



KERALA BOOKS AND PUBLICATIONS SOCIETY

(An undertaking of the Government of Kerala)
Kakkanad P.O. Kochi-682 030, Kerala



GST no. 32AAATK2642L1ZR

No. P1-3393/2025/3635

Dated: 19.09.2025

Quotation Notice

Sealed quotations are invited for the supply of the following stores/ spares/ Equipment

Sl no.	Description of the item	Quantity
1.	MS Office 2019 license key	1 user

Terms and Conditions

1. The envelopes sealed in four sides and middle by using lacquer seal containing the offer should bear the superscription "Quotation for MS Office 2019 license key due on 03.10.2025" and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
2. Intending tenderers may submit the offers on their letter head.
3. The parties are requested to specify their GST no., PAN no. and HSN code of the item.
4. Last date for receipt of tenders is at 5.00 p m on 03.10.2025. Late offers will not be accepted.
5. Payment will be made only after the satisfactory receipt of the item in good condition. Offers with advance payment request will be rejected outright
6. Parties/contractors who have defaulted in executing any purchase order/contract with KBPS or whose purchase order/contract were terminated by KBPS are not eligible to participate in this tender.
7. The near relatives of employees of KBPS are not eligible to participate in the tender. The relationship for the purpose will be as specified in Annexure 21 of Stores Purchase Manual of Kerala (extract given as Annexure A). In addition to this mother's sister's son/daughter shall also deemed to be a relative. The declaration (annexure B) in this regard, duly filled and signed should be submitted along with the tender.
8. The quotations will be opened at 3.30 p m on 04.10.2025 in the presence of such of the tenderers or their authorised representatives who may be present at that time.
9. All the rights to accept or reject whole or part of the quotation without assigning any reason thereof is reserved by KBPS. The decision of KBPS will be final and binding on the tenderer.
10. Details of the requirement and the conditions governing the supply can be obtained free on requisite from the office of the Managing Director, Kerala Books and Publications Society, Kakkanad, Kochi 30
11. All rules and regulations of the Tender/bid shall be in accordance with the Stores Purchase Manual of the Government of Kerala.

Manager
(Personnel and Administration)

To Venders as per list.
IT : for publishing in website

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 | |

Annexure B
DECLARATION

FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN KBPS

I.....S/O Sri.....

Hereby certify that none of my relative(s) as defined in the tender notice are employed in KBPS as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, Managing Director, KBPS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The relationship for the purpose of rule will be as specified in Stores Purchase Manual of Kerala (extract given as Annexure A).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of Partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Place:
Date:

Signature of tenderer/Authorized Signatory

Name of the Tenderer

Seal of the Tenderer