



TENDER FORM

From

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To

The State Secretary,
Kerala State Bharat Scouts & Guides

Sir,

I/We hereby tender to supply, 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. 1000/- as EMD.

Yours faithfully,

Signature:

Name:

Address:

Date:

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

TENDER NOTICE

Sealed Tenders are invited for the printing and supply of Token Flag in the Kerala State Bharat Scouts & Guides, Thiruvananthapuram as per the Specifications and conditions detailed below;

1	Tender No.	C-1234/2026/KSBSG
2	Name of Work	Printing & Supply of Token Flag
3	Estimate Amount	Rs. 3,00,000/-
4	Price of Tender Form	Rs. 1,000/-
5	EMD to be furnished with Tender	Rs. 1,000/-
6	Period of Completion	20 Days from Work Order
7	Last Date & Time of Submission	17.08.2026, 4.00 P.M.
8	Date & Time of Opening of Tender	19.08.2026, 11.00 A.M.
9	No. of Token Flags	15,60,000 (Approximate)
10	Descriptions of Token Flag	
	(I) Specification	Art Paper 100 GSM 8x5 CM Multi colour printing
	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 : 29.07.2026




The State Secretary
Kerala State Bharat Scouts & Guides

SCHEDULE OF MATERIALS

Sl.No.	Specifications	Quantity	Unit	Quoted rate (including all charges and expenses)		Remarks
				Rs	Ps	
1	2	3	4	5		6
1	Token Flag	1	Per piece			

(Quoted rate in words:)

Period within which the works should be completed 20 days from the Work Order.

GENERAL CONDITIONS

Sealed Tenders are invited for the Printing of Token Flags for Kerala State Bharat Scouts & Guides at Thiruvananthapuram as per the terms and conditions detailed below:

1. The work **includes printing of Scout Guide Token Flags for the year 2026 subject of approval of proof and print order by the State Secretary of KSSBG. Sample of paper should be approved by the State Secretary. Flags should be delivered to the office within 10 days of placing the order. The said flags should be delivered to the State office only after cutting them in A4 size and bundling them according to the number provided by the State Headquarters.** The tender should be addressed to the officer mentioned above in the sealed cover with the sample papers. The Tender number and name of work should be mentioned on the sealed cover.
2. The tender should be in the prescribed form 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.
3. The sealed tender should be reached 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.
4. The rates quoted will be considered firm for acceptance till the period mentioned in the tender schedule.
5. Every tenderer should remit the Tender form fee and EMD as prescribed in the Tender Schedule.
6. The EMD should be remitted as mentioned above directly to the state HQ 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.
7. Late tenders will not be accepted at any reason.

8. 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.
9. 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.
10. 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.
11. The successful tenderers shall execute an agreement for the due fulfillment of work within a specified period.
12. 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 at 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.
13. The rate quoted should be inclusive of all expenses like DTP, Designing, cost of the materials, printing, transportation, wages, duties & taxes, loading and unloading etc.
14. **The amount to be quoted is to print one flag (Single piece of Flag) by the bidder.**
15. The payment will be made only after the successful printing and supply of Token Flag.
16. No representation for the enhancement of the rates once accepted will be considered at any circumstances.
17. 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.
18. 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.
19. The State Secretary of KSBSG is at liberty to accept or reject the tenders without assigning any reason thereof.
20. **The bidders are directed to consult the office of the KSBSG more clarification** before submitting the Tender.


29/7/25
State Secretary

Thiruvananthapuram
29.07.2026



Annexure I

AGREEMENT

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

This agreement made on between **State Secretary (on behalf of the Keral State Bharat Scouts & Guides, State Headquarters, VikasBhavan, 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 Token Flag 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 Token Flag as specified in the quotation notice said above.

Whereas the **Bidder** fails in the prompt Printing and Supply of Token Flag 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 Token Flag 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.

***Dr. Abdu Rahoof V.
Kerala State Bharat Scouts & Guides,
State Headquarters, Thiruvananthapuram.***

