relating to this order or arising there-from in any court other than the court of competent jurisdiction located within the limits of the city of Thiruvananthapuram.

15. ***Parties to the Contract:-*** The parties to the contract are the Seller / Supplier/Contractor and the KERAFED represented by the Managing Director and / or any other person authorised and acting on his behalf. The person on behalf of any other person of the Firm shall be deemed to Warrant that he had authority to bind any other person or the firm, as the case may be in such matters pertaining to the contract.

16. ***Set off:-*** Any sum money due and payable to the Seller / Supplier / Contractor (including the Security Deposit returnable to them) under this contract may be appropriated by KERAFED and set off against any claim of KERAFED for the payment of any sum of money arising from or under any other contract made by the Seller / Supplier / Contractor with KERAFED.

17. ***Warranty:-*** *The Seller / Supplier / Contractor shall be responsible and be liable to replace or reprocess or repair at the option of the buyer free of cost the goods supplied under this order or any part thereof that need replacing or reprocessing or repair by reasons of any defect in the composition or substance or material defect in goods or packing brought to the notice of the Seller / Supplier / Contractor within three months of receipt.*

18. ***Liquidated Damages:-*** In case the Seller / Supplier / Contractor fails to supply the ordered quantity within the stipulated period or the extended period, KERAFED reserves the right to purchase stock at the risk and cost of the defaulted Seller / Supplier/ Contractor from any source and recover the damages excess expenses caused thereby from the defaulted Seller / Suppler / Contractor.

19. ***Force Majeure:-*** Neither party hereto shall be considered in breach hereof if its failure to perform or observe any or all the terms, conditions and stipulation herein contained shall be caused to any extent by War, War-like operation, Acts of State, Fire, Floods, Earth quakes, Strikes, Lockouts, Embargo, Interruptions of Traffic, Riot and Civil Commotion provided however that such occurrence or the consequences thereof provided however that such occurrence or the consequences thereof which have not continued beyond continuous thirty days shall not regarded a State of Force Majeure for the purpose of this Clause. The party claiming occurrence of any event under force Majeure shall give immediate notice to the other in writing failing which no place under this clause will be entertained.

20. ***Delivery of Tender :-*** *The tender documents should be submitted intact without detaching any page or pages, dully filled in, completed and signed on each page of the tender form.* If any page / pages is /are detached, the Tender will be rejected. The tender shall be submitted accompanied with samples in double sealed cover, the inner envelope being super-scribed ***"Tender for Printing and Supply of KERAFED Diary 2027".*** The outer cover shall be addressed to the Managing Director, Kerala Kerakarshaka Sahakarana Federation Ltd., Kera Tower, Water Works Compound, Vikas Bhavan.P.O, Vellayambalam, Thiruvananthapuram 695 033 on or before **18/11/2026 at 12.00 Noon.** Outside tenderers are advised to send their tenders by Registered Post, sufficiently early.

Sd/-

MANAGING DIRECTOR

05/11/2026
Thiruvananthapuram

From

….……

….……..

To

The Managing Director

Kerala Kerakarshaka Sahakarana Federation Limited,

Kera Tower, Water Works Compound,

Vikas Bhavan.P.O

Vellayambalam

Thiruvananthapuram – 695 033.

Dear Sir,

I / We hereby offer to print and supply Diary 2027 of Kerala Kerakarshaka Sahakarana Federation Ltd No.4370, Thiruvananthapuram as per the specifications of Annexure-I and agree ***to hold this offer open for acceptance by you for aperiod upto 30 working days from the date of opening the tender excluding the opening date.*** I / We shall be bound by a communication of acceptance despatched within the prescribed time.

I / We have understood the instructions to the tenderers and the terms and conditions of the contract and shall be bound thereby. I / We have also thoroughly examined the specifications including designing charge, as given in Annexure-I of the invitation to tender and am / are fully aware of the nature of the commodity required and the manner in which the price thereupon would be calculated. My / Our offer is to supply the goods strictly in accordance with the requirement.

I / We enclose a Bank Draft No. …….. dated …… . . . . . …….... for Rs.....for the Printing and supply of . . . . . ……. (Diaries) in favour of the Managing Director, Kerala Kerakarshaka Sahakarana Federation Limited, payable at Thiruvananthapuram as Earnest Money Deposit for this tender.

My / Our particulars are as follows : -

Name (with the name of father in case of an individual)

. . . . . .

II. Business Name . . . . . .

III. Constitution of the firm, if registered under Indian Partnership Act . . . . . .
. . . . . .

a. Name of seal under which it is registered. . . . . .
b. Place and date of registration: . . . . . .
c. Name and address of all partners and the extent of their share (s)

1. .. . .
2. . . . . .
3. . . . . .

IV. In the case of Co-operative Society:

a) Number and date of registration certificate.

. . . . . .

b) Attach copy of the resolution of the society authorising the transaction.

V. Address : . . . . . .

. . . . . .

. . . . . .

Mobile No. . . . . .

Telephone No, If Any . . . . . .

Fax No., If Any . . . . . .

I / We have send herewith the samples as required in Annexure-I for which I / We have submitted my / our rates. The name of the bank or banks and the branches with which I/We have dealing and who can certify My / our financial status is indicated below.

1.

2.

Yours faithfully

Place: *Signature (s) of Tenderer (s) :*

Date : *Name of Person submitting Tender :*

List of documents enclosed

1)

2)

3)

Annexure - I

Size And Details Of KERAFED Diary 2027 For Printing

Printing and Supply of KERAFED Diary 2027 with Customized Design			
Item	**Particulars**	**Quantity**	**Unit Rate** **Rs. Ps.**
Diary 2027	**Size** : 14x21 cm (A5) Pages 24 colour pages, 200 note pages & 4 information pages in single colour (approximate)	4000 Nos	
	Cover : Hard case with high quality PVC material, Foil Printing.		
	Inside matter Designing & Printing : a. 24 colour pages b. 4 pages Single Colour Printing c. 200 note pages in single colour		
	Paper : 100 gsm Art for Colour pages 70 gsm Natural Shade for single colour **Page Marker** : Yes (Optional)		
	Packing : The diaries shall be packed in sturdy, moisture-resistant cartons, each securely sealed and clearly labeled with quantity, item description and supplier details. PAcking must ensure protection against transit damage and facilitate safe handling and storage.		

NOTE:- *The rates are inclusive of GST, Packing charges, loading and freight upto destinattion, Insurance and other incidental expenses and delivery at KERAFED Head Office, Kera Tower, Water Works Compound, Vikas Bhavan.P.O, Vellayambalam, Thiruvananthapuram-695 033. (Tender should clearly mention the GST Rate). KERAFED GST No.32AAMAK9631N1Z3.*