E-tender ID :2026_KSWDC_883719_1
Visit :https://etenders.kerala.gov.in

The Kerala State Women's Development Corporation Ltd.

Ist Floor, Transport Bhavan, East Fort, Attakulangara P O., Trivandrum 695023

Tender No. KSWDC/EA3/IG/7305/26 Date : 30.10.2026

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

E-Tender in two-bid system are invited from competent agencies for the printing and supply of 5000 Nos. (Five Thousand Only) **Information Guide 2027**. The Information Guides should be printed as per the specifications given by the company.

Sl no.	Product	Quantity
1	Information Guide	7000 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/EA3/IG/7305/26
Earnest Money Deposit	Rs. 8,750 (Rupees six thousand only)
Tender Fee	Rs.1,750
Processing Fees	Rs.295 (18% GST inclusive)
Date & Time of issue of Tender document online	30.10.2026
Closing date of issue of Tender document online	07.11.2026
Last date and time for the submission of Tender online	07.11.2026, 17.00 p.m.
Date & time of opening of e-tender –Technical (online)	09.11.2026, 11.00 a.m.
Date & time of opening of Financial bid online	Will intimate later
Period of validity of offer	**90 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** **First Floor, East Fort, Attakulangara P O.,** **Thiruvananthapuram- 695 023 on or before 08.11.2026, 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 separately. 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 furnished while payment through NEFT/RTGS. And also ensure that your bankers name and Account Number (Which is case sensitive) can be read 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 manner 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 when 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 for printing and/ supply of Information Guide.

1. The tenderer should be either manufacturer or authorized supplier or authorized dealer of Executive Diaries/Information Guides of similar establishments. 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 and extendable for a maximum period of one year.

Terms and Conditions

1) The rate quoted must be for the unit noted in BOQ. Any loss or damage of units/materials/goods while on transit should be borne by the supplier.

2) The price offered should be fixed for the entire period of contract.

3) The sample copy of Information Guide is available in Head Office of KSWDC for reference.

4) The Bidder should have GST registration and Income Tax, PAN.

5) Bids for supply of Information Guide 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.

6) KSWDC reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to award contract without thereby incurring any liability to the affecting tender or tenders.

7) Details of similar jobs executed in the past three 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).

8) Conditional bids submitted by bidder shall not be accepted.

9) Copies of satisfactory work completion certificates from the above clients.

10) Tender without EMD will not be considered and shall be rejected.

11) 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.

12) All the pages of the tender duly signed along with the letter of the bidder on his letter head applying for the tender.

13) 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

14) The bidder is required to quote rate per product. 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 :

15) Rate so quoted will include delivery cost of finished product to the office of KSWDC, (Head office, Trivandrum) in good condition.

16) Interested bidder should necessarily quote for total quantity.

17) The rates quoted should be valid till the completion of delivery of all the ordered quantity. The supplier will supply the ordered quantity before 10.12.2026.

18) The description and specification of the item to be supplied, be noted carefully and the offer should be strictly in accordance with the same.

19) Finished product should be as per our specifications only.

20) Conditional offer shall not be accepted.

21) 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.

22) Before submitting the tender, the bidders are required to examine carefully the tender documents, terms and conditions of assignment and specifications.

23) 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.

24) The Corporation reserves the right to extend the validity period of the tender to a date as may be convenient to it.

25) The Corporation reserves the right to seek clarification/additional documents, if required.

26) Payment shall be released only after successful supply of items and no advance payment shall be released.

27) EMD and Tender fees

a) The tenderer shall have to submit an amount of Rs.6,000/- (rupees six thousand only) towards Earnest Money Deposit (EMD).

b) The tenderer shall have to submit an amount of Rs.1,200/- (Rupees one thousand two hundred only) as non-refundable tender fees and a processing fee of Rs.295/- (including 18% GST) (Rupees two hundred and ninetyfive only).

c) 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.

28) Performance security deposit - The successful bidder will have to furnish in interest free performance security deposit of 5% of the total order value. An amount of 5% shall be deducted from the invoices submitted by the successful tenderer as performance security to be utilized in case of default or defective materials, equipment's, supplies, work or service not rectified by the tenderer. The performance security less any sums charged by the purchaser shall be paid over to the tenderer at the end of the defects liability period/warranty period. The tenderer can submit bank guarantee towards the 5% performance security against which the same shall be released. This bank guarantee shall be valid upto 60 days after the completion of the contract period. The bank guarantee shall be assigned in favour of KSWDC.

29) The successful tenderer have to sign an agreement, the draft of which will be send with the letter informing the acceptance of tender. Within 10 days of the receipt of the information regarding acceptance of the tender, the successful tender shall sign the agreement in non judicial stamp paper for Rs.200/- and return it to the purchaser.

30) KSWDC reserves the right to increase or decrease the total quantity by 25% either more or less.

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 Information Guides 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. 0471-2454570. Details are also available in website – www.kswdc.org.

Managing Director

Annexure - 1

TECHNICAL SPECIFICATIONS

Quantity	**7000 nos.**
Size	14.8 cm (Width) × 21 cm (Height)
Paper Quality	• Diary Pages : 70 GSM, high-quality Sunshine Natural Shade Maplitho Paper. • Information Guide Pages : 70 GSM, good-quality Sunshine Natural Shade Paper. • Company Information : 16 pages printed in single colour on diary paper. • Advertisement Pages : 20 pages printed in multicolour on imported art paper, placed at the back of the Information Guide.
Page Layout and Content	• One day per page, with Saturday and Sunday clubbed together. • 16 pages of standard general information, printed on the front side. • 4 pages comprising a telephone index, messages and group photographs, printed in multicolour as per the specimen copy. • A sewn-in velvet page marker ribbon.
Cover Binding and Finishing	▪ The cover shall be made of texture embossed high quality PVC coated material (colour black) binding, securely pasted on all sides, with additional decorative pasting as per our instructions. ▪ Available in multiple colours, as specified. ▪ Company name and logo to be metallic embossed on both the front and back covers in Silver colour. • A good-quality, durable elastic strap securely attached to the back cover of the diary, designed to wrap around and hold the diary firmly closed. The strap colour should match or complement the cover.
Bookmark Ribbon	Each Information Guide must include a securely sewn-in bookmark ribbon.
Packing	• Each Information Guide must be individually shrink-wrapped. • Every 100 finished Information Guides must be neatly arranged and packed in 7-ply corrugated boxes. • Boxes must be securely strapped to ensure safe handling and transportation.
Delivery on or before 10.12.2026	

Name :

Signature of Tenderer :

Place : Trivandrum

Date :

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 Information Guide– reg
Ref: Tender No : KSWDC/EA3/IG/7305/2026

1) I/We have read and understood the terms and conditions of the above referred tender for the supply of Information Guide 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.
   v) 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

TENDER FORM OF TECHNICAL BID FOR SUPPLY OF INFORMATION GUIDE

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 :

7. PAN & GST No. :