

Kerala Paper Products Limited
(Government of Kerala Undertaking)

NEWSPRINT NAGAR P.O.,
KOTTAYAM (DIST.)
KERALA - 686616. INDIA.
Web :www.keralapaper.in
CIN: U21013KL1983GOI003735

INVITATION TO TENDER

To
M/s.....
.....

21.12.2024

Inquiry No . : KPPL/CP/2453
Tender Due Date : 27.12.2024
Email ID : tenders@kpplonline.in

Dear Sirs,

We invite you to submit your quotation for the following goods by e-mail in PDF format indicating our Inquiry No. and due date to tenders@kpplonline.in, before due date.ie on 27.12.2024 up to 14.30 hrs and bids shall be opened at 15.00 hrs on same day.

Sl No	Description	Unit	Qty
1	HP LASER JET P1108 PRINTER	NO.	1

Terms of Delivery: Free Delivery at our KPPL Store.

Terms of Payment: Within 30 days after receipt subject to acceptance.

Delivery required in case of placement of an Order based on this enquiry: **2 days**.

Your offers should be mailed to tenders@kpplonline.in only. All other offers will not be considered.

Your offer should be specific with following break-up:-

- | | |
|-------------------|--|
| 1. Basis of price | 5. Discount offered % |
| 2. Basic Price | 6. Other charges%(Like P & F, Freight etc) |
| 3. Excise Duty % | 7. Delivery Time: |
| 4. GST | |

Yours faithfully
For Kerala Paper Products Ltd.

AUTHORISED SIGNATORY



CONDITIONS OF TENDER

1. **Price** : It should be quoted item-wise with tax, duties etc. In case packing and forwarding charges are involved the same should be shown separately, if not it will be treated as inclusive. The rates quoted should be in words and figures invariably
 2. **Excise Duty, Cess & GST** (a) : Taxes should be shown separately, wherever applicable
(b) : Rates of taxes should be clearly indicated.
(c) : Excise duty & cess payable should be indicated separately with rates of duty/cess.
(d) : Other taxes should also be shown separately.
(e) : MODVAT is not applicable for our purchase.
- Note** (a): If duty/cess and taxes are not shown specifically it will be assumed that the rates quoted are inclusive of the same for all purpose. However in the event of an order arising out of the offer, break-up of taxes and duties to be shown separately in the invoice.
(b) :In case you are a SSI Unit/ Khadi and village industry, the same may be indicated with registration number and copy of the certificate.
3. **Basis of price** :The price should be quoted indicating either F.O.R Dispatching station or F.O.R Destination basis. If no specific mention is made in your offer, price will be treated as FOR Destination.
 4. **Validity of offer** :The tenders should be valid for a minimum period of 60 days from the due date.
 5. **Delivery period** : A firm delivery date/period should be indicated. Delivery period reckoned shall be treated from the date of release of purchase order.
 6. **Firm price** : In the event of order price shall be firm till complete execution of the order.
 7. **Payment terms** : Our payment term is within 30 days after receipt subject to acceptance of materials. Offers with other payment terms is liable to the rejected/cost loaded.
 8. **Correction and errors** : Quotation should be free corrections and errors.
 9. **Technical details of offer** : Manufacturers name, country of origin and brand/make of the materials offered must be clearly specified. Complete/detailed illustrated, literature must accompany all quotations.
 10. **I.S Marking** : Contracts as a result of this tender enquiry will be only for stores having I.S. marking and in case I.S. marked articles are not available ,stores strictly confirming to IS specification will be preferred.
 11. **Penalty for Delay :** Penalty shall be imposed in the form of Liquidated damages at the rate of 0.5% per week or part thereof of the value of the goods for the delayed period beyond the stipulated delivery date in the order duly accepted by vendor. This recovery will be limited to 10% of value of goods without prejudice to the purchaser's other rights.
 12. **Rights of acceptance or rejection of tender:** KPPL does not bind itself to accept the lowest or any tender or assign any reason for non acceptance. It further reserves the right to accept any tender wholly or in part at its option. It also reserves to itself the right to take 25% more/less of material on any orders placed against this enquiry.
 13. **Acceptance of Full/part quantity** : Tenders should clearly mention whether the prices hold good when full quantity of enquiry is not ordered but only a part of it. Unless otherwise mentioned, it would be assumed that the rates hold good even for lesser quantities.
 14. **Vendors Registration No.** : Please indicate in your quotation the registration No. allotted by us and its validity, if any.
 15. **Non submission of offer:** :In case you are unable to submit the offer against this tender, please send a regret letter to that effect.
 16. **Price Evaluation.** : Price evaluation shall be based on the terms and conditions mentioned in the tender. In case of any deviations in the terms and conditions or in the technical specifications or in any other requirement, the company reserves the right to reject the submitted bids or do the price evaluation based on the impact of deviations in the bids, if any.
 17. **Submission of offer** : The offers should be submitted by e-mail in PDF format indicating our Inquiry No and due date to tenders@kpplonline.in, before due date.