

# The Kerala State Women's Development Corporation Ltd.

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

Tender No. KSWDC/EA3/Hand Book 2021/Printing/2020-21

Date : 14.10.2020

## Notice inviting Tender for Printing and supply of Information Guide cum Hand Book 2021

Tender in two bid system is invited from competent agencies for the printing and supply of **4000** Nos. (four Thousand Only) (as per specification given in **Annexure 1**) required for **Information Guide Cum Hand Book 2021**. The handbook should be printed as per the specification given by the company. (Annexure – 1) (The physical sample copy available in office).

Sl no.	Product	Quantity
1	Information Guide cum Hand Book 2021	4000 nos.

<b>Tender No</b>	KSWDC/EA3/Hand Book 2021/Printing/2020-21
<b>Earnest Money Deposit</b>	Rs. 10000 (Rupees ten thousand only)
<b>Tender Fee</b>	Rs.1000 + GST
<b>Time of issue of Tender document</b>	14.10.2020
<b>Closing date of issue of Tender document</b>	27.10.2020, 3.00 p.m.
<b>Last date and time for the submission of Tender</b>	28.10.2020, 5.00 p.m.
<b>Opening date of Tender</b>	30.10.2020, 11.00 a.m.
<b>The successful bidder should submit original documents</b> <b>The Managing Director,</b> <b>The Kerala State Women's Development Corporation Limited</b> <b>Opp. Manmohan Bunglow, Kowdiar Post</b> <b>Thiruvananthapuram- 695 003 on or before 28.10.2020, 5.00 p.m.</b>	

### Instruction to Tenderer

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. 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.
3. 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 Handbook 2021.

1. The tenderer should be either manufacturer or authorized supplier or authorized dealer of handbook. 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

### **Terms and Conditions**

- Bidder has to submit minimum 3 samples of diaries/handbook. 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 handbook 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 Handbook. 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 Handbook will be made by us. Rates should be quoted both in figures and words :
- Rate so quoted will be applicable for delivery of Handbook 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 10.12.2020 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.10,000/- (rupees ten thousand only) towards Earnest Money Deposit (EMD).
- The tenderer shall have to submit an amount of Rs.1,000 (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 tender, 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.

#### **Tenders 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 handbook 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](http://www.kswdc.org).

Managing Director

**SPECIFICATIONS**

<b>Quantity</b>	4000 nos.
<b>Size</b>	12 width x 18 cms height
<b>Paper Quality</b>	Natural Shade quality sunshine maplitho Paper, 70 GSM
<b>Dairy pages</b>	70 GSM Good quality sunshine natural shade paper. One day to a page Saturday and Sunday clubbed and front side standard general information 28 pages and telephone index pages, messages in 4 pages (multicolour) as per specimen copy after December 31 <sup>st</sup> on backside of the handbook with Velvet page marker.
<b>Bind</b>	Cover binding with imported high quality PU leather lite foam materials in different colors with stitching on all sides and design stitching as per our instructions and Company logo and name should be blind or Gold Die embossing on front cover as well as back cover.
<b>Information</b>	Company information 8 pages single color on handbook paper and 12 pages multi colour advertisement on imported art paper at backside of the handbook.
<b>Packing</b>	Each handbook should be shrink-wrapped and 100 finished handbooks should be further neatly set and packed in 7 ply corrugated boxes duly stripped to hold.
<b>Delivery</b>	Entire order quantity should be delivered at the Head office of the Corporation at Trivandrum within 30 days from the date of work order.

Name :  
Signature

Place : Trivandrum  
Date : 14.10.2020

## 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 Handbook for the year 2021 – reg

Ref: Tender No : KSWDC/EA3/Hand Book 2021/Printing/2020-21

- 1) I/We have read and understood the terms and conditions of the above referred tender for the supply of handbooks 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 handbook strictly confirming to the specification mentioned in the tender document.
- 8) I/We hereby bind my/ourselves 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



The Kerala State Women's Development Corporation Ltd.  
Basant, TC 24/3279, Opp. Manmohan Bunglow,  
Kowdiar P O., Trivandrum – 695003, Ph-0471-2727668,  
Fax -0471-2316006, e-mail-head@kswdc.org

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### **TENDER FORM**

1. Tender no. :
2. Name & address of tenderer :
- Contact phone no. :
- Office :
- Residence :
- Mobile :
- PAN No :
- GST registration no. :
3. Details of EMD : Rs
- DD No & Date .....Drawn on Bank.....
4. Rate to be quoted :
- Per handbook

### **DECLARATION BY TENDERER**

I/we agree as per the terms and conditions mentioned and at the rate quoted above.

Place : Signature

Date : Name & address of tenderer