

## TRAVANCORE DEVASWOM BOARD

Nanthancode, Thiruvananthapuram- 695 003

PRINTING OF POCKET DIARY - 2018

TENDER NOTICE by E-tender system

[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)

[www.travancoredevaswomboard.org](http://www.travancoredevaswomboard.org)

Ref - 451/17/CA II (a)

22/09/2017

Applications and Bidding Documents for selection of a fully equipped printing press for the printing of 25,000 (Twenty five Thousand only) Pocket Diaries of the Travancore Devaswom Board (hereinafter referred to as TDB) for the year 2018.

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### SECTION-I (a) Invitation of applications for selection of a fully equipped diary printing press

Invitation of Tenders in two bid system from the owners of fully equipped diary printing presses to assign the printing works of 25,000 Pocket Diaries of the Travancore Devaswom Board for the year 2018 after formulating rates in the stipulated tender procedure.

- 01 The selection of the printing press will be made from among the printing presses which conform to qualification criteria under section III of the tender conditions.
- 02 The tender is open to all the presses situated all over the country. The details of the diaries have been furnished in section II.
- 03 The last date for receipt of applications and bids is at 2 PM on 07.10.2017. The applications will be opened at 3 pm on 12.10.2017. The bids of those who do not satisfy the minimum qualification criteria will not be accepted. The price bid will be opened together with technical bid or after inspection of the bidders presses as the situation heads towards.
- 04 *The bidders should have necessary portal enrolment with their own Digital Signature Certificate.*
- 05 The Tender documents consisting of Application Form along with the bidding documents, qualification information and eligible criteria for the bidders, technical specifications schedule of quantities etc are available in the website [etenders.kerala.gov.in](http://etenders.kerala.gov.in)
- 06 The Technical Bids of only those printers who fulfill the minimum criteria will be opened at the date, time and place intimated to them by the TDB.
- 07 Cost of tender document is Rs.5,000/- (Rupees five thousand only) + 18% GST through online.
- 08 The Bids found incomplete will not be considered

- 09 The formulated Schedule Of Rates for printing will be offered to the printers whose bids are opened and found complete and substantially responsive. The printer who accepts the offer and deposit the required security money will be considered for assigning the work. The rates quoted will be made known to the bidders one by one if their tenders are found substantially responsive.
- 10 The tenders are invited by e-tender system of the Government of Kerala. All the participants shall follow this system and collect the necessary details from the website of the Travancore Devaswom Board.

**Special instructions to the bidder for the e-submission of the bids**

- (a) Bidder should do the registration in the tender site <http://etenders.kerala.gov.in> using the option available. Then the Digital Signature Registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized certifying authorities such as SIFY/TCS/nCode.
- (b) If any clarification is required, this may be obtained online through the tender site or through the contract details. Bidder should take into account the corrigendum published, if any, before submitting the bids through online.
- (c) After the bid submission, the acknowledgement number given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.
- (d) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or difficulty faced during the submission of bids through online by the bidders.
- (e) The bidder shall submit the bid documents by online mode through the site <http://etenders.kerala.gov.in>.
- (f) Each document uploaded through online for the tenders should be less than 2 MB. If any document is more than 2 MB, it can be converted to rar /zip format and then the same can be uploaded. However, if the file size is less than 1 MB, the time for uploading transaction will be very fast. The total size of the documents in all the covers put up together should be less than or equal to 12 MB.
- (g) The bidder should ensure that the bid documents submitted are free from virus and if the documents could not be opened due to virus during tender opening, the bid is liable to be rejected.
- (h) The time settings fixed in the server side and displayed at the top of the tenders will be valid for all actions of requesting bid submission, bid opening etc in the e-tender system. The bidders should follow this time settings during bid submission.
- (i) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewed by authorized persons during bid submission and not be viewable by any one until the time of bid opening. The submitted tender documents become readable only after the tender opening by the authorized individual.
- (j) The confidentiality of the bids are maintained since the secured Socket Layer 128 bit Encryption technology is used. Data storage encryption of sensitive field is done.

  
**Director**

Cultural & Archeological Affairs  
Travancore Devaswom Board  
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Thiruvananthapuram.

