

2022/5009/HQ

02.08.2025

**Notice Inviting Tender**

Sealed competitive tenders are invited from reputed and eligible printing firms/suppliers for the printing and supply of two types of writing pads for the Kerala Institute of Local Administration (KILA) for a period of one year, as per the specifications and conditions detailed in the tender document.

**The tender schedule is published as follows:**

Sl. No.	Tender Schedule	Date & Time
1	Publication of Tender on KILA Website and Notice Board	01/08/2025
2	Last Date and Time for Submission of Sealed Tenders	16/08/2025, 11.00 AM
3	Date and Time of Opening of Tenders	16/08/2025, 04.00 PM
4	Venue for Opening of Tenders	KILA HQ, Mulamkunnathukavu, Thrissur

Interested parties may download the detailed tender notice, specification, and conditions from the KILA website: [www.kila.ac.in] or collect it directly from the KILA office.

Tenders shall be submitted in sealed envelopes addressed to:

The Director General

Kerala Institute of Local Administration (KILA)

Mulamkunnathukavu P.O., Thrissur – 680 581

Superscription: “Tender for Printing and supply of Writing Pads to KILA”

Tenders received late or without the prescribed EMD, tender fee, and agreement form will be summarily rejected.

For further details, please contact the KILA office on working days between 10.00 AM to 5.00 PM.

**Sd/-  
Director General  
KILA**

**Tender Notice.**

Sealed competitive tenders are invited from reputed and eligible printing firms/suppliers for the printing and supply of Writing Pads as per the specification detailed below. The tender document can be downloaded from the KILA website.

**Specification:**

SI No	Name of Items	Specifications
1	Writing pad Large	18 cm X 24 cm Ruled.  Inner Paper-70 GSM White  Paper  100 Page book.  Cover Paper - 220 GSM  Artcard ( cover page design will be provided from KILA)
2	Writing pad medium	15 cm X 21 cm Unruled.  Inner Paper-70 GSM White  Paper  48 Page book.  Cover Paper - 220 GSM  Artcard ( cover page design will be provided from KILA)

**Terms and Conditions:**

1. The sealed envelope should bear the superscription "Tender for Printing and Supply of Writing Pads to KILA" and be addressed to the Director General, Kerala Institute of Local Administration, Mulamkunnathukavu P.O., Thrissur – 680 581.
2. Tenders must be submitted on the bidder's letterhead. The tender submission form is enclosed as Annexure C. Rates should include all charges, including taxes and GST. No additional payment will be entertained beyond the quoted rates. Offers that do not comply with the tender conditions, or are submitted with conditional clauses, will not be considered
3. EMD of ₹5,000/- and tender form cost of ₹1,000 + GST must be remitted as a Demand Draft from a nationalized bank, drawn in favor of Director General, Kerala Institute of Local Administration, payable at Thrissur.

4. Payment will be made only after satisfactory delivery of items in good condition. Tenders with advance payment requests will be rejected.
5. Bidders must submit copies of their GST registration, PAN card, and specify the HSN code of the item.
6. Offers should be valid for a period of 3 months from the last date of submission.
7. Past performance of the bidder with KILA, if any, will also be considered while finalizing the tender.
8. The last date for receipt of tenders is 16/08/2025 at 11:00 AM. Tenders received late will not be considered. Tenders will be opened on 16/08/2025 at 04:00 PM in the presence of bidders or their authorized representatives.
9. Firms/contractors who have defaulted on previous contracts or whose contracts have been terminated by KILA are not eligible to participate.
10. Relatives of KILA employees are not eligible to participate. The definition of "relatives" is as per Annexure 21 of the Kerala Stores Purchase Manual (see Annexure A).
11. The bidder must quote for both items listed. The selected bidder must sign an agreement with KILA for a period of one year at the approved rate. Quantity will be based on KILA's actual requirement. Failure to execute the agreement within the prescribed time may result in cancellation of the award and forfeiture of the EMD.
12. The Director General, KILA, reserves the right to accept or reject any or all tenders without assigning any reason. The decision of the Director General shall be final.
13. Copies of the tender document and additional details can be obtained from the KILA office on request.
14. Five samples of each type of writing pad must be submitted along with the tender. The cover page designs enclosed as annexure B
15. All terms and conditions of this tender shall be governed by the Stores Purchase Manual of the Government of Kerala.
16. The quality of the sample provided will be scrutinized and analyzed by KILA. The award of the tender will be based on the quality of the sample and overall compliance with the specifications, and not merely on the lowest quoted rate.
17. In case of any dispute or disagreement arising out of this tender or subsequent contract, the decision of the Director General, KILA, shall be final and binding. All legal matters relating to this tender shall be subject to the jurisdiction of the courts at Thrissur.
18. Corrections or overwriting, if any, in the tender document should be attested by the

bidder with full signature and date. Tenders with unattested corrections are liable to be rejected.

