

THE HIGH COURT OF KERALA

No. S4-79698/2017

Kochi : 682031

Dated : 07.11.2017

TENDER NOTICE

Limited tenders are invited for the supply of - *New Year Greetings Cards for the use of the Honourable Chief Justice the Honourable Judges and the Registrars of the High Court for the year 2018* as per specifications of the sample in the schedule (Annexure A).

1. The tender should be addressed to the Registrar (Administration), High Court of Kerala, Ernakulam in sealed cover with superscription as " S4-79698/2017 dated.07.11.2017, Tender for the supply of New Year Greetings Cards ". The last date for the receipt of the tender is 14.11.2017 at 2.30 PM and tender will be opened on the same day at 3.00 PM in the office of the Registrar (Administration), High Court in the presence of such tenderers or their representatives who may be present at the time of opening. Late tenders will not be accepted on any account. If the date fixed for opening of the tender happens to be a Holiday, the same shall be opened on the very next working day at the same time and place.

2. Tenderer should submit tender in their letter head / commercial letter paper also showing their experience in the supply of item tendered. The rates quoted should be only in Indian currency. The tenders in any other currency are liable to rejection. The price quoted shall remain firm for a period of 2 months from the date of opening of the tender. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

3 (a) Every tenderer who has not registered his name with the State Government (Stores Purchase Department), should send along with his tender, ***an earnest money of one per cent of the total cost of the articles tendered for (rounded to the nearest rupee) subject to a minimum of ₹ 1,500/-***, if the amount calculated at one per cent of the value of the articles tendered for falls below ₹ 1,500/- The amount may be paid either by remittance into any Government Treasury in chalans in duplicate, duly countersigned by the officer mentioned below or by Demand Drafts (crossed) on the local branch of State Bank of Travancore/State Bank of India drawn in favour of the officer mentioned below. In the case of remittance into the treasury, chalan receipt should be forwarded along with the tender. Cheques will not be accepted. The earnest money of the unsuccessful tenderers will be returned within a period of one month after the tenders are settled; but that of the successful tenderers will be adjusted towards the security that will have to be deposited for the satisfactory fulfilment of the contract. "If the Earnest Money Deposit of the successful tenderer is not refunded within three months of finalisation of the contract interest at the rate of interest paid for S.B. accounts by nationalised banks will be paid on the Earnest Money Deposit".

(b) Tenderers whose names are registered with Government (Stores Purchase Department) are generally exempted from furnishing earnest money for such articles for which they have registered their names. If they tender for stores other than those for which they have registered their names, they will have to furnish earnest money as in the case of unregistered firms. Registered firms will have to quote invariably in every tender they submit the registration number assigned to them by the Stores Purchase Department.

(c) (i) Micro, Small & Medium Enterprises and Cottage Industries and Industrial Co-operatives within the State which are certified as such by the Director of Industries and Commerce or by the Regional Joint Directors of Industries and Commerce will be exempted from furnishing earnest money deposits in support of tenders submitted by them to Government Departments. The Khadi and Village Industries Co-operative Societies and the institutions registered under the Literary, Scientific and Charitable Societies Act and financed by the Kerala Khadi and Village Industries Board within that State which are certified as such by the Secretary, Kerala Khadi and Village Industries Board will be exempted from furnishing earnest money deposits in support of tenders submitted by them to Government Departments. Government Institutions/State Public Sector Industries which manufacture and supply stores will also be exempted from furnishing earnest money for tenders submitted by them.

(ii) Micro and Small Enterprises and Industrial Co-operatives within the State which have been registered as such with the Industries Department (Department under the control of the Director of Industries and Commerce) on furnishing proof of such registration will be exempted from furnishing security deposit against contracts for supply of stores manufactured by them provided that an officer of and above the rank of Deputy Director of Industries and Commerce having jurisdiction over the area also certifies to the soundness and reliability of the concerns to undertake the contracts. The Khadi and Village Industries Co-operative Societies within the State which have been registered as such with the Kerala Khadi and Village Industries Board and the institutions registered under the literary, Scientific and Charitable Societies Act and which are financed by the Board within the State on furnishing proof of such registration will be exempted from furnishing security deposits against contracts for supply of stores manufactured by them provided that the Secretary, Kerala Khadi and Village Industries Board also certifies to the soundness and reliability of the concerns to undertake the contracts. Government Institutions or any Institutions listed in Appendix XVI which supplies stores, and Government of India undertaking will also be exempted from furnishing security in respect of contracts for supply of stores.

