

The Kerala State Women's Development Corporation Ltd.

Opp. Manmohan Bunglow, Kowdiar P O., Trivandrum 695 003

Tender No. KSWDC/Information Guide Cum Diary 2018/17-18

Date : 03.10.2017

Notice inviting E-Tender for Printing and supply of Information Guide cum Diary 2018

E-Tender in two bid system is invited from competent agencies for the printing and supply of 4000 Nos. (Four Thousand Only) (as per technical specification given in **Annexure 1**) required for **Information Guide Cum Diary 2018**. The Executive Diaries should be printed as per the specification given by the company.

Sl no.	Product	Quantity
1	Executive Diary	4000 nos.

The tender is invited through two bid system –“**Technical Bid and Financial Bid**”. The tender has to be submitted as e-tender through <https://etender.kerala.gov.in>. The bidders those who have enrolled in the above portal with their own Digital Signature Certificate (DSC) can only participate in the tender. E-Tender document and other details can also be obtained from the portal.

The Tender has two parts : 1) Technical bid 2) Financial bid (BOQ)	
Tender No	KSWDC/Information Guide Cum Diary 2018/17-18
Earnest Money Deposit	Rs. 10000 (Rupees ten thousand only)
Tender Fee	Rs.500 + GST
Date & Time of issue of Tender document online	03.10.2017
Closing date of issue of Tender document online	19.10.2017
Last date and time for the submission of Tender online	19.10.2017, 5.00 p.m.
Date & time of opening of e-tender –Technical (online)	23.10.2017, 11.00 a.m.
Date & time of opening of Financial bid online	Will intimate later
Period of validity of offer	180 days from the date of opening of financial bid online
The successful bidder should submit original documents (Except Financial bid) to The Managing Director, The Kerala State Women's Development Corporation Limited Opp. Manmohan Bungalow, Kowdiar Post Thiruvananthapuram- 695 003 on or before 19.10.2017, 5.00 p.m.	

Instruction to Tenderer- Important points while online payment for e- Tenders Bidders, while participating in online tenders published in Government of Kerala's e-procurement website (www.etenders.kerala.gov.in), should ensure the following:

1. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tendering Documents. Failure to furnish all information required by the Tendering Documents or submission of a tender not substantially responsive to the Tendering Documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.
2. Single transaction for remitting Tender Fee and Earnest Money Deposit (EMD) : Bidder should ensure that Tender Fee and Earnest Money Deposit (EMD) are remitted as one single transaction and not separate. Separate or split remittance for tender document fee and EMD shall be treated as invalid transactions.
3. Account number as per Remittance Form only: Bidder should ensure that account no. entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in Internet banking site is the same as it appears in the remittance form generated for that particular bid by the e-procurement system. Bidder should ensure that Tender Fee and EMD are remitted only to the account number given in the Remittance form provided by e-procurement system for that particular tender. Bidder should ensure the correctness of details inputted while remittance through NEFT/RTGS Payment. Please also ensure that your banker inputs the Account Number (Which is case sensitive) as displayed or appears in the Remittance form. Bidder should not truncate or add any other details to the above account number. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT/RTGS remittance.
4. Only NEFT/RTGS remittance allowed : Account to Account transfer or Cash payments are not allowed and are invalid mode of payments. Hence, the remittance form provided by e-procurement system is to be used only for NEFT/RTGS payment.
5. UTR number: Bidder should ensure that the remittance confirmation (UTR number) received after NEFT/RTGS transfer should be updated as it is, without any truncation or addition, in the e-procurement system for tracking the payment.
6. One Remittance form per bidder and per bid: The remittance form provided by e-procurement system shall be valid for that particular bidder and should not be re-used for any other tender or bid or by any other bidder.
7. The bids will not be considered for further processing if bidder fails to comply on points 1 to 5 above and Tender Fee and EMD will be reversed to the account from which it was received. Tender without Tender Fee, Earnest money deposit (EMD) and tenders submitted incomplete in any respect shall be rejected.
8. The Tender prepared by the Tenderer and all correspondence and documents relating to the tender exchanged by the Tenderer and the Purchaser, shall be written in English language.

9. No tenderer shall contact the Purchaser on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded. If the tenderer wishes to bring additional information to the notice of the purchaser it should do so in writing.

