

**KERALA FOREST DEVELOPMENT
CORPORATION LTD., KOTTAYAM-3**

R- 4112/25

Dt. 12.1.2026

E-TENDER- PRINTING KFDC GUIDE 2026

E-tenders 2026_KFDC_827059 are invited from the companies/firms for printing and supply of minimum of 1500 nos. of KFDC Guide 2026 to Kerala Forest Development Corporation, Kottayam. Last date for the submission of tender is 19.1.2026 at 6.30 pm.

**For more details: www.etenders.kerala.gov.in
www.kfdc.kerala.gov.in**

Sd/-

ASSISTANT GENERAL MANAGER



KERALA FOREST DEVELOPMENT CORPORATION

(A Government of Kerala undertaking)

Regd. Office: "AARANYAKOM, KARAPPUZHA, KOTTAYAM-686003, KERALA, INDIA

Tel: 0481 – 2582640 (MD)E-mail: md_kfdcktm@yahoo.co.in

Web: www.kfdc.kerala.gov.in, UO2001KL1975SGC002660

E-TENDER FOR THE PRINTING AND SUPPLY OF KERALA FOREST DEVELOPMENT CORPORATION GUIDE FOR THE YEAR 2025

No. R-4112/2025

Date: 12.01.2026.

E-Tender Document

Date of Publishing of e-Tender	: 12 .01.2026
Last date for e-tender	: 19 .01.2026, 6.30 PM
Date of Opening of e-Tenders	: 21 .01.2026, 11:00 AM
Cost of Tender Form	: : Rs.1770/- (Incl. of taxes18% GST).
Earnest Money Deposit (EMD)	: Rs.15,000/- (Refundable but non-interest bearing)

Sd/-
ASSISTANT GENERAL MANAGER



KERALA FOREST DEVELOPMENT CORPORATION LTD.KOTTAYAM-3

E-TENDER FOR THE PRINTING AND SUPPLY OF KERALA FOREST DEVELOPMENT CORPORATION GUIDE FOR THE YEAR 2026

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Terms and conditions of E-Tender

01. General Terms and Conditions:

- i. The Assistant General Manager Kerala Forest Development Corporation (KFDC) for and on behalf of Managing Director KFDC, invites e-tender from the experienced printing firms/agencies/institutions for printing 1500Nos. of KFDC guide for the year 2026. Tender document and Tender schedule can be downloaded free of cost from the e-GP website www.etenders.kerala.gov.in all bid/tender documents are to be submitted online only in the designated online cover/envelop on the www.etenders.kerala.gov.in website. Bids shall be accepted only through online mode www.etenders.kerala.gov.in website and tenders submitted manually/through post shall not be accepted.
- ii. The interested tenderers are advised to read carefully the entire tender documents before submitting their tender.
- iii. Bidders shall remit the tender documents fee and Earnest Money Deposit using online payment option of e-procurement system only and submitted through the Internet online banking of State Bank of India. Kerala Forest Development Corporation/NIC/SBI shall not be responsible for any kind of delay in payment status confirmation.

Cost of Tender Form : : Rs.1770/- (Inclusive of GST @ 18%)

Earnest Money Deposit : Rs.15,000/-
(EMD) (Refundable but non-interest bearing)

- iv. The tenderers/companies shall acquaint themselves fully with the requirements of KFDC. No compensation on account of any difficulties will be entertained at a later stage after awarding of works.

- v. The Guide (case binding) supplied shall be of the best quality and workmanship and shall be strictly in accordance with the specifications in the Tender schedule.
- vi. Printing mistakes should not be made in the guide and if any such mistakes are noted necessary corrections should be made by the supplier at his own cost and responsibility and corresponding deductions will be made in the final payment.
- vii. The tender conditions will also form part of the agreement.
- viii. The detailed matter to be printed will be given from the office of the KFDC Kottayam.
- ix. The tenderer is bound to print all the matter supplied by KFDC including photos in black and white/colour as directed as per the specifications issued .
- x. After execution of the agreement and the details to be printed are given, the tenderer should submit the draft proof for verification within 5 days from the date of handing over of the matter , which will be verified, corrected and returned.
- xi. The tenderer after receiving the fair copy of the proof, should submit the printed guides within 12days to the Head Office of KFDC. Failure to do so will result in penalty of as per clause (b) for the delayed period.
- xii. The present requirement is **1500** guides.
- xiii. Payment will be made within 14 days after receipt of the total number of guides as per the supply order given by the company. Taxes if any will be deducted from the bills as per rules applicable.
- xiv. The samples of guides should be submitted within 5days of tender date to the KFDC Head Office.
- xv. On confirmation of the tender, the tenderer is required to execute an agreement with KFDC for due fulfillment of the contract after remitting 5% of contract value as Security Deposit. The EMD remitted by the successful bidder will be adjusted in the security Deposit to be remitted.
- xvi. Failure in supplying the guide as per the conditions noted above will result in cancellation of the supply order and forfeiture of the security deposit.
- xvii. The rate quoted should be for the unit of one guide inclusive of all expenses like taxes, duties, cess, packing, transporting etc. which are or may come 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. Rates once accepted, request for enhancement will not be considered.