## Section I (b)

### DATA SHEET (Pocket Diary)

#### 1) Office Inviting Tenders

The Director,  
Cultural and Archeological Department,  
Travancore Devaswom Board,  
Nanthancode, Thiruvananthapuram,  
Pin-695 003.  
Telephone No:0471- 2319845.  
Email id- [culturaldirectortdb@gmail.com](mailto:culturaldirectortdb@gmail.com)  
Website : [www.travancoredevaswomboard.org](http://www.travancoredevaswomboard.org)  
[www.etender.kerala.gov.in](http://www.etender.kerala.gov.in)

Tender Opening Venue : Office of the Devaswom Commissioner, Travancore Devaswom Board, Nanthancode, Thiruvananthapuram – 695 003

- 2) No. of copies - 25,000 (Twenty five thousand only). In 9 c.m. X 16 c.m.
- 3) Non-refundable cost of tender form for pocket diary - Rs.5,000/- + 18%GST online payment  
EMD - Rs.50,000/- online payment  
Security Deposit - Rs. 1 lakh – True copy of the Bank Guarantee
- 4) Details about the work and other conditions – Refer Section II
- 5) Qualification Criteria– Section III
- 6) Schedule of Requirements and Specifications – Section IV, items 1 (a) to (d), 2 (a) to (e).
- 7) Conditions of Contract: Section V
- 8) Technical Bid Section VI
- 9) Price Bid Section VII
- 10) Date of Supply of the total ordered Quantity - from 06.11.2017 in two consignments one at Pampa and the other at the Head Office, Nanthancode, Thiruvananthapuram.
- 11) The tender is open to all the presses situated all over the country.
- 12.) Last date for receipt of application and bids is at 2 pm on 07.10.2017. The applications will be opened at 3 pm on 12.10.2017
- 13) Cost of tender document is Rs 5,000/- + 18% GST through online.

## Section II

### 1.) Details about the work and other conditions

- a. Pocket Diary in 9 cm X 16 cm size with not more than 200 pages which is inclusive of 15 pages preliminary matter in single colour and 16 pages multi colour in Art Paper of 100 GSM and the rest also in single colour with 2 dates on each of the pages.
- b. The eight pages of colour plates are to be set up at the opening of the Diary.
- c. The line on the text matter shall be a light grey colour which shall on no account supersede the colour of writing ink.
- d. Binding in case style with back in round shape and fore edge in concave shape- desirable.
- e. The sections are to be bound by machine sewing, reinforced with adhesives and lined with cloth for durability. Index ribbon is essential.
- f. The square of the board shall extend from the three edges of the book evenly in proportion to the size of the book.
- g. Mill board of 1 mm grey board to be used for case.
- h. Paper for the Diary 70 GSM map litho Bright White variety is essential (Diary Variety)
- i. The front and rear of the case are required to be embellished with multi colour printing and matt laminated. The front shall have cushioned effect.
- j. End Paper- 135 GSM Art Paper.
- k. System work of colour printing and setting of the preliminary and text matters are to be done by the successful bidder.

### 2.) Cost of Application / Tender Documents for Pocket Diary

- a.) Tender Fee - Rs.5,000/-+ 18% GST through online.
- b.) EMD – Rs.50,000/- through online.
- c.) Security Deposit: Rs. 1 Lakh by Bank Guarantee applicable to successful bidder.
- d.) Documentary evidence establishing the requirements furnished under Section III.
- e.) Undertaking that the Bid shall remain valid for the period of six months from the last date of submission of application and bid.
- f.) An affidavit affirming that the information furnished in the Application and Bidding Documents are correct to the best of knowledge and belief.
- g.) Bid prices/costs
  - The Applicant bidder shall indicate on the bid form the total material cost and labor cost .
  - The prices shall be quoted in Indian Rupees only, which shall be inclusive of all charges till the delivery of the Diary at the specified spot and place and all other taxes admissible as per rules.
- h.) The documents establishing the printer's eligibility and qualifications. The applicant bidder shall provide documentary evidence of his/her ownership eligibility and qualification to perform the contract to the TDB's satisfaction, if his/her establishment is to be accepted as per the Qualifications Criteria specified in Section III

i.) Marking of application and bid

- Technical Bid in the prescribed format for Printing and Supply of Pocket Diary 2018.( 2 dates in each page)
- Financial Bid fixing the Schedule of Rates for printing the Diaries for 2018 in prescribed format.
- Scanned copies of all other documents related to Section III at items from 1 (a) to (f).

