

TENDER FORM

TENDER SPECIFICATION NO.D/513/2018 DATED: 21/12/2021

To,

The Seretary

Kerala Lalithakala Academy

Thrissur-680020

Ph:0487-2333773

Sir,

We have gone through the above tender specification together with general terms and conditions therein.

1. We hereby offer to print the book (**Insight art Outlook: Essays on the contemporary Art of Kerala**) in all respects as per the specification and general conditions at the rates offered in the attached schedule of rate (Annexure-III) of the tender.
2. We hereby undertake to complete the job within the time specification in the tender
3. We certify that we have purchased a copy of tender document/submitted the cost of tender paper along with the tender.

The particular of payment towards purchase of tender paper is 0.2% of the estimate cost(nearest multiple of Rs/100,subject to minimum of Rs/-400) with 18% GST with the cost of the tender paper.

(i)Cash/Crossed Demand Draft No.....dated.....drawn in favour of Secretary ,Kerala Lalithakala Akademi payable at Thrissur.

(ii)Kerala Lalithakala Akademi money receipt No.....Dated.....

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL**

TECHNICAL SPECIFICATION
INSIGHT ART OUTLOOK

| <u>Sl.No.</u> | <u>PARTICULARS</u> | <u>PARAMETERS</u> |
|----------------------|---------------------------|--|
| 1. | TOTAL NUMBER OF PAGES : | 304 pages+ Cover +End paper multi colour |
| 2. | SIZE OF PAGES | : 16.5*24 cms |
| 3. | QUANTITY | : 1000 nos |
| 4. | PAPER | : Inner Page Multi colour 170 GSM Matt Art Paper. |
| 5. | Binding | : 170 gsm Art Paper with Matt Lamination and Case binding Jacket single side M/colour printing with glossy Lamination |

We are agreed to print the book (**Insight art Outlook: Essays on the contemporary Art of Kerala**) as per the above specification. We are also submitting herewith the sample copy of papers to be used in the printing for Cover Board, Cover Pages & other pages.

Date:

Signature of the authorised Person
(seal of the firm)

PRICE BID

Please quote/offer price/rate against each item of work described in the technical bid & finishing segregation of cost of printing, other things if any.

| <u>Sl.No.</u> | <u>Particulars</u> | <u>Price</u> |
|----------------------|--|---------------------|
| 1. | Text setting | |
| 2. | Inner processing and printing (Other pages) | |
| 3. | Cost of Inner other paper | |
| 4. | Cost of Inner multi colour processing & printing | |
| 5. | Art paper | |
| 6. | Cover processing,printing & lamination | |
| 7. | Cover Board With Jacket cost | |
| 8. | Binding Charges | |
| 9. | Others, If any | |
| 10. | GST & Cess ,if any | |

Grant Total Cost

(In figure & in words) :

Annexure - I**A. Document submitted**

| | YES | NO | REMARKS |
|--|-----|----|---------|
| Proof of experience of 3 years submitted | | | |
| Attested copy of Income Tax PAN Card submitted (Please indicate PAN No.) | | | |
| Attested copy of GST registration certificate submitted (reg. No.) | | | |
| Agreed to all the clauses of this Specification | | | |
| EMD Amount (Details to be given) submitted Draft No.& Date | | | |

B**APPLICATION FORMAT**

| Sl.No | Particulars | Details |
|-------|---|---------|
| 1 | Name of the Printer/Firm | |
| 2 | Address:-Office | |
| 3 | Address Press | |
| 4 | Year Of Establishment | |
| 5 | Infrastructure available (own setup) | |
| (i) | Multi Colour Printing Machine | |
| (ii) | Plate Making Setup | |
| (iii) | Binding Setup | |
| 6 | Own DTP Setup | |
| 7 | Experience in Printing of Journals/Souvenir of size, more than 400 pages each:- (To be in the field for a minimum period of 3 years. Name of the Organisations for which printing works have been executed) | |

Signature Of The Tenderer with name & seal

TENDER DETAILS

Tender No:KLKD/513/18 Dated 21/12/2021 for printing of book.