Eligibility criteria for applicants for the tender

Tenderers shall enclose as part of its offer, relevant details and documents establishing its eligibility and qualification to perform the contract. Necessary Documentary evidence needs to be submitted to establish that the tenderer has adequate capability to printing and/ supply of Information Guide cum Diary 2018.

1. The tenderer should be either manufacturer or authorized supplier or authorized dealer of Executive Diaries. Tenderer should furnish proof for the same.
2. The tenderer should have a minimum experience of five (5) years in the field of printing and/or supply of the product. Only such printers/suppliers can participate in the tender. Certificate/documents evidencing past major supplies of the item for the last 3 years should be enclosed.
3. The tenderer should have been operational at least for 5 years (Prior to the date of tender)
4. Tenderers must submit credential indicating performance of the offered product supplied earlier to other organization especially govt/PSU's.
5. Tenderer shall not have a criminal record and should not be convicted by any court of law in India or abroad.
6. Tenderers who failed to comply with earlier contractual obligations of KSWDC are not eligible to participate in the tender.
7. Tenderers blacklisted by Govt. of Kerala or KSWDC would not be considered
8. Financial bid of the tenderers who satisfy all the above criteria and technical specifications would only be opened for further consideration
9. The bid quoted by the tenderer should be valid for a period of 6 months aor upto 31.03.2017.

Terms and Conditions

- Bidder has to submit minimum 3 samples of Executive dairies. Bidder is free to submit more samples. Sample dairies produced by the Bidder, shall conform approximately to the specifications of the Tendered items, particularly in terms of quality of material and workmanship.
- The Bidder should have GST registration and PAN.

- Bids for supply of diaries would be finalized based on design, quality and price of the samples. Bids received after the due date and time will be treated as invalid and not be accepted.
- KSWDC reserves the right to reject any or all the offers without assigning any reason whatsoever.
- Details of similar jobs executed in the past 3 years along with the quantum and value of the job, names and addresses of the clients for whom the jobs were executed (Please submit copies of purchase orders).
- Copies of satisfactory work completion certificates from the above clients.
- Tender without EMD will not be considered and shall be rejected.
- Undertaking to the effect that in case the bidder withdraws bid/falls to accept/execute the work order for any reason, EMD & security deposit will be forfeited/corporation as penalty. **(Annexure II)**.
- All the pages of the tender duly signed along with the letter of the bidder on his letter head applying for the tender.
- The corporation does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The corporation also reserves the right to cancel the tender without assigning any reason. The decision of the corporation in this regard shall be final, conclusive and binding on the bidders
- The bidder is required to quote rate per Diary. Rate so quoted should include total cost of finished product. The rate should be inclusive of all taxes, cess, duties (i.e. central/state, local taxes etc.). No separate/additional payment other than the above quoted per premium diary will be made by us. Rates should be quoted both in figures and words :
- Rate so quoted will be applicable for delivery of Diary to the office of KSWDC, Head office, Trivandrum the rate quoted by the bidder will hold good for delivery of the finished product.
- Interested bidder should necessarily quote for total quantity.
- The rates quoted should be valid till the completion of delivery of all the ordered quantity. The validity period for this purpose shall be till 31.03.2018 so that if any interim need arises corporation may order accordingly.
- The description and specification of the item to be supplied, be noted carefully and the offer should be strictly in accordance with the same.
- Finished product should be as per our specifications only.
- Conditional offer shall not be accepted.

- Apply loss or damage of goods while on transit should be borne by the supplier.
- No alterations either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the corporation, in writing.
- Before submitting the tender, the bidders are required to examine carefully the tender documents, terms and conditions of assignment and specifications.
- The tenderer/bidder shall indicate the name, designation and address with telephone number/fax number etc. so as to enable the corporation to serve the notice regarding the tenderer, if any.
- The corporation reserves the right to extend the validity period of the tender to a date as may be convenient to it.
- The corporation reserves the right to seek clarification/additional documents, if required.
- Successful bidder has to execute an agreement with KSWDC in non judicial stamp paper for Rs. 200/-.
- Payment shall be released only after successful supply of items and no advance payment shall be released.