**3.) Opening of Applications for scrutiny and bids for evaluation and formulation of rates.**

- a. (i) Opening of Technical Bids and other documents at 3 pm on 12.10.2017.  
(ii) Price bid – will be opened only after verification under intimation to the qualified bidders.
- b. The TDB will open the applications received (except those received late) under intimation to the bidders.
- c.) The TDB will prepare Minutes of the Application and Bid openings, including the information disclosed to those present in the meeting
- d.) The scrutiny of the applications will be made with respect to the cost of bidding documents etc. On this basis, the TDB will draw up a list of the eligible presses after opening the price bids.

**4.) Clarification of application and bids and signing the Contract Agreement.**

a.) To assist in the examination and evaluation of applications and comparison of bids, the TDB may at its discretion, ask the applicant bidder for any clarification about his/her Application and Bid. No change in the prices/costs or substance of the bid shall be sought, offered or permitted, except to confirm the correction of arithmetical errors discovered by the TDB in the evaluation of the bids.

b.) Responsiveness of Application

The TDB will evaluate each application to determine that the applicant fulfils the eligibility criteria of Section III, that the application has been properly signed, that it meets the required quality of printing as evidenced from the samples to be produced at the time of opening of Technical Bid and that it has attached all the documentary evidence required in the Application Form.

c.) The TDB reserves right to accept or reject any application and bid.

d.) The TDB reserves the right to negotiate with the successful bidder to reduce the rate by offering its rate. The Firm will have two days' time to ensure that its acceptance reaches the TDB in time. The successful bidder accepting the rate offered by the TDB shall communicate his/her consent in writing along with the following namely:-

- i.) Tender Fee, E.M.D and Security Money in accordance with Section II clause 2 (a),(b),(c).

(ii.) Two copies of the Contract Agreement duly signed by the authorized signatory. (format will be made available to the successful bidder together with the work order.)

e) On receipt of the Contract Agreement signed by the Firm, the authorized officer of the TDB will sign both the copies of the Contract Agreement and return one copy to the successful bidder for his record. The firm who accepts the TDB's offer of rate, can sign the Contract Agreement. The EMD will be returned immediately after the assignment of work to the successful bidder.

f) The bidders may also produce the best specimen of their dairy work done in the quality specified under Section V before opening the tenders or at the time of opening. A dummy as specified may also be produced together with the specimen.

5) The bidder shall produce an undertaking in stamp paper of not less than Rs.200/- that his/her performance with the customers/ in the past dealings had never been blemished by letters or by any other means from any of there. Any such adverse reaction from the customers of the bidder will be treated as disqualification for the bidder to take part in the completion last of customers may be produced for reference.

6) The bidder shall produce the entire set of hard copies sent online at the time of opening.

### SECTION III Qualification Criteria

Qualification Criteria for enrolment on the panel of Diary printing presses and submission of bids to formulate the Schedule of Rates for printing 25,000 copies of Pocket Diary for the year 2018.

1. The Travancore Devaswom Board is desirous of considering well equipped printing presses for diary production with high precision and perfection in binding and colour elegance in printing. To attain this quality, the works in various stages in the production of diaries are to be done by means of automatic machines. Only the large size diary printing presses specially equipped with machinery of automation will be considered.

- a.) The applicant printer must be in existence for the last five years.
- b.) The applicant printer in addition to diary printing must have at least two years' experience in book production and other commercial printing works. Documentary evidence to be produced together with the application.
- c.) The applicant printer must be registered with local municipal/corporation body or declaration before the Police Commissioner/Magistrate for the existence of the press.
- d.) The applicant printer should have PAN issued by the Income Tax Department.
- e.) The applicant printer should have ownership documents in support of printing and post press operation machines
- f.) An affidavit in non-judicial stamp paper of Rs.200/- stating that no case is pending against the printer under the Copy Right Act and the printer has never been black listed by any Govt./Quasi Govt undertaking or by any autonomous organization.

