

SUPPLY OF DIARIES FOR 2018 – TENDER FORM

Kerala Transport Development Finance Corporation Ltd (KTDFC), level 8 (6th floor), Trans Towers, Vazhuthacaud, Thiruvananthapuram-695014, Ph: 0471-2326883, a Government of Kerala Undertaking, desires to purchase Diaries for the Year 2018. The terms, conditions and specifications are given below.

Specifications:

1. Number of Executive Diaries to be supplied : **1500** (One thousand and Five Hundred only)
2. Size : 24cm (L) X 18 cm (W), one day per page (Saturday & Sunday clubbed), with usual preliminary pages
3. Front cover should be embossed with year in multi colour.
4. Quality of inner paper : 70 GSM NS Maplitho.
5. Hard bound Cover page – 1.5 mm thickness.
6. Bible binding.
7. Velvet paper marker.

Other Terms & Conditions:

1. Last date and time for submission of tender: **On or before 1 pm on 18.12.2017**
2. Date of opening of tenders : **3 pm on 18.12.2017 at the Head Office of KTDFC.**
3. Date of delivery : Within 07 days from the date of issue of work order.

4. Payment: Within in 7 days after successfully completing the delivery.
5. Earnest Money Deposit : Rs. 5,000/- (By way of cash / DD favouring KTDFC Ltd). There is no application fee.
6. Duly filled tender form with the quote and original cash receipt evidencing the remittance of EMD by cash in KTDFC / original DD favouring KTDFC in a sealed envelope with the superscription " Tender for Supply of diaries – 2018" shall reach KTDFC in the address above mentioned on or before the stipulated time period, either by hand or Courier/post. KTDFC shall not be responsible for any delay in the matter occurred for any reason whatsoever.
7. The EMD of unsuccessful tenderers will be returned to the concerned tenderers within one week, except that of the second highest offered tenderer, which will be returned after the completion of contract. The EMD of the successful tenderer will be adjusted towards Security Deposit and the same will be released after the successful delivery of the diaries. If the selected tenderer withdraws from the offer or fails to deliver the diaries to the satisfaction of KTDFC, its/his/her EMD/Security Deposit shall be forfeited.
- 8. The tenderers shall submit a sample diary along with the tender form.**
9. The successful tenderer shall deliver the agreed number of diaries complying the stipulated specifications at the Head Office of KTDFC at their own cost and expenses, within the stipulated time period.
10. The amount quoted shall be inclusive of all taxes, whether or not the responsibility for the payment of the same is bestowed upon KTDFC or the tenderer.

The lowest rate for the diary (inclusive of all taxes) shall be quoted below with signature of authorised signatory, address and phone number:

Rate for One Diary	:
Name of the firm/individual	:
Phone No	:
Details of EMD	:
PAN	:

Signature with date :

Name & Address :