

**QUOTATION NOTICE**

**Sub :- Inviting Quotation for the Purchase of Books for Kerala State Civil Service Academy.**

Centre for Continuing Education Kerala (CCEK) proposes to purchase books for Kerala State Civil Service Academy. CCEK invites quotations from eligible publishers/book sellers to submit the quotations in sealed cover.

List of books required is attached as Annexure - I.

Terms and Conditions for the quotation to be followed:

**A) General Conditions**

1. Latest editions of books in good condition to be supplied.
2. Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.
3. The rate offered for the supply of the books is to be kept in a confidential manner and have to be submitted in a sealed envelope.
4. The quotation received through email or open envelop will be rejected.
5. The supplier should quote the rates as per specifications given in Annexure - I. The quote given other than in the specified format will be rejected.
6. The suppliers shall supply the ordered books in totality. Keeping in view the issues like out of print / non availability etc, the supplier should be able to supply at least 90% of the ordered books.
7. CCEK at its discretion may increase or decrease the quantity of books to be supplied according to the requirement. In particular the quantity for supply may vary up to 25% more or less. In case of requirement, repeat order may also be placed for full (or) part quantity.
8. CCEK reserves the right to procure the books in whole or a part and also to split the order as per the requirements of Kerala State Civil Service Academy.
9. Part supply of Books ordered may be accepted, if it is in ready stock with supplier and remaining books shall be supplied within specified time given in the Purchase Order.

10. In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the Competent Authority of CCEK.
11. Book wise evaluation of bids will be done and the lowest price quoted by the suppliers/vendors for each book will be considered.
12. Indian editions of books only to be supplied, unless specified otherwise.
13. The validity of quotation is 90 days from the date of opening of quotation.

### **B) Terms of Delivery**

1. The firms furnishing the quotation should be able to supply the stated quantity within 30 days for Indian edition books.
2. Damaged books with missing pages, pages partly damaged, pages not readable, etc. shall have to be taken back by the supplier, even though they have been stamped and vendor will bear the cost of return of the books. Otherwise the cost of the book will be deducted from the rest of the order value.
3. The delivery shall be through Registered/Book Post/Parcel/Courier/In Person on the risk & responsibility of the bidder on Door delivery basis. Freight/transportation charges, loading and unloading charges, postage, insurance or any other charges whatsoever shall not be paid extra.
4. The Books are to be delivered to the centres of Kerala State Civil Service Academy at its campuses at Thiruvananthapuram, Kollam, Muvattupuzha, Palakkad, Kozhikode, Kalliassery and ICSR, Ponnani.

### **C) Price Schedule and Payment Terms**

1. Book sellers shall submit their pre-receipted bill/bills on revenue stamp in Triplicate, duly supported by the necessary documents after satisfactory completion of the order.
2. The bills shall be addressed to the Director, Centre for Continuing Education Kerala, Charachira, Kowdiar PO., Thiruvananthapuram - 695003.
3. The books shall be supplied along with price proof in the case of books where the price is not printed on the book. The supplier shall submit an authentic document in support of verification of price.
4. No advance payment shall be made and payment shall be released after the receipt of entire supplies to the satisfaction of CCEK authority.
5. The bill should bear the certificate from the supplier that books supplied are latest editions and that the prices have been quoted in accordance with the latest publisher's catalogue/invoice or importer/distributors invoice.
6. The successful bidder shall have to certify on the body of the bill that rates charged are lowest offered by the publishers/distributors on these books.

#### **D) Penalty**

1. In case of delay in supply of books by the supplier beyond the time period stipulated in the Purchase Order, the purchaser will deduct an amount equivalent to 0.5% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the book subject to a maximum of 10%.

The quotation shall be sent in a sealed envelope super scribing "Quotation for purchase of Text books for Kerala State Civil Service Academy" addressed to:

The Director,  
Centre for Continuing Education Kerala,  
Charachira, Kowdiar P O.  
Thiruvananthapuram -695003  
Phone No. 0471 2313065 / 2311654

The sealed quotation should reach the above address on or before 20<sup>th</sup> January 2023 at 3 pm. Quotation received after this date will be summarily rejected. The quotations will be opened on the same day at 3.30 pm in the presence of the available persons or authorised representatives of the firms who submitted the quotations.

The Director, CCEK or authorised official has the power to reject any quotation or cancel the quotation without assigning any reason.

The details are available in the website : [www.kscsa.org](http://www.kscsa.org)

Sd/-  
**V.VIGNESHWARI IAS**  
**DIRECTOR**