#### 2. Specially Equipped Presses for the printing of Pocket Diaries

- a.) Full fledged System work unit equipped with high resolution scanner, DTP unit with different varieties/nature of software required for high quality production of commercial work.
- b.) Full fledged plate making unit with automatic processor/ developer
- c.) One four colour sheet fed offset printing machine in Demy size.

a. Facilities for matt lamination and UV coating (desirable)

#### 3. Post press operation machinery and equipment

- a. One automatic folding machine Demy size. (desirable)
- b. One semi automatic sewing machine
- c. One computerized cutting machine.
- d. Semi automatic case making machine 1 number. (desirable)

## SECTION IV

### Schedule of Requirements and Specifications

#### 1) Printing Ink Quality

- a) The ink to be used in printing should have the following qualities. Finely grind pigments, adequately viscous to fully transfer and stick on paper but should not fully penetrate into the paper reflecting "See through", good drying quality, should not be so tacky.
- b) Perfect registration of colour should be maintained throughout while printing the jobs and "See through" and uneven inking should be avoided.
- c.) The folding of forms should be done in such a manner that the pages fall exactly on the other side. Before folding the forms, it should be ensured that no such form is folded which is torn or has spots, scum and or is not perfect in printing.
- d.) While section sewing the book, it should be ensured that the thread and the string are tough and appropriate in depth.

#### 2) Packaging and Forwarding

The total ordered quantity is to be delivered at Pamba in Pathanamthitta District. during the period from 06.11.2017 and the rest at the store of the Head office of the Travancore Devaswom Board at Thiruvananthapuram immediately after 30.11.2017.

- a.) Each pocket or bundle should contain fifty diaries
- b.) The diaries shall be packed into uniform bundles tied with plastic strips and wrapped in transparent PVC/Poly propylene sheets/bags not less than 80 microns in thickness with duly inserted two labels of 3" X 4" size (giving the details of delivery such as total quantity delivered and the balance etc.) in the longer sides of the packets.
- c.) Manuscripts and Photographs.

The Printer entrusted with a print job shall make arrangements to collect all materials such as manuscript for preliminary and text matter, original illustrations, photograph, design (whatever required) from the Director, Cultural and Archeological Department of the Travancore Devaswom Board at his/her own cost and expense within the stipulated period. All materials required shall be purchased at the own cost and expense of the printer and got approved. The DTP and system works are to be done by the successful tenderer at his press.

- d.) The printer is expected to furnish proofs of the entire diary and obtain final approval on the proofs so submitted before taking up the bulk printing.
- e.) Maintenance of High standard of Production.

The Printer entrusted with the print job shall execute the work with the highest professional skill maintaining optimum and high standard in all respects without any compromise in quality at any stage of execution.



**SECTION V**  
**CONDITIONS OF CONTRACT**

**01. Agreement**

The Contract Agreement which constitutes the entire agreement between the TDB and the printer supersedes all communications, negotiations and agreements whether written or oral made prior to the date of Contract Agreement.

**02.** No amendment or other variation of the Contract Agreement shall be valid unless it is in writing, is dated expressly refers to be the Contract Agreement and is signed by a duly authorized representative of each party thereto.

**03. Security Money**

To be submitted against work order. The security money will remain with the TDB till the printer executes the work to the entire satisfaction of the work assigner. This will be payable to the TDB as compensation for any loss resulting from the printers. Failure to complete his / her obligations under the Contract Agreement, if not adjusted / recovered from his / her pending claims. No interest will be payable by the TDB to the printer on the security money deposited

**04. Inspection and tests**

The TDB has all the rights to enter into the printing press of the printer at any time and day for the inspection of the printing press and to make on the spot inquires whether the job assigned is in progress or not. The printer shall extend his / her full co-operation to facilitate the inspection and answer the queries of the inspecting officials to his / their full satisfaction.

**05. Packing and Documentation**

The packing of diaries should be as per the specifications laid down in Section-IV, Schedule of Requirements and Specifications. The packing, marking and Documentation within and outside the packages shall conform strictly to the special requirements as shall be provided in the job order and subsequent instructions thereon.