(d) In the matter of purchase of Stores by the State Government Departments, Small Scale industrial Units sponsored by the National Small Scale Industries Corporation Limited, New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of Earnest Money Deposits and Security Deposits.

4. 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 Government or such action taken against him as High Court think fit.

5. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for the supply of articles tendered for.

6.(a) The tenderer shall clearly specify whether the articles offered bear Indian Standards Institution Certification Mark or not. In such cases, they shall produce copies of certification mark along with their tender in support of it.

(b) Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a licence. The High Court reserves the right to reject offers for import of goods if the

Import Trade Control Policy in force at the time of award of the contract prohibits or restricts such imports.

7. The final acceptance of the tenders rests entirely with the High Court 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 tenders as may be allotted to them.

8. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 9 below.

9.(a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5 per cent of the value of the contract as security for the satisfactory fulfilment of the contract less the amount of money deposited by him along with his tender. The amount of security may be deposited in the manner prescribed in clause 3 supra or in Fixed Deposit Receipts of State Bank of Travancore/State Bank of India endorsed in favour of the above officer. Letters of guarantee in the prescribed form for the amount of security from an approved Bank will also be considered enough at the discretion of Government. 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 Government and contract arranged elsewhere at the defaulter's risk and any loss incurred by Government 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 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 had 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.

(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.

(d) If the contractor fails to deliver all or any of the stores or perform the service within the time/period(s) specified in the contract the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% or 1% of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, upto a maximum deduction of 10% of the contract prices of the delayed stores or services. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the contractor.

10. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the contract, but in the event of any dispute arising between the Department concerned and the contractor, the Department shall be entitled to deduct out of deposits of the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from High Court to the contractor. In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period. If the Security Deposit is not released even after the completion of one year, from the date of expiry of the period of contract provided there are no complaints against the contractor. interest at the rate of interest paid for S.B. accounts by nationalized banks will be paid on the Security Deposit”.

(a) “If the Earnest Money Deposit/Security Deposit is not released within the period specified for no fault of the Contractor, the loss incurred to Government shall be made good from the Officer responsible for the belated release of the Earnest Money Deposit/Security Deposit.”

11 .(a) All payments to the contractors will be made by the Purchasing Officer in due course:-

- (i) either by Departmental cheques payable at the Kerala Government Treasuries,
or
- (ii) by cheques or drafts on the Reserve Bank of India, State Bank of India and State Bank of Travancore (at any of their Principal Branches in India).
- (iii) in the case of supplies from abroad by drafts as may be arranged between the contracting parties

12. 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.

13. The contractor shall not assign or make over the contract on 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 purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (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 rescission. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

14.(a) In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for the High Court (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the High Court by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the High Court shall have incurred, sustained or been put to any costs, damages or expenses by reasons of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss,

costs, damages, expenses or other money shall then or any time during the continuance of this contract be payable by the contractor to the High Court under and by virtue of this contract, it shall be lawful for the High Court from and out of any moneys for the time being payable or owing to the contractor from the High Court under or by virtue of this contract or otherwise to pay and reimburse to the High Court all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss, costs, damages, expenses, and other moneys as shall for the time being be payable by the contractor aforesaid.

(b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.

15. 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 High Court or any other person authorised by the High Court and set off against any claim of the Purchasing Officer or High Court 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 High Court or any other person authorised by High Court. Any sum of money due and payable to the successful tenderer or contractor from High Court shall be adjusted against any sum of money due to High Court from him under any other contracts.

16. Every notice hereby required or authorised to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the contractor by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place abode or business.

17. The tenderer shall undertake to supply materials according to the standard sample and/or specifications.

18. (a) No representation for enhancement of rates once accepted will be considered. However, in exceptional cases if the High Court is convinced of any compelling need for enhancement of rate, it may do so.

(b) In the case of imported goods, when the price accepted is the ex-site price quoted by the tenderer, the benefit of any reduction in the c.i.f. price should accrue to the purchasing department of Government.

19. Any attempt on the part of the tenderers or their agents to influence the Department/Stores Purchase Department in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.

20. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.