Sale of Tender Paper : 21/12/2021 to 5/1/2022

Time : 11 am to 5.15 pm

Submission of Tender Paper : 5/01/2021

Date and time for opening tender : 7/01/2022

Address of the office from whom : Secretary
Kerala Lalithakala Akademi
Thrissur-20

Station:

Date:

Declaration

I/We.....agree to supply books specified in the schedule to the tender and as may be decided by the Kerala Lalithakala Akademi within the time period specified in the contract, at our own cost, as per the rates and conditions furnished in the tender. I/We do hereby declare that am not related to any Government ser-
vant who is in charge/having control of this work.

Signature & seal

Tender No.D/513/2018 Dated 21/12/2021

General Terms & Conditions for Printing of book

Sealed competitive tenders are invited by Secretary, Kerala Lalithakala Akademi from reputed Printers/Firms having minimum 3 years of experience in printing of books.

1. SCHEDULE DATES:

Due date and time for sale/submission/opening of tender. The paper can be downloaded from the Kerala Lalithakala Akademi website: www.lalithkala.org. However, tenders are required to submit the cost of tender in the shape of Cash or Bank Draft in favour of Secretary, Kerala Lalithakala Akademi, Payable at Thrissur while submitting the tender documents.

| Description | Date | Time |
|--------------------------------|------------|---------|
| Sale of the tender paper from | 21/12/2021 | 11AM |
| Submission of the tender paper | 5/01/2022 | 5.15 PM |
| Opening of the tender paper | 7/01/2022 | 3 PM |

2. The Tender should be sealed and super scribed on the cover as "Tender for Printing of Book to be opened on 7/01/2022 at 3 PM in the presence of tenderers or their authorized representatives, if they so desires.

3. (a) Tender should be submitted in person or by Registered post.
(b) Fax or telegraphic tender will not be accepted.
(c) Conditional Tenders will not be accepted.
(d) Kerala Lalithakala Akademi takes no responsibility for any loss/delay/non-receipt of application/tender, sent by post or by any other arrangement.

4. EMD:

The tenders are to deposit an amount of EMD equal to 1% of the total cost of tender (minimum Rs/1500) in shape of Cash or Bank Draft drawn in the favour of Kerala Lalithakala Akademi Thrissur, towards the EMD along with the tender. The EMD of the unsuccessful tenderer will be returned after finalization of the tender. The EMD of the

successful tenderer will be forfeited if the tenderer fails to execute the order. The EMD with the Kerala Lalithakala Akademi will not carry any interest.

5. Validity:

The tender should be valid at least for a period of 15 days from the date of opening of tender (Part II) or else tender will be rejected.

6. Document supporting experience:

The tenderers shall furnish the following documents indicating name of the institution especially Govt. organizations where they have executed similar work in support of their experience should not be less than 3 years . Apart from this, the following “Authenticated documents should be submitted along with tender

- I. Proof of successfully executing similar works continuously in the last 3 years for Govt. Organizations.
- II. Attested copy of Income Tax PAN Card.
- III. Attested copy of Sales Tax Registration Certificate.

Apart from this, the tenderer has to submit the form in Annexure - I & II (Technical Bid) & Annexure – III (Price bid) after duly filled in along with sample copy of papers to be used for printing in the technical bid.

- 7. Price:** The tenderer shall furnish unit rates for each item of printing . Sales Tax/GST applicable on each item, may be quoted separately, if any . The rate of sales tax/GST should be indicated in the quotation pertaining to each item . The price quoted shall remain firm.

8. Submission of the offer:

The rate should be quoted strictly as per the Performa in Annexure –III . Quoting in any other performa or else where, will not be entertained.

- 9. Printing & Delivery of the Tariff Order** : (i) The material to be printed may be obtained from the Secretary, Kerala Lalithakala Akademi in the form of a hard copy along with the Soft copy after receipt of work order.

(ii) After getting approval, the final proof printing of book may be done within 7 days of receipt of approved materials.

(iii) The work will be completed within 15 days time from the date of issue of order. The Tariff Orders have to be supplied to this office after completion of printing as per the specification within the specified time.

10. In case of failure by the printer to fulfil his contractual obligations, the Kerala Lalithakla Akademi reserves the right to cancel the work order

11. Right to acceptance or rejection of Tenders :

Kerala Lalithakala Akademi reserves the right to accept or reject any or all tenders (either wholly or partly) without assigning any reason thereof .

12. Payment of Bills :

Bills shall be submitted to the undersigned in duplicate for pass and payment . Payment will be released only after successful supply of books as per the tender specification & in full quantity of the order and after verification of the materials. No part payment will be made. Any defect found shall be rectified/replaced by the supplier at their own cost . The Secretary, Kerala Lalithakala Akademi is the Paying Officer. Tax, if any, shall be deducted at source as per the provision of the Income Tax Dept. , Govt. of India.

13. All the pages of the tender documents should be signed & stamped (office seal) by the tenderer along with the corrections if any and all the supporting documents must be signed by the tenderer before submission.

14. Arbitration:

In the event of any dispute/confusion/clarification arising out of this contract, the same shall be referred to the Secretary , Kerala Lalithakala Akademi, Thrissur or any arbitrator appointed by them.

15. Jurisdiction of Court :

Suits if any , arising out of the contract shall be filed by either party in a court of law to which the jurisdiction of Hon'ble Court of Kerala extends.

16. Each page of the tender documents should be signed by the tenderer.

17. Tenders are subjected to post tender negotiations.

Secretary

Kerala Lalithakala Akademi

AGREEMENT

Agreement executed on this theday of2020 between M/s. (herein after called the bounden) and the Secretary (hereinafter called the Kerala Lalithakala Akademi) for printing and supply of the required publication with the specification.

WHEREAS the bounden has tendered for the printing and supply of the “**Insight art Outlook: Essays on the contemporary Art of Kerala**” book for the use of Kerala Lalithakala Akademi as per tender notification NO. KLKD/518/2018 DATE 21/12/2021 published at various dailies Dated 21/12/2021 which tender notification shall form part of this Agreement as if incorporated herein.

“ AND WHEREAS the Kerala Lalithakala Akademi has been pleased to accept the offer subject to the condition stipulated in the work order No.KLKD/518/2018 dated (Which shall form part of this agreement as if incorporated herein) in respect of the printing of book mentioned herein.”

AND WHEREAS the bounden has, as security for the due fulfilment of his obligation under his deed deposit Rs./- being five percent of the estimated value of the contract rupee as per T.R.5 No.....(book no.....) Dated.....

NOW THESE PRESENT WITNESS AS FOLLOWS

01. The bounden agrees to undertake to printing of book (**Insight art Outlook: Essays on the contemporary Art of Kerala**) as per the requirement as agreed to in their and letter dated at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight, GST,TDS etc.
02. The printing of book (**Insight art Outlook: Essays on the contemporary Art of Kerala**) Which are not in conformity with the requirements/ specifications are liable to be rejected.
03. The Bounden shall execute the Work orders placed by the concerned Officer with great promptness and satisfaction to the Kerala Lalithakala Akademi. In case the bounden fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretary.
04. All payment to the bounden for printing affected satisfactorily will be made after scrutiny of his bill.
05. The security deposit paid by bounden for due and faithful performance of the contract by the bounden of all and several covenants herein contained of his part to be observed with full power. Secretary on behalf of Kerala Lalithakala Akademi to appropriate the said sum to any damage, penalties and other sums which the boounden may be required to pay in case the bounden fails to perform / fulfil or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
06. The performance security deposit shall be released without any interest after two months after successful completion of the work at the end of the contract periode including the extended period, of any.
07. That all disputes arising out of this contract the same shall be referred to the Secretary, Kerala Lalithakala Akademi, Thrissur or any arbitrator appointed by him.
08. The Security Deposit is to be forfeited to the Kerala Lalithakala Akademi without any prejudice to any other rights and remedies of Kerala Lalithakala Akademi in case the bounden fails to undertake the contract work , as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period , if any.

09. That the tender schedule and terms & conditions shall also form part of the agreement.

10. That the Bounden acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

IN WITNESS WHERE OF the Sri..... (.....)
and Sri.P.V.Balan (Secretary, Kerala Lalithakala Akademi) for and on behalf of the Kerala
Lalithakala Akadekmi have hereunto set their hands.

Signed sealed and delivered by Sri. (.....)

In the Presence of witness

(1)

(2)

Signed sealed and delivered by Sri.P.V. Balan

(Secretary, Kerala Lalithakala Akademi, Chembukkavu, Thrissur)

In the presence of witness

(1)

(2)