

6. The Tenders should remit an amount Rs. 2,200/- (including 18 % GST) as Tender submission fee.
7. **Supply should be completed within 15-30 days** from the date of receipt of the Supply Order.
8. The rate quoted will be **Valid up to 31-10-2024**. The rate quoted must be written both in figures and words and it must be firm for the supply period.
9. The rate should be quoted according to the Unit shown in tender schedule. the rates and conditions of supply should be clearly stated in respect of each item.
10. The purchaser has the right to purchase any quantity over or below the approximate quantity in the contract, usually 5 % .
11. Sample paper is essential. **Ten Sheets** of sample paper of quoted item should be reached at the undersigned on or before the opening time of tender. Every Tenderer should furnish the qualities of their products such as brightness, cob tensil etc. along with Samples. It is the duty of the tenderer to prove the qualities of their products through a lab report.
12. Samples in cut pieces or in size which are not suitable for conducting lab test will not be tested & accepted. Rate, Tender No., name of the paper mill should be recorded in sample also. The covers containing the samples shall be appropriately superscribed with the tender number and addressed to **The Managing Director/ Secretary, KREWS, Thiruvananthapuram- 695003**. COVERS RECEIVED LATE WILL NOT BE ACCEPTED.
13. No compromise will be allowed on qualities of products. If GSM or other qualities were found less on the supplied items strict penal action, will be taken against the tenderer including non payment of the delivered items.
14. Online tenders/ bids are to be accompanied with a preliminary agreement executed on a Kerala stamp Paper worth 200/- The scanned copy of the preliminary agreement duly signed by the contractor shall be submitted online. Subsequently the original should be submitted in a separate cover through registered post/ Speed Post or Physically to this Office on or before the date and time of the Tender/ bid. Tenders/ bids received online without scanned copy of the preliminary agreement not submitted and the original in a separate cover registered / speed post or physically subsequently will not be considered and shall be summarily rejected
15. Each tenders shall remit **Rs.12,000 /-** as Earnest Money Deposit.
16. Rate quoted should include the **free delivery at Department stores Gramalakshmi Mudralayam, Kanjikode, Palakkad/ Kalliyoor, Tvp. Unloading charges to be met by Gramalakshmi Mudralayam.**
17. All rules and regulations of the Tender/bid shall be in accordance with the Store Purchase Manual of the Govt. of Kerala as far as possible. However the undersigned has every right to accept or reject the tender either in part/Full or to deviate from the Store Purchase rule in the best interest of this institution. **An offer in Hard copy which is not reflected in the BOQ will not be considered at any cost.**
18. The Successful tenderer will have to execute and agreement deed in the prescribed format on Kerala stamp Paper worth **Rs. 200/-** for the due fulfilment of the contract after depositing 5% of the contract value as security Deposit.
19. **The undersigned has every right to amend/cancel the full or part of this Tender Notice.**
20. **All disputes are subject to jurisdiction on courts only at Thiruvananthapuram.**

Secretary