

Swamy Saranam

TRAVANCORE DEVASWOM BOARD

culturaldirectortdb@gmail.com

Office of Cultural & Archeological Affairs,
Nanthancode, Thiruvananthapuram,

No.02/16/CA 2.

26 .08.2016.

TENDER FORM

Board Order ROC 7358/16/Sty, dated 24/06/2016

- I) Invitation of Tender (Technical and Financial Bids) for the supply of Pre-Printed Computer Stationery Forms for the use of Pooja Tickets and Prasadam Tickets at various Temples of Travancore Devaswom Board for the year 2016-17.

Bid Reference No	02/16/CA 2, dated ---08/2016
Date of Sale of Bid Documents	27/08/2016
Closing date for sale of Bid Documents	03/09/2016 12 Noon
Date of Opening	03/09/2016 3 P.M
Place of Opening	Office of the Cultural & Archeological Affairs, Travancore Devaswom Board, Nanthancode, Thiruvananthapuram.
Address for Communication	Director, Cultural & Archeological Affairs, Travancore Devaswom Board, Nanthancode, Thiruvananthapuram-3, Ph: 0471-2319845
E-mail & Website	edp@travancoredevaswomboard.org culturaldirectortdb@gmail.com www.travancoredevaswomboard.org
Place of Supply	Stationery Store, Travancore Devaswom Board, Head Quarters, Nanthancode, Thiruvananthapuram
Date of Commencement of Supply	19/09/2016

II)

1. The Travancore Devaswom Board invites Sealed Bids from well equipped stationery printing units for the supply of pre-printed tickets, for the use on computers in connection with the sales of tickets for poojas of various items.
2. Interested owners of the units may obtain detailed information from the office of the Director of Cultural & Archeological Affairs, Travancore Devaswom Board.
3. The Complete tender, documents can be obtained on proper request to the Director of Cultural & Archeological Affairs on the letter head of the concerned units on payment of a non-refundable amount of Rs.5,205/- (5000+ vat and other taxes) towards the cost of tender documents by D.D. in favour of the Director of Cultural & Archeological Affairs, Travancore Devaswom Board, payable at any Nationalized Bank / Scheduled Bank. Bid documents can also be seen and down loaded from the website. The cost of tender documents down loaded from the website would also be of Rs.5,205/- (5000+ vat and other taxes) and would have to be deposited in the form of Demand Draft in favour of the Director of Cultural & Archeological Affairs along with the filled bids. Any bid not containing either the money receipt of the bank draft towards the purchase of tender documents would be out rightly rejected.
4. All the tenders must be accompanied with EMD equal to 2.5% of the total bid amount in cash or by D.D. in favour of the Director, Cultural & Archeological Affairs, Travancore Devaswom Board. (Payable at Trivandrum)
5. Bid Security amount equal to 5% of the total bid amount by D.D. in favour of the Director, Cultural & Archeological Affairs or Bank guarantee.
6. Income tax clearance certificate of the last year.

III)

1) Schedule of Requirements and Specifications.

Sl. No	Particulars	
a	Size of Computer tickets with perforation on both ends	Width 6 Inch Length 4 Inch
b	Printing on one side	Multi colour / Two colour on One side as necessity arises
c	Digital and Variable Numbering and Bar coding (desirable)	As per specification (Pre-numbered colour Tickets / Computer Stationery)
d	No.of Tickets required	In Zig Zag form or Roll to Roll form, either of the two will be ordered according to the requirement-Quantity will be assessed and intimated as and when the stock is used by
e	GSM of Paper	80 and above A Grade paper highly surface sized. Perforation on both ends of paper roll shall synchronize with computer printer. The pitch (the space between the holes) will have to be ascertained in the case of each of the printer installed

The item as per the above specifications is intended to fed on computer for sale of tickets.

IV Submission of Tender

The Applicant Bidder shall place the two separate envelopes (called inner envelop) marked "Technical Bid" and "Financial Bid" for information of schedule of rates for printing.

