

TRAVANCORE DEVASWOM BOARD

www.travancoredevaswomboard.org

Cultural and Archeological Director Office,
Thiruvananthapuram,

No. 02/16/CA 2.

23/06.2016.

Devaswom Board Order Roc No.5486/16/CA | 16.6.2016

Section I

Invitation of Application for Empanelment of well equipped offset printing presses for assignment of time bound printing works of the Travancore Devaswom Board.

1. The empanelment will be made of the printers situated in the State of Kerala.
2. The Travancore Devaswom Board, Kerala an autonomous organization under the Govt. of Kerala, invites applications from well established, medium size and large size reputed printing presses with experience of printing books with colour plates, brochures in multi colour, posters, pamphlets and all type commercial items including multi colour printing for empanelment on its panel of offset Printers initially for a period of two years. The applicant printers will be invited to quote their item-wise printing rates for all the items as and when they are required after empanelment for printing and other related operations. The application of only those printers who fulfill the prescribed minimum criteria alone will be considered.
3. The last date for receipt of the online Applications and Bid is 20.07.2016 till 1 P.M. The application by online in the website of Travancore Devaswom Board will be opened on the same day at 4 P.M and the bids of applicants who meet the minimum qualification criteria will be considered as eligible for empanelment by the Travancore Devaswom Board and that the list will be published immediately after this process. Bids of those who do not meet the minimum qualification criteria will be rejected.
4. A complete set of Application Form along with the Bidding Documents may be down loaded from the date of receipt of Application including Bidding Documents. The document fee of Rs. 2,000/- may be paid through online to the Head of Account of the Devaswom Commissioner.
5. Applicants for empanelment must be remitted a non-refundable documentation fee for of Rs. 2,000/- by online to the Head of Account of the Devaswom Commissioner.
6. Bids of only those printers who fulfill the minimum criteria will be opened in the presence of Bidders, representatives, who choose to attend the Bid opening at the date, time published on website.

7. A Pre-Application meeting will be held on 11.07.2016 at 3 P.M. at the office of the Cultural & Archeological Director in order to provide the Applicant an opportunity to seek clarification on any or all aspects of the Application and Biding Documents.
8. The establishment of all the Applicant printers considered for empanelment on the panel of Travancore Devaswom Board will be inspected by a team of Technical officers appointed by the Board. The team will verify the details provided by the applicant in respect of machinery, equipment, space and other relevant documents.
9. The Application Bid from Printers will be scrutinised with reference to qualification criteria prescribed in the document and inspection report. The Bids of only those Applicant will be opened who fulfill the minimum criteria for printing of the aforesaid items. The out sourcing of printing works will be resorted to only in an emergent situation in which such items are found in practicable to do at the Travancore Devaswom Board within the permissible span of time. There upon the printer on the roll of empanelment will be called upon to quote their rates for printing the item and after formulating the schedule of rates, the lowest bidder after negotiation will be assigned with the work with specific norms in the work order.
10. Those printers who fulfill the conditions will be empanelled for a period of two years if they sign the contract. The Travancore Devaswom Board will have a right to extend the contract up to two years after yearly assessment of the performance of the printer, on the same rates and terms and conditions, to those who request for the extension at that time.



Director.

Office of Cultural and Archeological Affairs.

Section II

Application and Bidding Data sheet

1. Address: The Director of Cultural and Archeological Affairs,
Travancore Devaswom Board,
Nanthancode, Thiruvananthapuram-695 003.
Telephone: 0471-2319845
Email: culturaldirectortdb@gmail.com
Date:
2. The amount of processing fee of Rs. 2,000/- (Documentation fee)
3. Assignment of print jobs of Travancore Devaswom Board publications in different sizes in single colour, 02 colour and 04 colour, print order ranging from 500 copies to 50,000 copies and supplied to the godown of Travancore Devaswom Board. The empanelled presses will be called upon to quote their rates as and when the works are to be executed on an emergent basis especially in the context that such works are impracticable to do at the Travancore Devaswom Board Press in the permissible period of time. After formulating the schedule of rates, the works will be assigned to the printer with a direction to deposit security deposit proportional to the total cost estimated for the work.
4. Deadline for submission of Application and Bid Date: 20.07.2016 till 1 P.M.
5. The date and time of opening the application for empanelment
Date: 20.07.2016 Time: 4 P.M.
6. The application and Bid opening shall take place at the office of Cultural & Archeological Director.
7. The Bid shall be submitted by online in the form as furnished under Section V.
8. Documentation Fee Rs. 2,000/- to be paid online to the Head of Account of the Commissioner.
9. EMD as per rules to be paid online against work order to the Head of Account of the Commissioner.
10. Security Deposit on receipt of work order in proportionate to the total estimated cost.

SECTION III
Qualification Criteria

Qualification criteria for Empanelment on the panel of Travancore Devaswom Board offset Printers.

