



Ph. 0471 -2317480

KERALA STATE BHARAT SCOUTS & GUIDES

State Headquarters, Vikas Bhavan P.O., Thiruvananthapuram-695 033
Website: www.ksbsg.kerala.gov.in Email: secy.ksbsg@kerala.gov.in

Patron RAJENDRA VISHWANATH ARLEKAR Hon'ble Governor of Kerala	President NSAMSUDHEEN Hon'ble Minister for Education	State Chief Commissioner SNEHIL KUMAR SINGH I A S State Chief Commissioner	State Secretary Dr. ABDU RAHOOF V Phone : 9847286197
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No. C-1270/2026/KSBSG

Date : 14.08.2026

ടെൻഡർ നോട്ടീസ്

കേരള സ്റ്റേറ്റ് ഭാരത് സ്കൗട്സ് & ഗൈഡ്സ് സംസ്ഥാന കാര്യാലയത്തിലേക്ക് 2026-2028 വരെയുള്ള കാലത്തേക്ക് അനുബന്ധമായി ചെർത്ത ജനറൽ പ്രിന്റിംഗ് ജോലികൾ ചെയ്യുന്നതിന് അംഗീകൃത പ്രിന്റിംഗ് സ്ഥാപനങ്ങളിൽ നിന്നും ടെൻഡറുകൾ ക്ഷണിച്ചുകൊള്ളുന്നു. വിശദാംശങ്ങൾ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

വ്യവസ്ഥകൾ

1. നിശ്ചിത ഫോറത്തിലാണ് ടെൻഡർ സമർപ്പിക്കേണ്ടത്. ഫോറം ഓഫീസിലും വെബ്സൈറ്റിലും ലഭ്യമാണ്. ഫോറത്തിൽ സ്ഥാപനത്തിന്റെ പേര്, സ്വീല്, സ്ഥാപനമേധാവിയുടെ പേര്, അഡ്രസ്സ്, ഫോൺ നമ്പർ എന്നിവ കൃത്യമായി രേഖപ്പെടുത്തണം.
2. ടെൻഡർ സ്വീകരിക്കുന്ന അവസാന തീയതി 31.08.2026 വൈകുന്നേരം 4 മണി.
3. 02.09.2026 ന് ഉച്ചയ്ക്ക് 12 ന് ടെൻഡർ തുറക്കുന്നതാണ്.
4. ടെൻഡർ ഫോറത്തിൽ Per Copy (ഒറ്റപ്രതി) തുകയാണ് രേഖപ്പെടുത്തേണ്ടത്. എല്ലാ ഇനങ്ങളുടെയും ആകെ തുക കണക്കാക്കി ഏറ്റവും കുറവ് ആകെ തുക ക്വാട്ട് ചെയ്തയാൾക്ക് ടെൻഡർ നൽകും.
5. കുറവ് തുക ക്വാട്ട് ചെയ്ത സ്ഥാപനവുമായി മേൽപ്പറഞ്ഞ കാലയളവിലേക്ക് കരാറിൽ ഏർപ്പെടുന്നതാണ്.
6. അംഗീകരിച്ച പ്രാമിനും പ്രിന്റ് ഓർഡറിനും വിധേയമായി മാത്രമേ പ്രിന്റിംഗ് നടത്താവൂ.
7. പ്രിന്റ് ഓർഡർ നൽകി 5 ദിവസത്തിനകം ഇനങ്ങൾ ഓഫീസിൽ എത്തിക്കേണ്ടതാണ്.
8. ഡി.ടി.പി., ഡിസൈനിംഗ്, ടാക്സ്, ട്രാൻസ്പോർട്ടിംഗ് കൂലി തുടങ്ങിയ എല്ലാ ഇനങ്ങളിലും ഉൾപ്പെട്ടതായിരിക്കണം ടെൻഡർ തുക.
9. ടെൻഡർ ഫീ ഇനത്തിൽ 1,000/- രൂപ അടച്ച് രസീത് നമ്പർ ടെൻഡർഫോറത്തിൽ രേഖപ്പെടുത്തണം. ഫീ DD/RTGS/NEFT മുഖേനയും നേരിട്ടും അടവാക്കാവുന്നതാണ്. ചെക്ക് സ്വീകരിക്കുന്നതല്ല.
10. EMD ഇനത്തിൽ 1,500/- രൂപ അടച്ച് രസീത് നമ്പർ ടെൻഡർ ഫോറത്തിൽ രേഖപ്പെടുത്തണം. EMD DD/RTGS/NEFT മുഖേനയും നേരിട്ടും അടവാക്കാവുന്നതാണ്. ചെക്ക് സ്വീകരിക്കുന്നതല്ല.
11. ടെൻഡർ നടപടിക്രമങ്ങൾ, തീയതി തുടങ്ങിയ കാര്യങ്ങളിലെ അന്തിമ തീരുമാനം കേരള സ്റ്റേറ്റ് ഭാരത് സ്കൗട്സ് & ഗൈഡ്സ്, സ്റ്റേറ്റ് സെക്രട്ടറിയിൽ നിക്ഷിപ്തമാണ്.