19. KILA shall not be responsible for any delay or loss in transit while submitting the tender by post or courier.
20. If the last date for submission or opening of the tender happens to be a holiday, the tender will be accepted/opened on the next working day at the same time.
21. The bidder shall not assign or sublet the contract or any part thereof without prior written approval from KILA.

Nizamudeen A, IAS  
Director General  
KILA

\* This is a computer generated document. Hence no signature is required.

## Annexure A

### EXTRACT FROM THE STORES PURCHASE MANUAL OF KERALA

#### Meaning of "Relative"

A person shall be deemed to be a relative of another if, and only if,

- a) they are members of Hindu undivided family or;
- b) they are husband and wife; or
- c) the one is related to the other in the manner indicated in Schedule 1-A

#### Schedule 1 A List of Relatives

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1) Father                             | 2) Mother (including step-mother) |
| 3) Son (including step-son)           | 4) Son's wife                     |
| 5) Daughter (including step-daughter) | 6) Father's father                |
| 7) Father's mother                    | 8) Mother's mother                |
| 9) Mother's father                    | 10) Son's son                     |
| 11) Son's son's wife                  | 12) Son's daughter                |
| 13) Son's daughter's husband          | 14) Daughter's husband            |
| 15) Daughter's son                    | 16) Daughter's son's wife         |
| 17) Daughter's daughter               | 18) Daughter's daughter's husband |
| 19) Brother (including step-brother)  | 20) Brother's wife                |
| 21) Sister (including step-sister)    | 22) Sister's husband              |
| 23) Husband's father                  | 24) Husband's mother              |
| 25) Husband's sister                  | 26) Wife's father                 |
| 27) Wife's mother                     | 28) Wife's brother                |
| 29) Wife's sister                     | 30) Wife's sister's husband       |
| 31) Father's brother                  | 32) Father's sister               |
| 33) Mother's brother                  | 34) Mother's sister               |
| 35) Father's sister's husband         | 36) Father's brother's wife       |
| 37) Mother's brother's wife           | 38) Mother's sister's husband     |
| 39) Brother's son                     | 40) Brother's son's wife          |
| 41) Brother's daughter                | 42) Sister's son                  |
| 43) Sister's daughter                 | 44) Father's brother's son        |
| 45) Father's brother's daughter       | 46) Father's sister's son         |
| 47) Father's sister's daughter        | 48) Mother's brother's son        |
| 49) Mother's brother's daughter       |                                   |





**Kerala Institute of Local Administration (KILA)**  
Mulamkunnathukavu P.O., Thrissur - 680 581, Kerala.  
Tel: 0487-2207000, Email: [info@kila.ac.in](mailto:info@kila.ac.in),  
Website: [www.kila.ac.in](http://www.kila.ac.in)



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**KILA Centre for Human Resource Development**

