



SWAMY SARANAM

TRAVANCORE DEVASWOM BOARD

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Devaswom Commissioner's Office,

28/07/2017

ROC. 55/17/Sab-3

NOTICE INVITING E - TENDER FOR SUPPLY OF CARTON BOXES AT SABARIMALA

Schedule

Tender Document No. ROC. 55/17/Sab-3

SUPPLY OF Carton Boxes

For and on behalf of the Travancore Devaswom Board, the Commissioner invites competitive tenders from Companies, Partnership firms and persons carrying on business in their own names or in names other than their own for the supply of Carton Boxes of the description size, quality, quantity etc specified below for the use of Sabarimla Devaswom under the Administration of the Travancore Devaswom Board during, Mandalm, Makaravilakku and MedaVishu festival of 1193 ME (2017 – 2018).

MATERIAL SPECIFICATIOIS

Carton Box :

(i) The boxes should be in N/FC 3 ply U Type made out of 150 GSM paper Bonds. The can should have a height of 9.5 cm , length 15 cm and width 7 cm, so that it can hold 1 nos of 250 ml Aravana prasadam, one packet of Appom Prasadam and one packet of Vibhoothi and Manjal kumkum packet. The carton should be of single colour.

(ii) Swami Saranam, photo of Lord Ayyappa and Travancore Devaswom Board, shall be encrypted on the both side of box on multi colours

QUANTITY REQUIRED

Carton Box : 10,000 numbers

The bidders should have the necessary portal enrolment with their own Digital Signature Certificate.

Details of pre-qualification criteria for the tenders, time and schedule and cost of bidding document, EMD to be submitted by the bidder for participation in this bid are given below.

- (a) Cost of tender document – Rs. 100/- through online
- (b) Earnest Money Deposit –5000/- through online

Pre-Qualification criteria

The tenders are required to furnish following documents.

- A. A declaration as to the legal status of the tenders (viz. whether the tenderer is an Individual or an individual carrying on business in a name other than his / her own name, partnership firm registered with the Registrar of firms or company incorporated under the provision of the Companies Act etc. accompanied by documents as to prove legal status of the tenderer.
 - B. In the case of partnership firms true photocopies of the partnership deed, Registration Certificate issues by the Registrar of firms and the name and full particulars of all the continuing partners as entered in the Registrar of firms and in the case of Companies the Memorandum of association and the Articles of Association and the Certificate of incorporation and the Rules of Bylaws of the company attest by a Gazatted Government Servant or a Notary Public.
 - C. The Balance sheet and profit and loss account for the three preceding Financial years, duly attested by a Chartered Accountant.
 - D. Certificate showing the experience in the respective fields issued by the District level Officers of the Industries Department of the State Government.
 - E. A Passport size photo along with three specimen signatures duly attested by a Gazatted Officer or Notary Public.
 - F. The tenderer must submit an unconditional declaration accepting all the terms and conditions prescribed herein with regards to supply along with the tender and that he is not defaulter to the Board on any earlier occasions.
- (c) Mode of submission of tender : Tender should be submitted online in “etenders.kerala.gov.in”.
 - (d) Tender documents consisting of qualification information and eligibility criteria of bidders, Technical specification, schedule of quantities etc. are available in the web site “tenders.keral.gov.in”.
 - (e) Other details of tender documents will be available in the website “etenders.kerala.gov.in”.
 - (f) Travancore Devaswom Board reserves right to reject any or all tenders without assigning any reason thereof.

Tender closing date : 07/10/2017 @ 11am

Tender opening date : 11/10/2017 @ 11am

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 there is any clarification, this may be obtained online through the tender site or through the contract details. Bidder should take into account of 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 the delay or the difficulties faced during the submission of bids through online by the bidders.
- (e) The bidder submit the bid documents by online mode through the site <http://etenders.kerala.gov.in>.
- (f) Each document to be 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 should be 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 tender site, will be valid for all actions of requesting bid submission ,bid opening etc In the e-tender system. The bidders should follow this time 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

TERMS AND CONDITIONS

The rates to be quoted should be for single number. The rates should be inclusive of Excise duty, Sales Tax and for delivery at the store of Sabarimala. The rates should be valid for one year. The number required for the mentioned festivals together. In case more number of materials under the items are found necessary, the

tenderer should be prepared to supply the same at the same rate. The quantity should be supplied before 30-10-2017. The material should be packed safely and be delivered at the store of Sabarimala Devaswom.

The successful tenderer shall within seven days of receipt of communication accepting the tender should deposit a sum of equivalent to 10% of the total value of material either in cash or furnish bank guarantee for a like sum as security for the due performance of the contract and shall execute an agreement with the Board. The period of Bank Guarantee shall be valid for one year from the date of agreement.

Failure to supply the required quantity of materials within the specified time or violation of any of the conditions of the contract may lead to the cancellation of the contract and the loss if any, incurred by the Board on this account will be recovered from the defaulter. The contractor is not entitled to enhanced rate under any circumstances.

**COMMISSIONER
TRAVANCORE DEVASWOM BOARD**