**06. Delivery**

This should be in accordance with the delivery schedule specified by the TDB in the job order with the printer. It is the printer's duty to deliver the printed diary at the places specified in the Job Order. If the printer dispatches the diary by Rail / Road, it will be his / her responsibility to take delivery and to deliver the same at the specified places.

07.) The expense of the entire materials required shall be borne by the printer and the rates quoted are inclusive of all taxes due.

**08.) Terms of Payment**

All payments to the printer shall be regulated by the TDB as under in accordance and in direct correspondence, keeping in view the economy of production which is of the uppermost consideration.

**08.01 Full Payment:** The printer shall submit complete Bill or Invoice along with the following documents, namely:-

- (i) Printer's Check List duly filled in
- (ii) Delivery Challans in original duly signed and stamped by the TDB's authorized officer
- (iii) Quadruplicate copies of all the above documents

09.) The TDB will make the payment due as per the contract within thirty days from the date of receipt of complete bill or invoice delivered along with the consignment.

**10.) Liquidated Damages and Recoveries for delay or breach of contract**

Both the Printer and the TDB agree the terms and conditions and the printer ensures timely supply of the diaries at the specified places. Time and date of delivery shall be of paramount importance and the delivery at the specified places be at the expense of the printer. If the printer fails or withdraws himself from his obligation at the point of time due for the delivery, he shall be liable for all the consequential losses that may be incurred by the Board.

11.) The printer shall be solely responsible for all taxes, duties, license fees, octroi, road permits etc incurred until delivery of the diaries. However, the Sales Tax / GST in respect of the transaction between the TDB and the printer shall be payable extra if the rate quoted is not inclusive of such taxes.

**SECTION VI**  
**Pocket Diary 2018 (size 7 cm X 10 cm)**  
**Technical Bid**  
**To be responded with reference to Sections I, II, III and IV**

Sl. No	Technical Details	Yes	No
1.	<p>a. The applicant printer must be in existence for the last five years.</p> <p>b. The applicant printer in addition to diary printing must have at least two years' experience in book production and other commercial printing works. Documentary evidence to be produced together with the application.</p> <p>c. The applicant printer must be registered with local municipal/corporation body or declaration before the Police Commissioner/Magistrate for the existence of the press.</p> <p>d. The Applicant Printer should have PAN issued by the Income Tax Department.</p> <p>e. The Applicant Printer should have ownership documents in support of printing and post press operation machines</p> <p>f. An affidavit in non-judicial stamp paper of Rs.200/- stating that no case is pending against the printer under Copy Right Act and the printer has never been black listed by any Govt./Quasi Govt./Govt. undertaking or by any autonomous organization.</p>	Yes	No
	<p>2. Specially Equipped Large size Presses for Printing of Diaries</p> <p>a) Full fledged System work unit equipped with high resolution scanner, DTP unit with different varieties/nature of software required for high quality production of commercial work.</p> <p>b) Full fledged plate making unit with automatic processor/ developer.</p> <p>c) One four colour sheet fed offset printing machine in Demy size.</p> <p>d) Facilities for matt lamination and UV coating (desirable)</p>	Yes	No
	<p>3. Post press operation machinery and equipment</p> <p>a. One automatic folding machines Demy size. (desirable)</p> <p>b. One semi automatic sewing machine</p> <p>c. One computerized cutting machine.</p> <p>d. Semi automatic case making machine 1 No (desirable)</p>	Yes	No
	<p>4. Whether Complied with the requirements under Section I, II &amp; III</p>		

**SECTION VII  
POCKET DIARY**

**Price Bid in response to Section II Items (I) (a) to (k)**

**No of Copies 25,000. Size 9 cm X 16 cm**

Sl. No.	Printing cost of Diary as per specifications furnished under Section II from 1 a to l and m	Cost per copy		Total	
		Rs.	Ps.	Rs.	Ps.
1.	Material Cost				
2.	Labour Cost				
	<b>Total</b>				

The Price quoted is inclusive of transportation, loading and unloading, all other charges connected with this work and delivery at the places specified by the Travancore Devaswom Board. All taxes have also been included in the quoted price.