KERALA BOOKS AND PUBLICATIONS SOCIETY
(An undertaking of the Government of Kerala)
Kakkanad P.O. Kochi-682 030, Kerala

GST No. 32AAATK2642L1ZR

No. P1-3403/2026/ 4174 Date: 29/10/2026

Quotation Notice

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

Sl. No.	Brief Description/specification of the item	Quantity
1.	Cartridge 12 A	25 Nos.
2.	Cartridge 285 A	25 Nos.

Terms and Conditions

1. The **envelopes sealed in four sides** and middle by using lacquer seal containing the quotation **should bear the superscription** "Quotation for Cartridge due on 12/11/2026" and should be addressed to the Managing Director, Kerala Books and Publications Society, Kakkanad P.O., Kochi - 30.
2. Intending parties may submit the quotations for the item strictly in line with the specification prescribed, on their own letter head in attached quotation format.
3. Payment will be made only after the satisfactory receipt of the item in good condition. Offers with advance payment request will be rejected outright.
4. The requirement is for **one year** and price should be quoted for delivery of materials at our office **as and when informed** F.O.R KBPS.
5. The parties are requested to specify their GST No., PAN No. and HSN code of the item.
6. **Last date** for the receipt of quotations is **at 4.00 pm on 12/11/2026**. Late quotations will not be accepted. The quotations will be **opened at 3.30 pm on 13/11/2026** in the presence of such of the parties or their authorized representatives who may be present at that time.
7. 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 Quotation.
8. The near relatives of employees of KBPS are not eligible to participate in the quotation. 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 with the offer.
9. All the rights to accept or reject whole or part of the Quotation without assigning any reason thereof is reserved by the Managing Director. The decision of Managing Director will be final and binding on the party.
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 quotation shall be in accordance with the Stores Purchase Manual of the Government of Kerala.

Manager
(Personnel and Administration)

To: Venders through e-mail/Notice board/
IT section for publishing in web site

M.D. Office: 0484-2422243 M.P.A.,C.F.A. 0484-2422245
Office: 0484-2422343 P.M.(Mobile): 92880 01403
E-mail: books.kbps@gmail.com , Website: www.kbps.kerala.gov.in

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

QUOTATION FORMAT

(To be submitted in own letter head)

Ref: Quotation Notice No. P1-3403/2026/4174 dated 29/10/2026 for Cartridge

Sl.No.	Item Description	Rate/Details	
1.	Name of Party		
2.	Communication Address		
3.	Contact Number		
4.	e-mail ID		
5.	GST Number		
6.	PAN Number		
7.	Enclosed sealed & signed Annexure B Declaration	Yes/No	
8.	Enclosed Quotation Format	Yes/No	
9.	Validity of Offer (in weeks)		
10.	Payment Condition	After the satisfactory receipt of the item in good condition	
11.	Delivery time	As and when informed for 1 year	
12.	Item Description	Cartridge 12 A	Cartridge 285 A
13.	HSN Code		
14.	Basic Rate in ₹		
15.	Quantity	25 Nos.	25 Nos.
16.	Total Amount excluding GST in ₹		
17.	GST if any (in percentage)		
18.	GST Amount in ₹		
19.	Total Amount including GST in ₹		

Name Seal and Signature of Party