

KERALA PUBLIC SERVICE COMMISSION

No : ES(2)3360/99/EW/D
Tender No - 01 / 2013

Thiruvananthapuram,
Date : 29/11/2013

TENDER NOTICE

Sealed Tenders are invited for the supply of high quality cloth lined covers in the prescribed format and size with printed details. Tenders are addressed to the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram – 695004 will be received till 3 pm on 02 /01/ 2014 and will be opened at 3.30 pm on 02 /01/ 2014 in the presence of the tenderers or their representatives who may be present at that time. Late tenders will not be accepted.

Applications for tender forms is acceptable in cash, by DD or MO in favour of the Secretary, Kerala Public Service Commission. Tender forms are available for a sum of Rs 3328/- (Rs 3200 + 4% VAT) which is the price fixed for a tender form and is not refundable at any circumstances. The duplicate tender forms, if required, will be issued at Rs 1664/- (Rs 1600 + 4% VAT). Those who want tender forms by post should forward the cost of tender forms including VAT by money order accompanied by a self addressed properly stamped envelope. The sale of tender forms will be closed at 3.00 pm on 02 / 01/ 2014. Cheques, Postal Orders will not be accepted towards the cost of the Tender Forms. Tender forms will not be sent by V.P.P. The tender forms are not transferable.

SPECIFICATION OF CONFIDENTIAL COVERS

Type I(Part A). Length – 22cm, Breadth – 13.2 cm, Bellow – 6.3 cm, Outside Flap – 10.5 cm.

Total number of covers required – 40000 (Forty Thousand).

Type II(Part B).Length - 22cm,Breadth- 17 cm, Bellow – 6.3 cm, Outside Flap– 10.5 cm.

Total number of covers required – 40000 (Forty Thousand).

Type III. Length – 32cm, Breadth – 23 cm, Bellow – 9.8 cm, Outside Flap – 15 cm, Inside Flap – 11 cm.

Total number of covers required – 30000 (Thirty Thousand).

Type IV. Length – 32cm, Breadth – 22.5 cm, Bellow – 7.5 cm, Outside Flap – 11.5 cm, Inside Flap – 10.5 cm.

Total number of covers required – 20000 (Twenty Thousand).

Type V(IC/ID Proof). Length – 22cm, Breadth – 13.2 cm, Bellow – 7.3 cm, Outside Flap – 9.5 cm

Total number of covers required – 60000 (Sixty Thousand).

Type VI. Length – 30cm, Breadth – 22 cm, Bellow – 15 cm, Outside Flap – 19 cm, Inside flap – 19 cm.

Total number of covers required – 5000 (Five Thousand).

Type VII. Length – 44cm, Breadth – 30 cm, Bellow – 7.5 cm, Outside Flap – 18 cm, Inside Flap – 16 cm.

Total number of covers required – 60000 (Sixty Thousand).

The flap at the lower part of the prescribed covers must be closed and the flap at the upper part must be opened. The details of examination is to be printed on the covers of Type I to Type VI (Annexure – I). The directions regarding the opening of question paper packets is to be printed on Type VII cover (Annexure II). The amount quoted in the tender must include all taxes and other expenses to deliver those covers in the Head Office of Kerala Public Service Commission. The rate of single cover and the cost of total covers must be mentioned separately. The specimen of the covers to be delivered must be presented along with the tender.

The sealed covers should be superscribed 'Tender for the distribution of clothlined covers'. The validity of the rates quoted in the tender is one year from the date in which the tender is accepted. The agreement which is mentioned in the sixth page of the tender form executed in a stamp paper for Rs 100/ and EMD of Rs 21,000/- (Twenty one thousand), which is 1% of the estimated amount must be submitted by demand draft in favour of the Secretary, Kerala Public Service Commission, Pattom Palace, PO, Thiruvananthapuram' alongwith the tender form. The institutions, which are exempted from submitting EMD/Security Deposit must produce the attested copy of the renewed registration certificate issued by the store purchase department. All government conditions regarding tenders are applicable to this tender.

The institution that enter into the agreement must maintain the quality of covers that are to be delivered throughout the period of agreement. The cloth lined/

confidential covers in prescribed condition must be supplied at the Head Office of the

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Kerala Public Service Commission. The Secretary of the Kerala Public Service Commission has the power to cancel or reject the tender without any reason and at any time.

The institutions can apply for tender forms through their official/commercial letter pads.

TENDER SCHEDULE

1. Subscription : Tender for supply of Clothlined Covers.
2. Duration of tender : One year from the date on which tender is accepted.
3. Last date of sale of tender : 02 /01/ 2014, 2.00 pm.
4. Last date of receipt of tender : 02 /01/ 2014, 3.00 pm.
5. Date and time of opening the tender : 02 /01/ 2014, 3.30 pm.
6. Price of tender form
 - 1) Original : 3200 + 4% VAT.
 - 2) Price of Duplicate tender form : 1600+ 4% VAT.
7. EMD : Rs 21,000/- (Rupees Twenty One Thousand only)
8. Estimate amount : Rs 21,00,000/- (Rupees Twenty One lakhs only)

Note: If the last date prescribed for tender is declared later as holiday, the next working day will be selected.

Address to which sealed tender to be sent

The Secretary,
Kerala Public Service Commission,
Pattom Place (PO),
Thiruvananthapuram - 695004

Secretary,
Kerala Public Service Commission