

GENERAL TERMS AND CONDITIONS FOR THE SUPPLY OF BUSINESS ORGANIZERS

E-tenders are invited for the supply of Business Organizer for 2026.

1. Tenders will be opened by authority concerned as per the schedule.
2. The tenderers should **own their printing press and the printing should be done there itself.**
3. Tender document should be uploaded through the website WWW.etenders.kerala.gov.in Terms and conditions can also be downloaded from this website and cost of tender form mentioned should be remitted through online. Tenders received contrary to the above direction are liable to be rejected.
4. Rates should be **exclusive of GST and inclusive of all other expenses and for delivery of the items at our factory at kuttanellur, Thrissur.**
5. Each tenderer must remit an Earnest Money Deposit equal to 1% of total aggregate value offered through online.
6. Every tenderer should produce Address proof along with photo and signature to be attested by Gazetted Officer and Tax registration Certificate issued by the commercial tax department attested by gazetted officer. They have to upload the clientele list as well. The proof of Annual turnover should be uploaded.
7. The acceptance of tenders will be communicated to the tenderers in writing,
8. The Managing Director reserves to himself the right to reject the tender or to accept the tender.
9. The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of this tender shall deposit a sum equivalent to **5 % of the total value as security deposit** which will be refunded on successful completion of the supply.
10. The tenderer should send along with his tender a preliminary agreement in the appended form duly executed and signed in stamp paper worth **Rs.200/-**
11. The Managing Director will be at liberty to terminate the contract without assigning any reason either wholly or in part in one week's notice.
12. Ordinarily payments will be made only after **one month from the date of complete supply**, only after the execution of Agreement and remittance of Security Deposit..
13. The work should be completed within **45 days** from the date of acceptance of tender.
14. If the supplier fails to fulfill his contractual obligation within the time fixed , the liquidated damage of 1 % of contract value per week subject to maximum of 10 %of the total contract value will be charged.
15. The contract shall not be sublet without the permission of the Managing Director.
16. No articles shall be supplied to the corporation except on a requisition in writing signed by Managing Director or such other person authorized by the Managing Director in writing to do so.
17. The tenderer shall undertake to supply the item according to the standard sample and/or specifications.
18. No representation for enhancement of rates once accepted will be considered.

19. All disputes, questions and claims arising out of or touching this agreement shall be subject to the exclusive jurisdiction of the courts at Thrissur only.
20. Traders, Agents, middlemen are not allowed to participate in the tender. The tenderer should own their own Printing Press and the Authorised representatives of the Pharmaceutical corporation (Indian Medicines) Kerala Limited have the liberty to inspect the working premises of the manufacturer before and during the course of printing Business Organizer if their tender is accepted.
21. Annual turnover of the tenderer shall be more than 25 lakhs during any one of the three preceding years (Audited balance sheet, profit and loss account of the last 3 financial years shall be submitted in the designated cover)

SUMMARY OF NOTICE INVITING TENDER

Due Date & Time of Submission of tender	: 18.09.2025, 05.00 p. m.
Date & Time for Opening of tender	: 20.09.2025, 10.00 a. m.
Work completion period	: 45 days from the date of acceptance of tender
Date upto which rates are to be firm	: 30 days from the date of acceptance of the tender
Tender submission fee	: Rs.2360/- including GST
Earnest Money Deposit	: 1% of Total quoted Amount
Address for remittance of EMD	The Managing Director The pharmaceutical corporation (Indian Medicines) Kerala Limited Kuttanellur P. O., Thrissur– 14

Specification For Printing & Supply of Business Organizer 2026

Particulars	Ordinary Business Organizer	Executive Business Organizer
Quantity	20,000 Nos	3,000 Nos
Size	205mm X145 mm-Inner pages 215mm X150 mm-Cover page	245 mm X 180mm-Inner pages 250 mm X 185mm-Cover page
Board and Wrapper	500 GSM Imported Board with Two corner clips and Round spine , Wrapped with 130 GSM Art Paper in Mat finish lamination (as per our design) , pasted with high quality adhesive.	Debossing with quality material with rexin as back cover pasted with high quality adhesive / As per Sample with Purchase Department. The sample can be seen our office on all working days.
Inner paper	70 GSM White Maplitho paper	70 GSM natural shade Maplitho paper
Packing	Each Business Organizer should be supplied in separate paper box or wrap with poly film.	Each Business Organizer should be supplied in separate paper box or wrap with poly film.
Total Pages	300 pages (approximately) [including standard information pages, Date pages and 20 Multicolor pages (10 sheets) in 130 GSM Art paper]	440 pages (approximately) [including standard information pages, Date pages and 20 Multicolor pages (10 sheets) in 130 GSM Art paper]