1. The Applicant Printer must be in existence for the last five years.
2. The Applicant Printer must have at least two years experience in book production supported by documents.
3. The Applicant printer must be registered with local Municipal Body or declaration before the Public Commissioner / Magistrate/ Registration with state local authority for having a press.
4. The Applicant Printer should have PAN number issued by Income Tax department.
5. The Applicant Printer should have ownership documents in support of printing and binding machine.
6. An affidavit on non-judicial stamp paper of Rs.100/- stating that no case is pending against the printer under copy right act and the printer has never been black listed by any govt/ semi Govt./ Govt. Undertaking or by any Autonomous Organization.
7. Minimum criteria for empanelment of printers in respect of Printing and Binding Machine and equipment is as under.
 - a) Plate Making
 - i. Full fledged equipment for system work.
 - ii. CTP Unit with automatic processor (large press), full fledged plate making unit for medium presses.
 - b) Printing Machine
 - i. One four colour sheet fed offset printing machine in Demy size/ Standard Demy size or one two colour Double Demy size sheet fed printing machine.
 - ii. 4 HI Web offset (Four Colour) printing machine . one (desirable)
 - iii. Double Demy size sheet fed printing machine of single colour – 1 or Two Demy size single colour sheet fed offset printing machine.
 - iv. Fully automatic programmable cutting machine – 1 No
 - v. Facility for Lamination and UV Coating (desirable)
 - c) Post Press Operation machinery and equipment.
 - i. Fully automatic inline book finishing machine with speed in the range between 2000 and 4000 unit /hour – 1 No (desirable for medium size presses and essential for large size presses)
 - ii. Conventional book binding facilities
 - iii. Perfect (Adhesive) Binding/ Machine– 1 No

Section IV

Schedule of Requirements and Specifications

1. Requirements

The Travancore Devasowm Board publishes books with colour plates in various sizes, the print order of which ranges from 500 to 50000 copies. These publications are to be printed in single colour, two colours and four colours by using CPT Units.

In addition to the above publications posters in four colour, are to be printed very often in Demy and Double Demy sizes. So also Brochures, Pamphlets, invitation cards in bulk quantities are to be printed and supplied in a short span of time at the store of Travancore Devaswom Board, situated in the premises of Head office, Nanthancode.

2. Specifications

Printing Ink Quality- The ink to be used in printing should bear the following qualities.

- 2.1 The Ink should be of a good standard in quality having sufficient quantity of finely ground pigments.
- 2.2 The Ink should be adequately laxy to fully transfer to paper and stick firmly but should not fully absorbed into the paper reflecting See through.
- 2.3 The Ink should have good drying quality particularly on smooth or glazed paper to avoid set off.
- 2.4 The ink should not be so tacky to snatch / pick up the paper or coating on paper while printing.
- 2.5 Perfect registration of colours should be maintained throughout while printing four colour pictures.
The folio line and or numbers, given either on top or at the bottom of the pages, should be in perfect alignment with the folio lines and numbers of the preceding pages of the book.
- 2.6 There should be controlled release of ink as per requirement of the job and suiting to the quality of paper to avoid a see through and uneven inking.
- 2.7 There should be uniform/ even inking throughout the book.

3. Binding Quality

- 3.1 Perfect Binding publication item are rarely required.
- 3.2 The spine of the book shall be rounded and the fore edge should be in sharp contrast to the rounded back.

- 3.3 Sectioning quality binding are to be bound by machine sewing and reinforced with adhesives and lined with cloth for durability. The square of the board shall be extending from the three edges of the book evenly preferably by 0.32 cm. in the case of quality binding.
- 3.4 Mill board of 1.8 mm grey board to be used for case in quality book binding.
4. Packing and forwarding
 - 4.1 Rates quoted for works of different nature shall be of all expenses involved until delivery of items at the places stipulated in the work order. Details of packing if deemed necessary will be furnished in the work order.

Section V

This tender is intended for empanelment of well equipped offset Printing Presses on the panel of the Travancore Devaswom Board for assigning time bound printing works after inviting rates from the empaneled printers which would be in response to the communications from the Director of Cultural and Archeological Affairs of the Travancore Devaswom Board. Details of works and conditions for execution will be enumerated in the communication relating to inviting rates and there after assigning work the successful bidder of works.

The bidders may prove their competency for being involved in the panel by returning Section III duly marked Yes/No against each of the item in the list.

Section

Qualification Criteria 1 to 7 a b c

1.	The Applicant Printer must be in existence for the last five years.	Yes/ No
2.	The Applicant Printer must have at least two years experience in book production supported by documents.	Yes/ No
3.	The Applicant printer must be registered with local Municipal Body or declaration before the Public Commissioner / Magistrate/ Registration with state local authority for having a press.	Yes/ No
4.	The Applicant Printer should have PAN number issued by Income Tax department.	Yes/ No
5.	The Applicant Printer should have ownership documents in support of printing and binding machine.	Yes/ No
6.	An affidavit on non-judicial stamp paper of Rs.100/- slating that no case in pending against the printer under copy right act and the printer has never been black listed by any govt/ semi Govt./ Govt. Undertaking or by any Autonomous Organization.	Yes/ No
7.	Minimum criteria for empanelment of printers in respect of Printing and Binding Machine and equipment is as under.	Yes/ No
a	Plate Making	Yes/ No
i	Full fledged equipment for system work.	Yes/ No
ii	CTP Unit with automatic processer (large press), full fledged plate making unit for medium presses.	Yes/ No
b	Printing Machine	Yes/ No
i	One four colour sheet fed offset printing machine in Demy size/ Standard Demy size or one two colour Double Demy size sheet fed printing machine.	Yes/ No
ii	4 HI Web offset (Four Colour) printing machine . one (desirable)	Yes/ No
iii	Double Demy size sheet fed printing machine of single colour – 1 or Two Demy size single colour sheet fed offset printing machine.	Yes/ No
iv	Fully automatic programmable cutting machine – 1 No	Yes/ No
v	Facility for Lamination and UV Coating (desirable)	Yes/ No
c	Post Press Operation machinery and equipment.	Yes/ No
i	Fully automatic inline book finishing machine with speed in the range between 2000 and 4000 unit /hour – 1 No (desirable for medium size presses and essential for large size presses)	Yes/ No
ii	Conventional book binding facilities	Yes/ No
iii	Perfect (Adhesive) Binding/ Machine– 1 No	Yes/ No

*COPY forwarded to
EDP section*