EMD and Tender fees

- The tenderer shall have to submit an amount of RS.10000/- (rupees one thousand only) towards Earnest Money Deposit (EMD).
- The tenderer shall have to submit an amount of Rs.1000 (rupees thousand only) non refundable tender fees.
- The earnest money deposit of the unsuccessful tenderers will be refunded without any interest only after finalization of tender or within 45 days from the date of opening of technical bid, whichever is earlier.

KSWDC reserves the right to change the qualifying criteria at their discretion and to reject or cancel the invitation for bids without assigning any reason thereof.

Bidders are required to submit the following documents :

- 1) Registration certification in case of Govt. approved contractors.
- 2) Partnership deed in case of partnership firms/certificate of registration in case of companies/co-operative societies.

- 3) Past experience with supporting documents evidencing major supplies made and capability to carrying out supply of diaries and/or.
- 4) GST registration, copy of PAN and exemption certificate from Income Tax Department (if any)
- 5) All disputes arising in connection with these tender proceeds will be settled within the jurisdiction of Civil Court in Trivandrum.
- 6) Any clarification in this regard can be had from the office of KSWDC, Tel. no. 0471-2727668. Details are also available in website – www.kswdc.org.

Managing Director

TECHNICAL SPECIFICATIONS

Quantity	4000 nos. (Executive Diary)
Size	15 x 21 cms
Paper Quality	Natural Shade Paper, 70 gsm
Dairy pages	Monthly planner on every month starting page and month wise die cutting, front side standard information 17 pages, telephone index 5 pages after December 31 st and year planner on both side of back inner cover & velvet page marker. KSWDC write ups 10 pages on single colour and 12 pages photo and advertisements by multicolor printing 100 to 150 GSM imported real art paper.
Bind	Good quality imported Art paper with multicolour foil printing and spot lamination pasted on 3 mm hard board with company logo and name foil printing (gold color) on front side and address on back side.
Packing	Each diary should be shrink-wrapped and packed in white duplex board with minimum 250 GSM thickness. 50 finished diaries should be further neatly set and packed in 7 ply corrugated boxes duly stripped to hold.
Delivery	Entire order quantity should be delivered at the Head office of the Corporation at Trivandrum within 45 days from the date of work order. Deadline for delivery is 15.12.2017.

Name :

Signature of Tenderer :

Place :

Date :

TENDER FORM OF TECHNICAL BID FOR SUPPLY OF DIARIES

PART A : GENERAL INFORMATION

- 1. Name of the Press (in Block letters) :

- 2. Date of establishment/incorporation :

- 3. Address & telephone no. of the unit and email address :
(in case of multiple units, details for every unit should be
furnished separately)

- 4. Address of office (if separate) and telephone no. :

- 5. Status : Whether proprietary/partnership/private :
ltd. co./Public ltd.co.

- 6. Names of proprietor/partners/directors :

Annexure II

Undertaking
(to be furnished on the letter head of the bidder)

The Managing Director

The Kerala State Women's Development Corporation Ltd
Thiruvananthapuram.

Dear Sir,

Sub : Supply of Diaries for the year 2018 – reg

Ref: Tender No : KSWDC/Information Guide Cum Diary 2018/17-18

- 1) I/We have read and understood the terms and conditions of the above referred tender for the supply of Diaries for KSWDC.
- 2) I/We fulfil all the prequalification criteria's mentioned in the referred tender and furnished required Earnest Money Deposit and Tender fees.
- 3) I/We offer to undertake and complete the work in conformity with KSWDC's requirement and the terms and conditions set out for the same.
- 4) I/We agree to abide by the referred tender for validity of rates as mentioned in the tender and terms and conditions.
- 5) I/We hereby confirm to follow and abide by all instructions as laid down by The Kerala State Women's Development Corporation Ltd in tender document.
- 6) I/We note that KSWDC is not bound to accept the lowest or any other tender that may be received by it.
- 7) I/We agree to print diaries strictly confirming to the Technical specification mentioned in the bid.
- 8) I/We hereby bind my/ourself that KSWDC has the right, without assigning any reasons thereof, to
 - i) Reject, amend and modify their offer as mentioned in the tender
 - ii) Terminate this tender process
 - iii) Make no award to any of the participants and/or recommence the entire process.
 - iv) Contract with one or more participants for reasons other than the lowest price.
 - vii) Forfeit the EMD in the event of withdrawal of bid/any evasion, refusal to undertake the job/service or delay on my/our part to sign and execute the order.

Authorised Signatory