NB :- കൂടുതൽ വിവരങ്ങൾക്ക് കേരള സ്റ്റേറ്റ് ഭാരത് സ്കൗട്സ് & ഗൈഡ്സിന്റെ സംസ്ഥാന കാര്യാലയവുമായി ബന്ധപ്പെടുക.

വിശ്വസ്തതയോടെ,


സംസ്ഥാന സെക്രട്ടറി

KERALA STATE BHARAT SCOUTS & GUIDES

State Headquarters, Vikas Bhavan P.O.,
Thiruvananthapuram – 695033, Ph : 0471-2317480

Website : www.ksbsg.kerala.gov.in

Email : secy.ksbsg@kerala.gov.in

SCHEDULE OF TENDER

1	Tender No.	C-1270/2026/KSBSG
2	Name of Work	Printing & Supply of General Printing Items (Forms, Certificates etc.) for the year 2026-28.
3	Estimate Amount	Rs. 5,00,000/-
4	Price of Tender Form	Rs. 1,000/-
5	EMD to be furnished with Tender	Rs. 1,500/-
6	Period of Completion	2 Years
7	Date upto which the rates are to be firm	2 Years from the date of opening of tender.
8	Last Date & Time of Submission	31.08.2026, 4.00 P.M.
9	Date & Time of Opening of Tender	02.09.2026, 12.00 P.M.
10	Descriptions of Items	As per the Annexure I (Given Below)
11	Address of officer from whom tender forms are to be obtained and to whom tender The Managing Director to be sent	The State Secretary, Kerala State Bharat Scouts & Guides, State Headquarters, Vikas Bhavan P.O., Opp. Co-Operative Bank Tower, PMG Junction, Thiruvananthapuram -33. Ph : 0471-2317480



Date : 14.08.2026


14/8/26

The State Secretary
Kerala State Bharat Scouts & Guides



TENDER FORM

From

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.....
.....

To

The State Secretary,
Kerala State Bharat Scouts & Guides

Sir,

I/We hereby tender to print & supply of forms, certificates etc., under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specifications and schedule, or any portion thereof as may be decided by the Kerala State Bharat Scouts & Guides, at the rates quoted against each item. The articles will be delivered within the time at the places specified in the schedule.

I/We are remitting/ have separately remitted the required amount of Rs. 1,500/- as EMD.

Yours faithfully,

Signature:

Name:

Address:

Date:

Annexure I for Tender Notice : No C-1270/2026/KSBSG Date : 14.08.2026

Items, Specifications & Tender Schedule

<u>Sl No.</u>	<u>Item</u>	<u>Paper Quality</u>	<u>No. Pages (Approx.)</u>	<u>Requirement t per Year (Approx.)</u>	<u>Quoted Rate per Copy (Rs.)</u>
1	Rajyapuraskar Certificate S/G	A4, 185 gsm, White card, Multi Colour	1	30000	
2	Chathurtha Charan, Heerak Pank Certificate	A4, 220 gsm, White Card, Multi Colour	1	2500	
3	Nanmamudra Certificate	A4, 185 gsm, White card, Multi Colour	1	20000	
4	Prasamsapatra for sanitation promotio	A4 Size, 70 GSM Multicolour		500	
5	State level Programme Posters			500	
6	Rajyapuraskar Test Card	A4 Size	1	25000	
7	Rajyapuraskar Question Paper cum Answer Sheet	A4 Size	4	25000	
8	Base Score Sheet	D1/8	1	20000	
9	State Level Programme Certificate	A4 Size Digital	1	3000	
10	State Level Long Service Award Certificate			500	
11	TE Bill Forms	A4 size, 70 GSM, 2 Side	100	9000	
12	Voucher Form	D1/8 Size	100	7905	
13	Individual Progress Card	D1/8 Cover (CD One)	8	25000	
14	Notice for State Level Programmes	D1/8 Digital	4	2000	
15	Registration Form	A4 Size, 70 GSM	1	1500	
16	Basic Course Certificate (SM) (GC)	Card D1/8, 220 GSM, Multicolour	1	1000	
17	Basic Course Certificate (CM) (BB)	Card D1/8, 220 GSM, Multicolour	1	1000	
18	Basic Course Certificate (RSL) (RL)	Card D1/8, 220 GSM, Multicolour	1	1000	
19	Advanced Course Certificate (SM) (GC)	Card D1/8, 220 GSM, Multicolour	1	1000	
20	Basic Course Certificate HSS (Scout)	Card D1/8, 220 GSM, Multicolour	1	750	
21	Advanced Course Certificate (CM)	Card D1/8, 220 GSM, Multicolour	1	1000	

22	Inspection Report	A4 Size,70 GSM	1	200	
23	Advanced Course Certificate RL &RSL	Card D1/8, 220 GSM, Multicolour	1	500	
24	Post Evaluation Form	A4 Size,70 GSM	1	7500	
25	Thanks Card	Card 1/16, 220 GSM	1	1500	
26	Course Authorization	A5 Size, 70 GSM	1	100	
27	Patrol Leader Trs. Trg. Certificate	Card D1/8, 220 GSM, Multicolour	1	250	
28	Badge Instructor's &Examiner's Certificate	Card D1/8, 220 GSM, Multicolour	1	250	
29	Basic Course for Commissioner's Certificate	Card D1/8, 220 GSM, Multicolour	1	250	
30	Marching Course Certificate	Card D1/8, 220 GSM, Multicolour	1	250	
31	Training Counsellor's Course Certificate	Card D1/8, 220 GSM, Multicolour	1	250	
32	Course Attendance Sheet	A4 Size, 70 GSM	1	300	
33	Camp Register Sheet	A4 Size, 70 GSM	1	1000	
34	Assessment Sheet	A4 Size, 70 GSM	1	600	
35	Course Note Book Front	D1/8	1	3500	
36	Spare time activity	D1/8	1	3500	
37	Bunny Leader Course Certificate	Card D1/8, 220 GS, Multicolour	1	250	
38	HWB Certificate for CM, SM, RSL	Card D1/8, 220 GS, Multicolour	1	500	
39	Form of Training Camp Register			3000	
40	Training Study Certificates	Card D1/8, 220 GSM, Multicolour	1	1000	
41	Attendance Certificate S/G	Card D1/8, 220 GSM, Multicolour	1	1500	
42	Training Register (Sheets)	A4 70 GSM	1	750	
43	Training Register (Book)	A4 70 GSM	1	3 Books	
44	Certificates for Special Courses (Common)	Card D1/8, 220 GSM, Multicolour	1	1000	
45	Trainers Register	A4 70 GSM	500	1 Book	
46	HWB Holder's Register (S&G)	F1/2 Size,	200	3 Books	

