



GOVERNMENT OF KERALA

SHORT TENDER NOTICE

No. IW-A3/7/2018-FIN

Finance (IT Systems) Department

Dated: 19.05.2018

Sealed Tenders are invited for the onsite supply of the following stores:

- 1. Pen camera- 9**
- 2. A3 scanner cum printer- 1**
- 3. High speed multi page document scanner- 1**

The envelopes containing the Tender should bear the superscription -

"Tender for the supply of pen cameras and scanners" and should be addressed to (The Principal Secretary, Finance Department, Government Secretariat, Thiruvananthapuram).

Last date for receipt of tenders is **at 3.00 pm on 04.06.2018**. Late tenders will not be accepted.

The tenders will be opened **at 4.00 pm on 04.06.2018** in the presence of such of the tenderers or their authorized representatives who may be present at that time. The maximum period required for delivery of the articles should also be mentioned.

Details of the requirements and the conditions governing their supply can be obtained free on request from Finance (IT Systems) Department, Government Secretariat till **04.06.2018, 11.30 am**.

Intending tenderers may obtain the requisite tender forms from the Principal Secretary (Finance), Finance Department, Government Secretariat, Thiruvananthapuram on which the tenders should be submitted. Application for the tender form should be accompanied by cash remittance of **Rs. 400+ 12% GST** for original copy which is the price fixed for a form/set of forms and which is not refundable under any circumstances. The tender forms are not transferable. Cheques, postage stamps etc. will not be accepted towards the cost of forms, nor will the forms sent via VPP. Duplicate tender forms, if requested will be issued at Rs.200 + 12% GST per copy.

Application for the tender should send along with their tender an EMD equal to **Rs.1, 250/-** in the form of DD drawn in favor of the Principal Secretary, Finance Department, Government Secretariat, Thiruvananthapuram. If Government have exempted any firm from furnishing the EMD, they should produce relevant documents along with tender.

The successful bidder will have to produce a security deposit equal Rs.5% of the quoted value -in any of the following forms,

- (i) By Cash
- (ii) Demand Draft from Nationalized Banks
- (iii) Bank Guarantee from Scheduled Banks in India
- (iv) Government Promissory Notes
- (v) Stock Certificates of the Central or State Governments.
- (vi) National Savings Certificates, Government of India 12 years National Plan Savings Certificates and 10 year Treasury Savings Certificate
- (vii) Treasury Savings Bank Deposits
- (viii) Post Office Savings Bank Deposits
- (ix) Post Office Cash Certificates
- (x) Deposit receipts of recognized bank and co-operative societies approved by Government for the purpose.

Tender forms can be collected from the Finance (Accounts-B) Department, Government Secretariat, Ph.2518112 on all working days from 18.05.2018. Sale of tender form will be closed at 4.00 pm 04.06.2018. The cost of tender forms should be paid in cash.

Place: Thiruvananthapuram

Date: **19.05.2018**

MINI V.R
Joint Secretary

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 license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.
7. The tender may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.
8. (a) In cases where a successful tenderer, after having made partial supplies fails to fulfill 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.
(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 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.
10. (a) Ordinarily payments will be made only after the supplies 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 tender sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

Sd/-
MINI V.R
Joint Secretary

Place: Thiruvananthapuram
Date: **19.05.2018**