



KERALA PUBLIC SERVICE COMMISSION

PATTOM, THIRUVANANTHAPURAM – 695 004

Phone: 0471- 2546270, 2546368

Website: www.keralapsc.gov.in

E-mail: kpscpro@gmail.com

No: PR(1)1309196/25/GW

Date: 18.12.2025

E-TENDER NOTICE

Kerala Public Service Commission (herein after referred to as Commission) invites e-tenders from the well established Offset Printers, who have printing press within the limits of Thiruvananthapuram Corporation, for the printing and supply of 5,000 Nos. of 'Book' (INSTRUCTION TO CANDIDATES) as shown below.

PRINTING AND SUPPLY OF 'INSTRUCTION TO CANDIDATES' AS PER THE SPECIFICATIONS GIVEN BELOW

Specifications

Size	19cm x 27cm	
No. Of Copies	5000 Nos.	
Pages	52-Multi Colour 4 -Multi Colour Cover	Total : 56
Paper (Inner)	52 Pages Multi Colour – 60 gsm Super Print (TNPL) or equivalent (A Grade Mill)	
Cover	170 gsm Maplitho paper	
Printing	52 -Multi Colour 4 - Multi Colour Cover Cover Designing and Layout	
Binding	Perfect Binding + Lamination	
Contents of Matter	CD+Print Out	
Delivery	Within 07 days from the date of receipt of Work Order	
Delivery at	Kerala Public Service Commission Head Office Pattom, Thiruvananthapuram	
Time of Completion	Within 07 days from the date of Work Order	
Tender Fee and EMD Amount	Rs. 500/- and Rs.5000/-	
Tender No.	18/2025/SN dated 18.12.2025	
Document Download/ Sale Start Date	18.12.2025	
Bid Submission Start Date	18.12.2025	
Document Closing Date	25.12.2025, 05.00 pm	
Date & Time of Opening Tender	27.12.2025, 10.00 am	
Cost of E-tender & EMD	Online Payment ; Payment as shown in the above column including EMD should be made as a single payment through online.	
Performance Security	5% of the Contract Value	

Details of work appended

The Bidder desiring to take part in the bid shall login to <https://etenders.kerala.gov.in/> and then select tender and initiate payment. Bidders will be directed to the payment gateway page of the State Bank of India. There are two options.

1. State Bank of India (SBI Net banking payment) and
2. Payment through NEFT/RTGS from other banks to the payment gateway of SBI.

For obtaining Digital Signature Certificate (DSC) and necessary portal enrollment bidders can visit the website <https://etenders.kerala.gov.in/>.

The tenders will be opened in the online presence of each bidders or their authorised representatives who have logged in at the prescribed time of opening. If the date fixed for opening happens to be holiday or due to internet failure the tenders will be opened in the next working day at the same time.

The price of the E-tender form shall be received only through online payment-Netbanking (SBI) /NEFT/RTGS (Other Banks).

Scanned copy of the agreement (Annexure II) in the prescribed format in **Kerala Stamp paper worth Rs. 200/-** should be submitted online and original to the Secretary, Kerala Public Service Commission before opening of E-tender.

The rates should be quoted in **Indian Currency Only**.

Details with respect to the e-tender and the details of specifications (Annexure I) of the item to be printed can be obtained from the e-tender website <https://etenders.kerala.gov.in/>.

The Secretary Kerala Public Service Commission, Pattom, Thiruvananthapuram will scrutinise the tenders received and will take necessary action for the award of contract.

The right of acceptance or rejection of any e-tender in full or in part without assigning any reasons thereof is reserved with the Secretary.

The rules and regulations prescribed for e-tenders by the Government of Kerala, shall be applicable to this e-tender also.

Secretary
Kerala Public Service Commission



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(Tender No. 18/2025/SN dated 18.12.2025)

Tender Conditions

1. All tenders/bid shall be e-accepted only through online mode (<https://etenders.kerala.gov.in>) and no manual submission of the same shall be allowed.
2. The Commission will have the full right to award the work in full or in part and the delivery of the Printing of Book should be within **07 days** of the receipt of the work order, and it should be delivered at Kerala Public Service Commission Head Office, Pattom Thiruvananthapuram failing which penalty would be imposed for the late delivery as follows. Also the firm will be liable for all the loss sustained to the Commission on account of the delay in fulfilling the requirement of the Commission in addition to the penalty.

1-2 days	-	5% of the total billing amount
3-5 days	-	10% of the total billing amount
6-5 days	-	25% of the total billing amount
11-15 days	-	50% of the total billing amount
16-20 days	-	75% of the total billing amount
21-30 days	-	100% of the total billing amount
3. No outsourcing will be permitted. The firm shall be self equipped with the facilities required for the work. The bidder shall convince the authorities concerned of this requirement.
4. Print Production capacity of the firm shall be such as that it would be at par with workload involved so far as this work is concerned.
5. Samples of 60 gsm super print (inner) & 170 gsm Maplitho paper (cover) of the prescribed quality should be enclosed. No alteration in the quality of the paper is allowed.
6. The Tender fee would be Rs.**500/-** (Rupees Five Hundred only) inclusive of GST and it should be remitted through online only.
7. An EMD for an amount Rs.**5000/-** (Rupees Five Thousand only) should be remitted through online together with the bid.
8. If the firm awarded with the work has failed to execute the work, the EMD will be forfeited and also proceedings will be initiated to recover the loss/damages sustained to the Commission.

9. Online tenders/bids are to be accompanied with preliminary agreement executed on a Kerala Stamp Paper worth Rs.200/- (format enclosed). The scanned copy of the preliminary agreement duly signed by the contractor shall be submitted online and subsequently the original in a separate cover by registered post/speed post or physically reach in this office on or before the date and time of opening of the tender/bid. Tender/bids received online without scanned copy of the preliminary agreement and sample paper items and subsequently the original in a separate cover by registered post/speed post or physically will not be considered and shall be summarily rejected.
10. The successful **tenderer has to remit 5% of total cost of work order as Security Deposit within five days from the award of work along with final agreement in Kerala Stamp Paper worth Rs.200/- or else it shall lead to cancellation of work order. The security deposit shall be refunded after the expiry of the contract period.**
11. The Commission shall have the full right to cancel, reject or amend the tender and norms as and when necessary.
12. Payment shall be effected only after the completion of the work or on expiry of six months from the date of the invoice. No advance payment in this regard will be entertained. The rate quoted shall be inclusive of material and labour cost. The material and labour cost shall be borne by the bidder at his risk.
13. The firm should execute an affidavit in non-judicial Kerala stamp Paper of Rs. 200/- stating that no case is pending against the Printer under copy right Act and the Printer has never been black listed or penalized by any Govt./Govt. Undertaking or by any Autonomous organization (format enclosed).
14. The tenders are to be submitted single cover system.
15. The bid should consists of (a) Preliminary agreement (b) Copy of NIT with sign and seal (c) Price Bid of the item (d) Affidavit
16. The last date for submission of tender documents is on **25.12.2025 at 5.00 pm**. The bid will be opened on **27.12.2025, 10.00 am**
17. Hardcopy of the entire set of filled in tender documents may also be forwarded to the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram which will be opened immediately after the opening of the e-tender.
18. Bids of printers found substantially incomplete will not be considered.
19. The matter will be supplied in the form of CD.
20. No revision of prices will be allowed after undertaking the work. The quoted price should be inclusive of Material, Design Work and Labour cost, all taxes and duties, transporting and unloading charges at KPSC Head Office Pattom, Thiruvananthapuram.
21. The tenders/bid shall be opened online at KPSC Head Office, Pattom, Thiruvananthapuram on the prescribed date and time.
22. Tenders/bid must be quoted in English Language only.
23. The rate quoted must be both in figures and words and it must be firm for the supply period.
24. All rules and regulations of the tender/bid shall be in accordance with the Store Purchase Manual of the Govt. of Kerala

25. All the disputes arising out of or any way connected with this tender/order/contract shall be deemed to have arisen in Thiruvananthapuram and within the jurisdiction of Courts in Thiruvananthapuram district which shall determine such disputes.
26. The Commission reserves the right to accept or reject any bid in whole or any part without assigning any reason thereof: Any revision in price/terms and conditions of the tender submitted after opening of the tenders shall not be accepted by the Commission.
27. If Bidder fails to execute the work in the stipulated time, the work order will be cancelled at the cost of bidder. The tender inviting authority will not consider the status of production of the order at the time of cancellation of the tender and will forfeit the EMD and Bank Guarantee of the failed tenderer, since the delivery within the scheduled time is the essence of this tender.
28. The books should be made available as bundles of **FIFTY** and should be fastened longitudinally and transversely by polypropylene straps of sufficient strength to bear the weight of the bundle.
29. The Printer should have own printing press within the limits of the Corporation of Thiruvananthapuram.
30. The communications are to be addressed to The Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram.
- 31. The printer should take special care against the leakage of the soft copy of the Book. If the printer fails to meet this condition legal action shall be initiated against him.**

**Secretary
Kerala Public Service Commission**

Note: More details can be had from the office of Public Relations Officer, Kerala Public Service Commission, Pattom, Thiruvananthapuram-4.



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ANNEXURE I

1. Schedule and Terms and Conditions for the Printing and Supply of 'INSTRUCTION TO CANDIDATES'

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Affidavit

M/S.....having
registered office at
hereby solemnly declares and undertakes that no copyright cases are pending
against us and never been blacklisted or penalized by any Government/Semi
Government/ Government undertaking or by any autonomous organization and that
there is no legal proceedings against us for malpractices related to the violation of
the conditions of any agreement printing related works of Government/Semi
Government/Government undertaking or by any autonomous organization.

Date:

Name and Signature with Seal