47	Pre-ALT Holder's Register (S&G)	F1/2 Size,	200	1 Book	
48	Course Staff Attendance Register	F1/2 Size,	1	1000	
49	DTCs Register	F1/2 Size,	200	50 Books	
50	Districtwise Training Counsellor's Register	F1/2 Size,	200	50	
51	Training Camp Register			5	
52	Pioneering & First Course	Card D1/8, 220 GSM, Multicolour	1	150	
53	Receipt Book for Training Purpose			25	
54	Letter Pad STC(s)		50 sheets	10	
55	Camp Inspection Sheet			1000	
56	Letter Pad STC(G)			2	
57	Scout Shop Stock Register	F1/2 Size, Ledger Paper	500	3	
58	Bill Book (Scout Shop)			50	
59	Annual Report	Colour/Black & White, Mapilitho, 70 GSM, Art Cover	150	1800	
60	Note File	A4 Size	1	400	
61	Note Paper	A4 Size	1	2000	
62	Plain Register		500 200 pages	8	
63	District War Group Register	F1/2 Size, Ledger Paper	400	2	
64	Warrant S/G, C/BB, Ranger/Rover	A4 Size	1	2000 each	
65	Charter			2000	
66	Continuous Register	F1/2 Size, Ledger Paper	400	2	
67	Group Register	F1/2 Size, Ledger Paper	200	2	
68	Flag Register	F1/2 Size, Ledger Paper	200	5	
69	Tapal Inward Register	F1/2 Size, Ledger Paper	250	2	
70	Tapal Outward Register	F1/2 Size, Ledger Paper	200	1	

71	Day Book		400 pages	2	
72	Correspondence file			300	
73	Broucher/Notice for programmes			2000	
74	Letter Pad	A4, Multi Colour, 70 gsm	100	1000	
76	District Warrant Register		400	2	
77	Participation Certificate for State Level Competition	A4 Size Digital	1	3000	
78	Poster for State Level Programmes	Demmy Poster	1	2000	
79	Sticker for State Level Programmes	D1/8 Long Digital	1	2000	
80	Scout Shop Purchase Register	F1/2 Size	500	1 Book	
81	Consolidated Score Sheet for Tests			1000	
82	Receipt Book STC	D1/8,1+1	100	20	
83	Receipt Book SHQ	D1/8,1+1	100	20	
84	Receipt Book RTC	D1/8,1+1	100	20	
85	Duty certificate - staff			200	
86	Duty Certificate SM/CM/RSL Basic/Advanced/HWB	D1/8 Size	1	4000	
87	Question & Answer Sheets for recruitment process	A4 Size, 70 GSM	5	350	
88	Attendance cum Relieving Certificate	A5 Size, 70 GSM	1	6300	
89	Valuable Register DD Collection	F1/2 Size, Ledger Paper	500	2	
90	Pay Bill Registers	F1/2 Size,	100	3 Books	
91	Money Order Register	F1/2 Size	200	2	
92	Secretary's Course Certificate			500	
93	DEO's/AEO's Receipt Book			20	
94	Reporting forms- Basic/Advnd/HWB			1800 800 250	
95	Inspection form			400	

GENERAL CONDITIONS

Sealed Tenders are invited for the General Printing works (printing and supply of forms, certificates etc,) for the State Headquarters of Kerala State Bharat Scouts & Guides upto the 2026-2028 as per the terms and conditions detailed below:

