



**The Kerala State Women's Development Corporation
Ltd.**

Corporate Office, First Floor, Transport Bhavan Building,
East Fort, Attakulangara P O., Trivandrum 695023,
Phone – 0471-2454580, 2454570 E-mail-
head@kswdc.org

Tender no: KSWDC/EA4/ASEP-N/2021

Date: 07.12.2021

EXTENSION OF TENDER NOTICE

Sub : Printing and supply of Handbook (2000 copies) for ASEPN

Course –extension for submitting tender – reg

**Ref : Tender notice no. KSWDC/EA4/ASEPN/2021 dated
25.11.2021**

Sealed competitive tenders was invited from individuals/agencies/
firms/companies for printing and supply of Handbook 2000 nos. for
ASEPN Course.

The date and time of receipt of tender is extended upto 3.00 p.m on
13.12.2021.

The Date and Time of opening of tenders shall be at 4.00 p.m. on
13.12.2021.

The other conditions shall be the same.

Sd/-

Managing Director

The Kerala State Women's Development Corporation Ltd.
First Floor, Transport Bhavan, East Fort, Thiruvananthapuram 695023

Tender No. KSWDC/EA4/ASEP-N /2021

Date : 25.11.2021

**Notice inviting Tender for printing & supply of Handbooks (2000copies) for
ASEPN course**

Tender is invited from competent agencies for the printing and supply of **2000** nos. of handbooks as per specification given in **Annexure 1**. The handbook should be printed as per the specification given by the corporation. (Annexure – 1)

Sl.no	Item Name	Pages	Specifications	Required numbers
1	Handbook-1(Basic Nursing Skills, Infection Control, and Patient safety)and (IT & Soft Skills)	212	1.Inside100GSM,Art paper, Multi colour Printing. 2.Cover300GSM Art card	1,000 copies
2	Handbook-2 (Emergency and Critical Care)	106	1.Inside100GSM,Art paper, Multi colour Printing 2.Cover300GSM Art card	1,000 copies
Total				2000

Tender No	KSWDC/EA4/ASEP-N /2021
Earnest Money Deposit	Rs. 5000 (Rupees five thousand only)
Tender Fee	Rs.1000 + 18%GST (Total-Rs.1180/-)
Time of issue of Tender document	25.11.2021
Last date and time for the submission of Tender	6.12.2021, 5.00 p.m.
Opening date of Tender	7.12.2021, 11.00 a.m.
The bidder should submit original documents The Managing Director, The Kerala State Women's Development Corporation Limited First Floor, Transport Bhavan, East Fort, Thiruvananthapuram 695023 on or before 6.12.2021, 5.00 p.m.	

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 **Handbooks- Sl no. 1&2 (1000copies) for ASEPN course.**

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.
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 handbooks. Bidder is free to submit more samples. Sample handbooks 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-SI no. 1&2. 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 30.12.2021 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.
- All disputes arising in connection with these tender proceeds will be settled within the jurisdiction of Civil Court in Trivandrum.
- Any clarification in this regard can be had from the office of KSWDC, Tel. no. 0471-2454585.,9496015040 Details are also available in website – www.kswdc.org.

EMD and Tender fees

- The tenderer shall have to submit an amount of Rs.5,000/- (Rupees five thousand only) towards Earnest Money Deposit (EMD) drawn in favour of The Managing Director, Kerala State Women's Development Corporation Ltd.
- The tenderer shall have to submit an amount of Rs.1,000/- +Gst (Total Rs.1180/-) nonrefundable tender fees drawn in favour of The Managing Director, Kerala State Women's Development Corporation Ltd.
- 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) Partnership deed in case of partnership firms/certificate of registration in case of companies/co-operative societies.
- 2) Past experience with supporting documents evidencing major supplies made and capability to carrying out supply of handbook and/or.
- 3) GST registration, copy of PAN and exemption certificate from Income Tax Department (if any)


Managing Director

Annexure - 1**SPECIFICATIONS**

Quantity	2000 nos.
Size	21.5 cm width x 28. cms height
Paper Quality	Handbook-1 (Inside100GSM,Art paper, Multi colour Printing. Cover300GSM Art card) Handbook-2 (Inside100GSM,Art paper, Multi colour Printing. Cover300GSM Art card)
Delivery	Entire order quantity should be delivered at the Head office of the Corporation at Trivandrum within 30 days from the date of work order.

Signature

Place : 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 and printing of Handbooks (2,000copies) for ASEPN course – reg
Ref: Tender No : KSWDC/EA4/ASEP-N /2021

- 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 handbooks strictly confirming to the specification mentioned in the tender document.
- 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



TENDER FORM

1. Tender no. :

2. Name & address of tenderer :

Contact phone no. :

Office :

Residence :

Mobile :

Email id :

PAN No :

GST registration no. :

3. Details of EMD : Rs

DD No & Date Drawn on Bank.....

4 Details of Tender fee : Rs

DD No & Date Drawn on Bank.....

5. Rate to be quoted Per

handbook -Sl no.1&2(Total including GST) :

(in figures and words).

6.Proof of experience for five (5) years in the
field of printing and/or supply:

7. Details of Printing of similar jobs executed
in the past 3 years. Quantum and value of the job:

8. Names and addresses of the clients for whom the jobs were executed.

9. Copies of documents to be attached:

- a) Partnership deed in case of partnership firms/certificate of registration in case of companies/co-operative societies.
- b) Past experience with supporting documents evidencing major supplies made and capability to carrying out supply of handbook and/or.
- c) Purchase orders of the clients for whom the jobs were executed.
- d) GST registration, copy of PAN and exemption certificate from Income Tax Department (if any)
- e) Undertaking in Annexure ii

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