

Kerala Transport Development Finance Corporation Ltd

(A Government of Kerala Undertaking and a Non Banking Financial Company registered under the Reserve Bank of India)

Trans Towers (6th Floor), Vazhuthacaud, Thiruvananthapuram

Telephone: 0471-2327881, 2326883, Fax 0471-2326884

e-mail: ktdfc@vsnl.com , web: www.ktdfc.com

No. 6508/2014/KTDFC

Printing and Supply of Diaries (Year- 2015).**Tender Notice & Tender Document (2 pages)**

Sealed competitive tenders, superscribing “**Printing & Supply of Diaries**” are invited from competent parties for the printing and supply of 5000 nos of Executive Diaries (year 2015) for Kerala Transport Development Finance Corporation Ltd. Interested parties can collect the Tender Form and details from our head office at Trans Towers, Vazhuthacaud, Thiruvananthapuram during working hours or from our website (www.ktdfc.com)

The EMD for participating in the Tender is Rs.5,000/-, which shall be remitted along with the Tender by way of Demand Draft drawn in favour of the Managing Director, KTDFC, payable at Thiruvananthapuram.

- EMD : Rs. 5,000/-
- Last date and time for submission of tenders : till 3 pm on 31/10/2014
- Opening of tenders : at 4.30 pm on 31/10/2014

Thiruvananthapuram
14/10/2014

Manager (Administration)

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Proposed Specifications for the Printing of Diaries:

1. Number of Executive Diaries to be supplied : **5000** (Five thousand only)
2. Size: 24cm(L) X 18 cm (W), one day per page (Saturday & Sunday clubbed), with usual preliminary pages
3. Name of the Company, logo & year should be foil printed on the cover.
4. Inner pages should be done 60 GSM NS Maplitho paper.
5. Four sheets (both side) multicolour printing in pictorial form in 130 GSM Art paper to provide details of KTDfC.
6. Hard Bound Cover page (1.5 mm thickness)
7. Quality binding.
8. Good quality Velvet page marker.

Other Terms & Conditions:

1. Last date and time for submission of tender: On or before 3 pm on 31.10.2014
2. Date of opening of tenders : 4.30 pm on 31.10.2014 at the Head Office of KTDfC.
3. Date of delivery : Within 20 days from the date of issue of work order.
4. Within 3 days of receipt of work order, a confirmation in writing of the acceptance of work order and terms and conditions is to be submitted by the tenderer receiving the work order.
5. Payment: Within in a week after successfully completing the delivery.
6. Earnest Money Deposit : **Rs. 5,000/-** (Tenders submitted without EMD will be summarily rejected)
7. **The tenderers shall submit sample diary/ diaries along with their tender**
8. Address to which the Tenders should be submitted. : **Manager (Administration), Kerala Transport Development Finance Corporation Ltd., Trans Towers (6th Floor), Vazhuthacaud, Thiruvananthapuram- 14**

The lowest rate for the diary (inclusive of all taxes, transportation charges& Loading Unloading charges at each end) shall be quoted below with signature of authorized signatory, address and phone number:

Rate for One Diary	:
Name of the firm/individual	:
Phone No	:
Email ID	:

Date :

(Name and Signature of the Tenderer)