- xviii. The Tender/bid shall be opened online at Kerala Forest Development Corporation, Head Office, Aaranyakom, Karappuzha, Kottayam-3 with/without the presence of bidders/their representatives who wish to attend the above address. If the tender opening date happens to be on a holiday or non-working day due to any other valid reasons, the tender opening will be done on the next working day.
- xix. Declaration by the Tenderer (last page of this document), Firm Registration certificate, Experience proof, Bid document, EMD exemption certificate (if any), documents showing major supply should be submitted through e-mail (md_kfdcktm@yahoo.co.in) from the authorized mail ID in the time schedule. Failing which such tenders will be rejected. KFDC reserves the right to reject any or all the tenders either fully or partly without assigning any reasons and is not bound to accept the lowest tender. The decision of the KFDC will be final and shall be binding on tenderers at any time and at its sole discretion.
- xx. In the absence of the required EMD cost, the bid shall be deemed to be invalid & will be rejected by KFDC. Those bidders who are exempted from submission of EMD cost, have to submit a scanned copy of the requisite certificate issued by the concerned authorities. The EMD of the unsuccessful tenderers will be returned immediately. No interest shall accrue to this deposit which will be returned after completion of the work and after adjusting dues if any.
- xxi. EMD shall be forfeited in case of the following:
- a. The tenderer withdraws their offer during the period of tender validity.
 - b. After the opening of tender, the tenderer fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
- xxii. In case of further clarification required relating to the tender, the same can be sought from the following officer:

Kiran Jones.V.S, Assistant General Manager, KFDC, Kottayam.-
Email: md.kfdc@kerala.gov.in . Phone: 8289821001

- xxiii. KFDC GSTIN. 32AAACK8721D1ZZ
- xxiv. On confirmation of the tender, the successful tenderer will be awarded with the works contract order. Refund of EMD will be released after successful completion of the works of said contract.
- xxv. The tender for the works shall remain open for acceptance for a period of 15 days from the date of opening of the Tender. The Earnest Money Deposit (EMD) will be forfeited in case of tenderer/company withdraws during the validity period.
- xxvi. The losses to the Kerala Forest Development Corporation which are directly attributable to the agency shall be deducted from the bills adjusted from the EMD.
- xxvii. The tender work award is not transferable under any circumstances.
- xxviii. All costs incurred in connection with the submission of tender like preparation, submission of any personal visits, submitting the tender personally; subsequent processing, etc. shall be borne by the tenderer. KFDC will not be responsible/liable for the same regardless of the outcome of the tendering process.
- xxix. KFDC reserves the right to accept or reject any or all the tenders without assigning any reason.
- xxx. TDS and other Taxes as applicable will be deducted from Tenderer/company bills as per Govt. guidelines from time to time.
- xxxi. The Managing Director, KFDC reserves the right to reject any tender or all tenders without assigning any reason thereof. The Managing Director does not bind himself to accept the lowest or any offer and reserves the right to select one or more from the offers made as considered expedient. The Managing Director reserves the right to make any modifications or additions in this notice in the event if it is felt that it is in public interest.
- xxxii. The decision of Managing Director will be final and legally binding in these tender proceedings. All questions/disputes arising under/ out of or in connection with this tender shall be decided by the Managing Director of KFDC and his decision shall be final and legally binding in these tender proceedings.
- xxxiii. All other existing conditions related to e- tendering of Kerala Government will be applicable in this tender also.

02. Selection procedure:

The tenderer firm should have adequate experience in the Printing and supply of Guide/Hand book/Diary to Public/Private/Government sectors during the last 3 years. The proof of the above-mentioned criteria must be attached with tender form in the following

Final evaluation criteria on the quality and the price.

03. Documents Required:

- a. Duly Signed Preliminary Agreement in the format in stamp paper worth Rs 200/-
- b. Those tenderers exempted from paying the EMD are required to submit the certificate issued by the department concerned.
- c. The tenderer should have experience of at least 3 years in the printing and supply of good quality guide/handbook/diary to Public/Private/ Government Sectors.
- d. The tenderer shall publish documentary evidence of current order/successful completion in this regard.
- e. Copy of GST/PAN of the company/firm.
- f. Certificates/undertakings to the effect that the tenderer/company has never been blacklisted by any of the Government organizations/Agents.
- g. Declaration by the Tenderer. [Annexure I]
- h. Format of declaration by the tenderer in Annexure II that they are not having any connection directly or indirectly with the Forest department's/KFDC's employees who are in charge of this work, should be signed and attested in the declaration form attached and uploaded.