Rates quoted in the financial bid shall be for a set of 1000 tickets and inclusive of all taxes, material cost, packing and forwarding, transportation and all the perks connected with the delivery of packets of tickets at the points to be determined from time to time by the the Director, Cultural & Archeological Affairs.

Technical Bid shall be informative statement as to whether the facilities available are inconformity with the qualification criteria. "Technical and Financial Bid" are to be submitted in the format appended.

V. Qualification Criteria (to be submitted along with Technical Bid)

1. The Applicant Printer/ Tenderer must be in existence for the last five years.
2. The Applicant tenderer must have at least 3 years experience in the production of computer stationery tickets, supported by documents.
3. The Applicant Tenderer must be registered with local Municipal Body/ Corporation or declaration before the Police Commissioner/ Magistrate for having the unit,

4. The Applicant Tenderer should have PAN Number issued by Income tax Department.
5. The Applicant Tenderer should have owner ship documents in support of the machinery items.
6. As affidavit in non-judicial stamp paper of Rs.200/- stating that no case is pending against the unit and that the unit has never blacklisted by any Government/ Quasi Government institutions.

Requirement of equipment and machinery items

PRE-PRESS

- | | |
|---|------|
| 1. DTP Unit with heavy duty laser printer | 1 No |
| 2. Plate exposing unit | 1 No |
| 3. Automatic plate processing unit | 1 No |
| 4. Retouching table | 1 No |

PRE-PRESS

- a. Roll- Pack/ Roll/Roll Continuous Stationery Press with the Following features/ facilites. (as necessity arises)
- b. High quality Multi- Colour Forms Production
- c. Line hole punching with one pair of long life rings/ two shaft vertical perforation
- d. Multi colour Offset printing facilities from reel of paper
- e. On line numbering facilites/ attachment
- f. Output in Zig-Zag form or roll form.
- g. Provision to change cut off size according to requirements.
- h. Non-stop delivery with conveyor table
- i. Options for variety of demands- upto 10 inch width

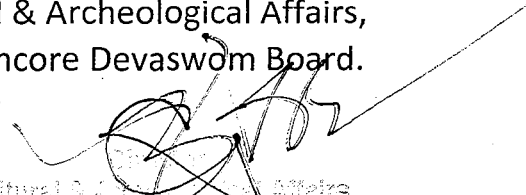
VI Packing Facilities


VII Contract Agreement

To be executed by the successful tenderer.


Director,

Cultural & Archeological Affairs,
Travancore Devaswom Board.


Cultural & Archeological Affairs,
Travancore Devaswom Board,
Kanchanganada, Thiruvananthapuram, Kerala.

26.8.16


Copy forwarded to EDP Section.

TECHNICAL BID

VIII

Qualification Criteria

Remarks

Sl. No.

1. Yes/ No
2. Yes/ No
3. Yes/ No
4. Yes/ No
5. Yes/ No
6. Yes/ No
7. Yes/ No
8. Yes/ No

Requirement of equipment and machinery items.

1. Yes/ No
2. Yes/ No
3. Yes/ No

Press Machinery Items

1. Yes/ No
 - a) Yes/ No
 - b) Yes/ No
 - c) Yes/ No
 - d) Yes/ No
 - e) Yes/ No
 - f) Yes/ No
 - g) Yes/ No

2. Yes/ No

Owner of the Unit.

FINANCIAL BID

Details of Tickets

- 1) Double Colour Printing on one side
 - a) Width- 6 Inch
Length- 4 Inch With perforation on both ends.
 - b) Printing – Two Colour on one side
 - c) Numbering – As per Specifications (Pre-numbered Colour / Computer Stationery)
 - d) No. of Tickets – 50 Lakhs
 - e) GSM of Paper – 80

Rate per set of 1000 tickets :

- 1) Rates quoted are inclusive of all taxes, cost of material labour charge, expenses on loading, transportation, unloading and delivery at the points suggested,
- 2) Rate quoted is for a set of 1000 tickets.

Owner of the Unit.