21. Samples should be forwarded if called for and unapproved samples got back by the tenderers at their own cost. Samples sent by V.P.Post or 'freight to pay' will not be accepted. The approved samples may or may not be returned at the discretion of the undersigned. Sample sent by post, railway or plane should be so despatched as to reach the Purchasing Officer not later than the date on which the tenders are due. In the case of samples sent by railway the receipt should be sent separately and not along with the tender since the tender will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Government will not be responsible if any sample is found missing at any time due to the non-observance of the provisions of this clause. Tenderers whose samples are received late will not be considered. Samples should be forwarded under separate cover duly listed and the corresponding number of the item in the tender schedule should also be noted in the list of samples. Tenders for the supply of materials are liable to be rejected unless samples, if called for, of the materials tendered for are forwarded.

22.(a) The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

(b) In case payment of customs/excise duty is to be made by the Purchasing Officer, the Purchasing Officer will pay the duty on the "unloaded invoice price" only in the first instance, any difference being paid when the tenderer produces, the final assessment orders later.

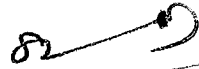
23. The tenderer will invariably furnish the following certificate with their bills for payment:-

"Certified that the goods on which tax has been charged have not been exempted under the Central Act or the State Tax Act relating to sales or the Rules made thereunder and the charges on account of tax on these goods are correct under the provisions of the relevant Act or the rules made thereunder. Certified further that we (or our Branch or Agent) (Address).....are registered as dealers in the State of.....under Registration No.
.....for purposes of tax".

24. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

25. The tenderer should send along with this tender an agreement executed and signed in Kerala Stamp Paper of value ₹ 200/- purchased in the Kerala State. A specimen form of agreement is given as Annexure B to this tender. **Tenders without the agreement in stamped paper will be rejected outright.** But in deserving cases where agreement has not been received, the purchasing officer may exercise his discretion and call upon such tenderer to execute the agreement within a period of ten days from the date of issue of such intimation, if the purchasing officer is satisfied that the omission to forward the agreement along with the tender was due to causes beyond the control of the tenderer and was not due to any negligence on his part. Agreement received from a tenderer after the above time limit will not be considered.

26. The general conditions/ rules in K.F.C and Stores Purchase Manual and the orders issued by the Government will be applicable to this tender .



A. Shajahan
Registrar (Administration)

AK

P.T.O

ANNEXURE - A

SCHEDULE OF MATERIALS

Purpose : Supply of - New Year Greetings Cards for the use of the Honourable Chief Justice, the Honourable Judges and the Registrars of the High Court for the year 2018

Specimen sample of the card attached herewith

ANNEXURE - B

AGREEMENT

Articles of agreement executed on this the day of
.....between Sri. A.Shajahan , Registrar (Administration), High
Court of Kerala (hereinafter referred to as the High Court) of the one part and
Sri.....
.....(H.E.name and address of the tenderer) (hereinafter referred to as " the
bounden") of the other part.

WHEREAS in response to the Notification No.....dated the bounden
has submitted to the High Court, a tender for the supply of articles specified therein
subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the High Court a sum of ₹ .
..... as earnest money for execution of an agreement undertaking the due
fulfillment of the contract in case his tender is accepted by the High Court.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:-

1.In case the tender submitted by the bounden is accepted by the High Court and the
contract for the for the supplyspecified in the
tender therein awarded to the bounden, the bounden shall within 15 days of acceptance
of his tender execute an agreement with the High Court incorporating all the terms and
conditions under which the High Court accepts his tender.

2 .In case the bounden fails to execute the agreement as aforesaid incorporating the
terms and conditions governing the contract, the High Court shall have power and
authority to recover from the bounden any loss or damage caused to the High Court by
such breach as may be determined by the High Court by appropriating the earnest
money deposited by the bounden and if the earnest money is found to be inadequate,
the deficit amount may be recovered from the bounden and his properties movable and
immovable in the manner hereinafter contained.

3.All sums found due to the High Court under or by virtue of this agreement shall be
recoverable from the bounden and his properties movable and immovable under the
provisions of the Revenue Recovery Act for the time being in force as though such
sums are arrears of land revenue and in such other manner as the High Court may deem
fit.

In witness whereof Sri.A.Shajahan, Registrar (Administration), for and on behalf of the
High Court of Kerala and Sri....., the Bounden have hereunto set
their hands the day and year shown against their respective signatures.

Signed by Sri(name of the tenderer).....
(date).....

In the presence of witnesses:

- 1.
- 2.

Signed by Sri. A.Shajahan, Registrar (Administration), High Court of Kerala

In the presence of witnesses:

- 1.
- 2.