04. Execution of agreement

- (a) The selected tenderer shall within **Twelve days** from the date of receipt of the **Award of Contract through e-tender portal** deposit a sum sufficient to make up the total 5% of the probable value of the contract to get herewith the amount of the earnest money deposited, shall be treated as security for the proper fulfillment of the contract and shall execute an agreement for the work as directed.
- (b) Further time of 7 days shall be allowed to execute an agreement by realizing a fine of 1% of the PAC subject to a minimum of Rs.500/- and maximum of Rs.15000/-
- (c) Tenders will be rejected if agreement is not executed within 14

days and the work will be awarded to the next lowest tenderer.

- (d) If the successful tenderer fails to execute the agreement after remitting the required security amount within the prescribed period, the EMD shall be forfeited and **the Assistant General Manager, KFDC, Head office, Kottayam** shall be at liberty to recover any loss or damage caused by the default of the Tenderer which results in the re-arrangement of the work. The excess cost that has to be paid to the subsequent Tenderer due to such re-arrangement will be realized from the assets of defaulted Tenderer. But **the Assistant General Manager, KFDC, Kottayam** may in exceptional circumstances limit the penalty to the quantum of EMD based on the orders of Assistant General Manager **in genuine deserving cases.**
- (e) The conditions stated here in are binding upon the Tenderer and shall be considered as a preliminary agreement between the successful tenderer and **the Assistant General Manager, KFDC, Head Office, Kottayam** pending execution of the agreement.
- (f) The tenderer should sign an agreement executed and signed in Kerala Stamp paper worth Rs.200/-. Tenders without the Agreement in Kerala stamp paper worth Rs. 200/- will be rejected outright.

05. Delivery Terms and Period:

The tenderer will supply the materials within 15 days of receipt of supply order placed for the purchase or on or before **31st of January 2026** whichever is earlier. The tenderer should ensure timely completion of supply as per schedule.

06. KFDC will be at liberty to levy a penalty of up to 2% of the total material Value for every two weeks of delay in supply. The maximum amount of penalty shall not exceed 10% of total material value including the EMD that shall also be forfeited except due to any reasons beyond the control of the Agency (Force Majeure).

07. Conciliation / Arbitration:

- a. If any dispute(s) or difference of any kind whatsoever arises between the parties, the parties hereto shall negotiate with a

view to its amicable resolution & settlement through a Committee appointed by MD, KFDC.

- b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the Sole Arbitrator to be appointed mutually by the parties.
- c. The venue of the Arbitration shall be Kottayam, Kerala India.
- d. The Arbitrator will give the speaking & reasoned award.

08. Applicable Law & Jurisdiction:

All matters connected with this shall be governed by the Indian law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of the Indian Court at Kottayam, Kerala. KFDC reserves the right to annul the bidding process at any time period to the award of contract including rejection of any or all bids after the same has been received, without thereby incurring any liability to the affected tenderer/company or any obligation to inform the affected tenderers/companies on the ground of KFDC action.

09. Validity:

- a. The tenderers/companies should satisfy themselves before submission of the tender to KFDC that they meet the qualifying criteria and capability as laid down in the Tender document.
- b. Rates should be valid for a period **upto 31.03.2026** from the opening of Tender.
- c. The tenderers/companies should satisfy themselves before submission of the tender to KFDC that they meet the qualifying criteria and capability as laid down in the Tender document.

Sd/-
Assistant General Manager
Kerala Forest Development Corporation
Kottayam.

FINANCIAL BID

**ITEM WISE DISCRPTION OF THE
E-TENDER FOR THE PRINTING AND SUPPLY OF KERALA FOREST
DEVELOPMENT CORPORATION GUIDE FOR THE YEAR 2026**

Sl. No.	Specifications of the guide	Rate (The quoted rate should be for single Guide).
1	a) Crown size (18x24)with case binding b) 18.6-guage super quality paper c) 50 pages printing matter d) 20 pages Multicolour pages (100GSM art paper). e) Cover f) Minimum copies required – 1500 nos.	

Note: *The amount quoted in Financial Bid /Bill of Quantities (BoQ) should be in Indian National Rupee in **inclusive** of GST and other taxes. If any other statutory levy is found to be applicable, the same shall be borne by the tendering firm. The only deviation to the preceding statement could be the levies revised upward or introduced by the State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence. Tax will be deducted at source as per the provisions of Income-Tax Act prevailing at the time of payment. The total consolidated price quoted shall be the basis of determining L1.*

Annexure- II

DECLARATION BY THE TENDERERS

I,.....
.....(name of the authorized signatory)
..... hereby declare that I am not in any way related to any official of Kerala Forest Development Corporation who is in charge of or having control of this work. I agree that if, at any stage it is found that this declaration is untrue, the bid security/performance security furnished by me will be forfeited and the contract entered into will stand cancelled. It is understood that the relationship with the referred to herein will be restricted to my Father, Mother, Son, Daughter, Brother, Sister, Direct Uncle, Nephew, Father-in-law, Mother-in-law, Brother-in-law, Sister-in-law and first cousins of the officers or officials concerned.

Signature of the authorized signatory of the Consultant

Place:

Date: