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## KERALA PUBLIC SERVICE COMMISSION

File No. ES (2) 3360/99/EW

Thiruvananthapuram,

Dated :22/07/2015.

### TENDER NOTICE

Inviting E-Tender for the supply of High Quality Cloth Lined Covers for one year in the prescribed format and size with printed details for the use of Kerala Public Service Commission.

E-Tender in one cover system is invited for the supply of clothlined covers in accordance with respective specifications for supply as shown in Annexure I to IV of the Tender document.

Sl.No.	Item	Qty (Nos)	Cost of Tender (Forms)	EMD Fixed
1	Cloth lined covers	1,80000 ₹os	5,000/-	44100

The tender is to be submitted as e-tender through <https://e-tenders.kerala.gov.in>. Since this is an e-tender, only those bidders who have enrolled in the above portal with their own digital signature certificate (DSC) can participate in the tender. E-Tender document and other details can be obtained from the above e-portal.

Tender No. - **ES/1/2015**  
Subscription - **Tender for supply of Cloth lined Covers**  
Duration of Tender - **One year from the date of first demand**  
Document download/ sale starting date - **05/08/2015**  
Bid submission starting date - **10/08/2015**  
Document closing date - **09/09/2015 – 5pm**  
Date & time of opening of e-tender - **15/09/2015 – 3pm**  
Estimate Amount - **Rs.1763000/-**  
Cost of e-Tender & EMD (Online Payment)

as shown above table all payments including EMD should be made as single payment through online.

Dates up to which the rates are to remain firm for acceptance

- 1 year from the date of first purchase order

Performance Security	- 5% of total amount inclusive of EMD
Period of supply	- within 15 days of receipt of supply order.

The bidder desiring to take part in the bid shall log into <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 Travancore. There are two options-

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

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

The e-tenders submitted by the competent dealer should definitely contain a scanned and signed copy of the declaration of product offered to supply and dealership certificate from the manufacturer.

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 a holiday or due to net 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 – SBT/Online NEFT/RTGS from other banks.

Scanned copy of the agreement (**Annexure2**) in the prescribed format in Kerala Stamp paper worth Rs.150/- should be submitted online and original to the Secretary, Kerala Public Service Commission before the 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 to IV) of the item to be supplied can be obtained from the e-tender website <https://etenders.kerala.gov.in>.

The Secretary, KPSC, Pattom, Thiruvananthapuram will scrutinize 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 there 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.

## **SPECIFICATION OF CONFIDENTIAL COVERS**

**1.Type I (Part A)**- Length-22 cm, Breadth-13.2 cm, Bellow-6.3 cm, Outside Flap-10.5 cm.

Total number of covers required-**40000 (Forty Thousand)**

**2. Type II (Part B)**- Length-22 cm, Breadth-17 cm, Bellow-6.3 cm, Outside Flap-10.5 cm.

Total number of covers required-**40000 (Forty Thousand)**

**3. Type III** - Length-32 cm, Breadth-23 cm, Bellow-9.8 cm, Outside Flap-15 cm, Inside Flap-11 cm.

Total number of covers required-**40000 (Forty Thousand)**

**4.Type VII**- Length-44cm, Breadth-30 cm, Bellow-7.5 cm, Outside Flap-18 cm, Inside Flap-16 cm.

Total number of covers required-**60000 (Sixty Thousand)**

The flap at the lower part of the prescribed covers must be closed and the flap at the upper part must be opened. The details of examination are to be printed on the covers of Type I, Type II, Type III (**Annexure 1A to 1C**). The directions regarding the opening of question paper packets is to be printed on Type VII cover (**Annexure 1D**). The amount quoted in the tender must include all taxes and other expenses to deliver those covers in the Head Office of Kerala Public Service Commission. The rate of Single Cover and the cost of total covers must be mentioned separately.

### **Terms and conditions**

1. The items should be supplied to the office of Kerala Public Service Commission, Pattom, Thiruvananthapuram-4 at the expense of the Tenderor.
2. The institution that enter into the agreement must maintain the quality of covers that are to be delivered throughout the period of agreement

Any legal disputes that may arise in relation to the e-tender formalities will be restricted to the Jurisdiction of Thiruvananthapuram. The communications to be addressed to

***The Secretary,  
Kerala Public Service Commission,  
Pattom, Thiruvananthapuram,  
Kerala.***

**Sd/  
Secretary  
Kerala Public Service Commission.**

**Note:-** More details can be obtained from the officer of Joint Secretary, R&A Wing, Kerala Public Service Commission. Visit [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

ANNEXURE – 1A

<b>KERALA PUBLIC SERVICE COMMISSION</b>	
<b>Type 1</b>	<b>Part A</b>
<b>STRICTLY CONFIDENTIAL</b>	
Category No.	
Name of Post	
Department	
Date of Test	
Number of Scripts (Part A)	
Number of Tamil/Kannada Scripts, if any (Part A)	

ANNEXURE – 1B

<p><b>KERALA PUBLIC SERVICE</b></p> <p><b>COMMISSION</b></p> <p><b>Part B</b></p> <p><b>STRICTLY</b></p> <p><b>CONFIDENTIAL</b></p>	
Type 2	
Category No.	
Name of Post	
Department	
Date of Test	
Number of Scripts (Part B)	
Number of Tamil/Kannada Scripts, if any (Part B)	

## Annexure IC

(Matter to be printed on covers Type- III)

### **KERALA PUBLIC SERVICE COMMISSION**

**STRICTLY CONFIDENTIAL**

(i) Category No.	
(ii) Name of Post & Department	
(iii) Date of Examination	
(iv) Centre No.	
(v) Name of Centre	

Annexure ID

(Matter to be printed on covers Type- VII)

**KERALA PUBLIC SERVICE COMMISSION**

**STRICTLY CONFIDENTIAL**

**TO BE OPENED ONLY BY THE CHIEF SUPERINTENDENT  
ON THE DAY OF THE EXAMINATIONS 15 MINUTES  
BEFORE THE TIME FIXED FOR GIVING OUT THE  
QUESTION PAPERS**

NUMBER AND NAME OF EXAMINATION CENTRE		
DATE AND TIME OF EXAMINATION	NAME OF POST & DEPARTMENT	NUMBER OF QUESTION PAPERS ENCLOSED (PACKET NUMBERS & QUESTION CODE NUMBER)

CERTIFICATE Certified that is cover containing the question papers was opened by me (the Chief Superintendent) at .....am/pm in the presence of Sri/Smt ..... Assistant Supdt. And Sri/Smt. .... Assistant Supdt.

INSTRUCTIONS	
1	THIS COVER IS NOT TO BE DESTROYED BUT TO BE PRESERVED AND RETURNED AFTER THE EXAMINATION
2	BEFORE OPENING, CAREFULLY EXAMINE TO SEE THAT THE COVER HAS NOT BEEN TAMPERED WITH.
3	OUTER COVER CONTAINING THE QUESTION PAPER PACKETS SHOULD BE OPENED MANUALLY TEARING THE ADHESIVE PAPER SEAL AND THE FALP OF THE COVER. BLADE OR KNIFE SHOULD NOT BE USED AS IT MAY CAUSE DAMAGE TO THE INNER COVER CONTAINING QUESTION PAPERS.
4	UTMOST CARE SHOULD BE TAKEN TO SEE THAT THE INTTER PACKETS CONTAINING QUESTION PAPERS ARE NOT TORN/MUTILATED WHILE OPENING THE OUTER COVER
5	BEFORE GIVING OUT THE QUESTION PAPER PACKETS COUNT THE PACKETS CAREFULLY TO SEE THAT THE NUMBER OF PACKETS TALLIES WITH THE NUMBER NOTED ON THE OUTER COVER. IF ANYTHING WRONG OR SUSPICIOUS IS NOTICED, THE FACT SHOULD BE REPORTED AT ONCE TO THE DISTRICT OFFICER/ CONTROLLER OF EXAMINATIONS AND THE COVER FORWARDED SEPARATELY WITH A REPORT

Name & Signature (with date) of Chief Supdt

Name & Signature of Asst. Supdt (i)

Name & Signature of Asst. Supdt (ii)

(OFFICE SEAL)

CONTROLLER OF EXAMINATIONS  
KERALA PUBLIC SERVICE COMMISSION