1. The work includes **the printing and supply of forms, certificates etc., as per the descriptions in the Tender Notice and Annexure I of the Tender Notice** to the State Headquarters of the Kerala State Bharat Scouts & Guides situated in Thiruvananthapuram in the stipulated time.
2. The tender should be addressed to the officer mentioned above in the sealed cover. The Tender number and name of work should be mentioned on the sealed cover.
3. The tender should be in the prescribed form as per Annexure I which can be obtained from the State Headquarters of Kerala State Bharat Scouts & Guides on payment of the price which is also noted above. The cost of tender form paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates should be only in Indian currency.
4. The sealed tender should reach the State Headquarters of Kerala State Bharat Scouts & Guides on or before due date and time as noted above. No tenders received after the specified date and time will be accepted on any reason.
5. The rates quoted will be considered firm for acceptance till the period mentioned in the tender schedule.
6. Every tenderer should remit the Tender form fee at Rs.1,000/- and EMD for 1,500/-.
7. The EMD should be remitted as mentioned above directly to the State Headquarters of Kerala State Bharat Scouts & Guides or by Demand Draft in favour of the State Secretary, Kerala State Bharat Scouts & Guides from State Bank of India. The earnest money of unsuccessful tenderers will be returned as soon as possible by RTGS after the tenders are settled; but that of successful tenderers will be adjusted towards the final payment.
8. Late tenders will not be accepted at any reason.
9. The tenders will be opened on the appointed day and time in the State Headquarters of Kerala State Bharat Scouts & Guides, in the presence of such those tenderers or their nominees who may be present at that time.
10. If the tender opening date happens to be on a holiday/ non-working day due to any reason, the tender opening process will be done on the next working date at the same time & place.
11. The Kerala State Bharat Scouts & Guides will not be responsible for any errors and missing committed by the bidder during the submission of the tender.
12. The successful tenderers shall execute an agreement for the due fulfillment of work within a specified period.
13. In the case of were a successful bidder, after having made partial supplies, fails to fulfill the contract in full, all or any of the materials not supplied, the discretion of the State Secretary, KSBSG, be printed/supplied by means of another tender/quotation or by negotiation from the next higher bidder and loss if any caused to the KSBSG shall be recovered from the defaulting bidder.

14. The rate quoted should be inclusive of all expenses like cost of the materials, DTP, Layout or design charges, printing, transportation, wages, duties & taxes, loading and unloading etc.
15. **Per copy rate should be quoted** by the bidder. The KSBSG will calculate **the total amount of all the quoted items and will be fixed the tender to the person who has quoted the lowest total amount.**
16. The payment will be made only after the successful supply of materials as per the work orders.
17. No representation for the enhancement of the rates once accepted will be considered at any circumstances.
18. In the cases of any disputes arises in connection with the contract, agreement, all illegal proceedings related to the proceedings to the matter shall be instituted in any Court in Kerala.
19. Any attempt on the part of the bidder or their agent to influence the State Secretary/Staff/Officials of the KSBSG in their favour by personal canvassing will be disqualify the tender.
20. The State Secretary of KSBSG is at liberty to accept or reject the tenders without assigning any reason thereof.
21. **The bidders are directed to consult the office of the KSBSG for more clarification and copies of articles** before submitting the Tender.

State Secretary

Thiruvananthapuram
14.08.2026

Annexure II
AGREEMENT

(to be executed in Kerala stamp paper worth Rs.200/-)

This agreement made on between **State Secretary (on behalf of the Kerala State Bharat Scouts & Guides, State Headquarters, Vikas Bhavan, Thiruvananthapuram – 695 033)** here in after called the '**Association**' and, (**on behalf of Tenderer**) here in after called the '**Bidder**' or '**Distributor**'.

Whereas the **Bidder** has agreed to undertake the Printing and supply of '**Forms, certificate etc.,**' as per the specification made in the Tender notice of the **Association**, numbered..... published in the Daily newspapers.

Whereas the '**Bidder**' agreed to undertake the Printing and Supply of articles or items as specified in the quotation notice said above.

Whereas the **Bidder** fails in the prompt Printing and Supply of the items as said in the quotation notice and the directions of the State Secretary, in good condition or any portion thereof, the **Association** has the liberty to stop the payment and recover the loss, if any, from the printer.

The **Bidder** hereby agreed and undertakes to perform and fulfill all the operations and obligations connected with the executions of the said contract of the Printing and Supply of forms, certificates etc. are awarded in favour of the **Bidder**.

In witness where of the State Secretary for and on behalf of the Kerala State Bharat Scouts & Guides, State Headquarters, Thiruvananthapuram and, (**on behalf of Bidder**), have set their hands on this day and the year first written.

Name and Signature of the Tenderer

Signed and delivered by in the presence of the Witnesses;

Name of Witness

Signature

1.

2.

3.

*State Secretary,
Kerala State Bharat Scouts & Guides,
State Headquarters, Thiruvananthapuram.*