Canal Road, ETC P.O., Kottarakkara, Kollam-691 531  
0474-2453965

**KILA Centre for Socio-economic Development**

Kottarakkara P.O., Kollam-691 531  
0474-2454621

**KILA Centre for Good Governance**

Mannuthy P.O., Thrissur-680 651  
0487-2370209

**KILA Centre for Organic Farming and Waste Management**

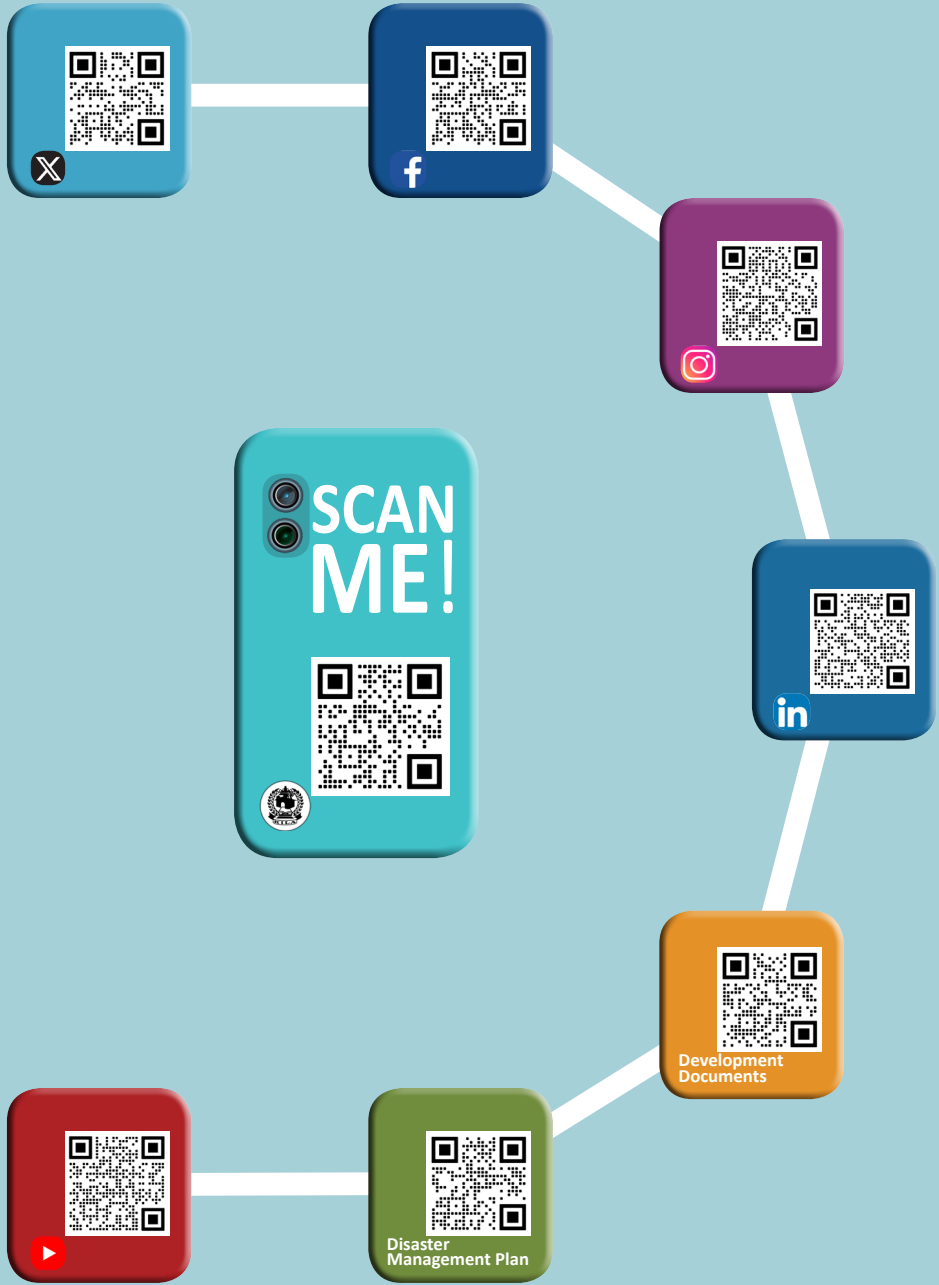
Karimbam P.O., Taliparamba, Kannur - 670 142  
0460-2203216

**KILA Centre for Tribal Development and  
Natural Resources Management**

Agali P.O., Palakkad-678 581

**KILA-Regional Office**

Chettikunnu, Kumarapuram, Medical College P.O.  
Thiruvananthapuram-695 011



## Annexure C

### Tender Submission Form

#### **Kerala Institute of Local Administration (KILA) Tender for Printing and Supply of Writing Pads**

(To be submitted on the letterhead of the bidder)

**1. Name of the Bidder / Firm:**

.....

**2. Address of the Bidder / Firm:**

.....

.....

**3. Contact Details:**

- Name of Contact Person: .....
- Mobile Number: .....
- Email ID: .....

**4. GST Number:** .....

*(Attach copy of GST registration certificate)*

**5. PAN Number:** .....

*(Attach copy of PAN card)*

**6. HSN Code of the Item Quoted:** .....

**7. Details of EMD (Rs. 5,000/-):**

- DD No.: .....
- Date: .....
- Name of Bank: .....
- Branch: .....

**8. Details of Tender Form Fee (Rs. 1,000/- + GST):**

- DD No.: .....
- Date: .....
- Name of Bank: .....
- Branch: .....



### 9. Quoted Rate for Writing Pads (All-inclusive):

SI No.	Item Description	Rate per Unit (Rs.)	Total Amount Including all taxes (Rs.)
1	Writing Pad (Large – 100 pages, 70 GSM inner paper, 220 GSM art card cover)	.....	.....
2	Writing Pad (medium – 40 pages, 70 GSM inner paper, 220 GSM art card cover)	.....	.....

Total Amount in Words: .....

### 10. Declaration:

I/We hereby declare that:

- The information provided above is true to the best of my/our knowledge.
- I/We have read and understood the tender terms and conditions and agree to abide by them.
- The rates quoted are all-inclusive and valid for a period of 90 days.
- I/We have not been blacklisted or debarred by any government agency/organization.

### 11. Signature and Seal of the Bidder:

Signature: .....

Name: .....

Designation: .....

Date: .....

Place: .....

### Enclosures Checklist:

- ☐ Copy of GST Certificate
- ☐ Copy of PAN Card
- ☐ Demand Draft for EMD
- ☐ Demand Draft for Tender Fee
- ☐ Two Samples of Writing Pad
- ☐ Any Other Supporting Documents (if applicable)