

കേരള സർക്കാർ
അച്ചടി വകുപ്പ്

കുടുംബശ്രീ പദ്ധതി

കുടുംബശ്രീ നമ്പർ: 24/2024-25

തീയതി : 14.11.2024

സർക്കാർ അച്ചടക്കങ്ങളിലെ ആവശ്യത്തിലേയ്ക്കായി **Canon NPG 53 Toner** വിതരണം ചെയ്യുന്നതിന് കുടുംബശ്രീകൾ ക്ഷണിച്ചു കൊള്ളുന്നു. കുടുംബശ്രീകൾ 30/11/2024 ഉച്ചയ്ക്ക് 1 മണി വരെ സ്വീകരിക്കുന്നതും അന്നേ ദിവസം 3 മണിക്ക് തുറക്കുന്നതുമാണ്. കുടുംബശ്രീകൾ അയയ്ക്കുന്ന കവറിനു മുകളിൽ "**കുടുംബശ്രീ നമ്പർ 24/2024-25 Canon NPG 53 Toner വിതരണം സംബന്ധിച്ച്**" എന്ന് ഉപലേഖനം ചെയ്തിരിക്കണം. താമസിച്ച് കിട്ടുന്ന കുടുംബശ്രീകൾ യാതൊരു കാരണവശാലും സ്വീകരിക്കുന്നതല്ല.

കുടുംബശ്രീകൾ ലഭിക്കേണ്ട വിലാസം : ഗവൺമെന്റ് പ്രസ്സുകളുടെ സൂപ്രണ്ട്,
ഗവൺമെന്റ് സെൻട്രൽ പ്രസ്സ്,
തിരുവനന്തപുരം.


ഗവൺമെന്റ് പ്രസ്സുകളുടെ സൂപ്രണ്ട്

അച്ചടി വകുപ്പ് ഡയറക്ടറുടെ ഓഫീസ്,
ഗവൺമെന്റ് സെൻട്രൽ പ്രസ്സ്,
തിരുവനന്തപുരം.

Sealed quotations are invited for the supply of the materials specified in the schedule attached below/over leaf. The rates quoted should be for delivery of the articles at the places mentioned below the schedule. The necessary superscription, the due date for the receipt of quotations the date up to which the rates will have to remain firm for acceptance and the name and address of Officer to whom the quotation is to be sent are noted below. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned.

The acceptance of the quotations will be subject to the following conditions:-

1. Acceptance of the quotations constitutes a concluded contract. Nevertheless. The successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfilment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time according to specifications will entail cancellation of the order and purchases being made at the offerer's expense from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserve also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.
3. Samples duly listed should be forwarded wherever possible under separate cover and the un-approved samples got back as early as possible by the offerers at their own expenses and the Government will in no case be liable for any expense on account of the value of the samples or their transport charges etc. In case, the samples are sent by railway, the railway receipt should be sent separately and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by V.P.P. or freight to pay will not be accepted.
4. No representation for enhancement of price once accepted will be considered during the currency of the contract.
5. Any attempt on the part of tenderers or their agents to influence the officers concerned in their favour by personal canvassing will disqualify the tenderers.
6. If any licence or permit is required, tenderers must specify it in their quotation and also state the authority to whom application is to be made.
7. The quotation may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplied included in their quotations as may be allotted to them.
8. (a) In case 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 Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who has offered to supply already and the loss, if any, caused to the Government shall thereby together with such sums as may be fixed by the Government towards damages be recovered from the defaulting tenderer.
(b) 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.

(c) Any sum of money due and payable to the contractor (Including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Government or any other person authorized by Government and set-off against any claim of the Purchasing Officer or Government for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or Government or any other person authorized by Government.

9. The prices quoted should be inclusive of all taxes, duties, cesses etc. which are or may become or rules of the country of origin/supply or delivery during the course of execution of the contract.
10. (a) Ordinarily payments will be made only after the supplied are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of insurance will be made up to 90 per cent of the value of the materials at the discretion of Government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.
(b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.
11. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts
12. Special conditions, if any, printed on the quotation sheets or the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

Superscription: **'Quotation No: 24/2024-25 for the purchase of Canon NPG 53 Toner'**

Due date and time

For receipt of quotations : 30.11.2024 - 1 p.m.

Date and time for

Opening of quotations : 30.11.2024 - 3 p.m.

Date up to which the rates

are to remain firm for acceptance: **31.03.2025**

Designation and address of officer to whom the quotation is to be addressed:

Superintendent of Government Presses, Thiruvananthapuram

Place: Thiruvananthapuram

Dated: 14.11.2024

Superintendent of Govt. Presses

SCHEDULE OF ITEMS

Sl. No.	Name of Item	Specification	Quantity	Unit
1.	NPG 53 Toner	Canon Digital Printer (IRADV OX 8705) Machine	10	Nos.

OTHER CONDITIONS

1. The rate quoted should be inclusive of all taxes and expenses f.o.r. Government Central Press, Thiruvananthapuram-695 001.
2. Samples should accompany the quotation.
3. The item should be supplied within 7 days.
4. The payment will be made only after supply and survey of goods.
5. Bank Account Details should be furnished in the bill

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