

# Gramalakshmi Mudralayam

(Controlled by the Govt. of Kerala)  
A unit of Kerala Rural Employment & Welfare Society  
Kanjikode West P.O., Palakkad - 678 623

TIN No : 32010843442  
CST No : 32010343442 C  
Email: [glm.kjd@gmail.com](mailto:glm.kjd@gmail.com)

Office - :0491 -2566253  
General Manager - :0491 - 2566053  
Sales Store - :0491 -2006012

No: GLM/D/30/21

Date :12.02.2021

Offers are invited from printers having good reputation and printing experience in multi colour offset printing for carrying out urgent printing works for Gramalakshmi Mudralayam, Kanjikode for a period of one year on the following terms and conditions.

- 1) The interested parties shall submit their expression of interest in the form appended.
- 2) They will execute an agreement in stamp paper worth Rs.200/-.
- 3) They will remit an amount of Rs.10,000/- (Rupees Ten Thousand only ) as security deposit which will be refundable after the prescribed period without any interest, after deducting liabilities if any due.
- 4) The parties will furnish their expression of interest in the form appended to this notice.
- 5) The short term quotation notices will be furnished to the parties by E-mail, after executing agreement and deposit of security amount.
- 6) The parties can quote their rates, in response to the sending quotations by E-mail. They are also at liberty to submit quotations by hand/by post on condition that the same are delivered to the General Manager, Gramalakshmi Mudralayam before the date and time fixed for submission of quotations.
- 7) The quotation with lowest rates will be considered and negotiations will be conducted only with the lowest rate quoted party.
- 8) The comparative statement of quotations received from various parties and the rates of approved quotation will be sent to all the parties who have taken part in the quotation.
- 9) As the procedure involving invitation of expression of interest is for urgent departmental works invitation of quotation, acceptance, selection, award of work order etc. will be done by E-mails to avoid delay and for speedy completion of work.
- 10) Gramalakshmi Mudralayam has no liability for internet related troubles or change of E-mail id's of parties which have not been timely communicated to this office.
- 11) The parties taking part in the quotation are bound to print and supply materials as per work order at Gramalakshmi Mudralayam, Kanjikode. Rates of conveyance

- shall be separately quoted by the firm. However the Gramalakshmi Mudralayam reserves right for taking delivery of articles from the firm directly.
- 12) The rates quoted will be valid for a period of 3 months from the date of supply order and slight variations may come in the quantum of materials to be supplied, depending on need of the times.
  - 13) The materials shall be packed with labels having item name, number of copies etc. by the printers in cases/ boxes which are occasionally required.
  - 14) Payment will be made to the parties after supply of the materials and on submission of tax invoice. All efforts shall be made by the Gramalakshmi Mudralayam to make payment within 15 days from the date of receipt of tax invoice. No advance payment will be made on any account.
  - 15) The General Manager, Gramalakshmi Mudralayam has every right to amend or cancel quotation notices if any published.
  - 16) In required cases open tender/ E-tender will be resorted by Gramalakshmi Mudralayam and in such cases the parties who have made agreement with General Manager, Gramalakshmi Mudralayam, as per this procedure will have no privileges and they will have to take part in the concerned open tender/ E-tender independently if they so desire.
  - 17) As the procedure is intended for urgent short time printing works printers in Kerala and those within short distance from Gramalakshmi Mudralayam will be preferred.
  - 18) The performance of parties selected for printing works will be reviewed in terms of quality of printing, timely supply and other aspects and the General Manager will be at liberty to reject quotation from any firm quoting reasons based on such review.
  - 19) The selected firm will clear doubts if any from Gramalakshmi Mudralayam before starting printing works.
  - 20) The firm selected will be liable to compensate damages caused if any due to delay in supply of printing materials of the required quality and quantity, as fixed by the General Manager, Gramalakshmi Mudralayam.
  - 21) The General Manager/Any deputed officials from Gramalakshmi Mudralayam will have right to check the quality of printing materials in the printing premises of the firm during the printing process.
  - 22) All disputes are subject to jurisdiction on courts only at Palakkad.



General Manager

**GENERAL MANAGER**  
**(DEPUTY DIRECTOR OF PANCHAYATS)**  
**GRAMALAKSHMI MUDRALAYAM**  
**KANJIKODE WEST, PALAKKAD**