

Swamy Saranam

TRAVANCORE DEVASWOM BOARD

culturaldirectortdb@gmail.com

Office of Cultural & Archeological Affairs,
Nanthancode, Thiruvananthapuram,

No. 451/17/CA 2 (b).

04.10.2017.

TENDER NOTICE

Application and Bidding Documents for selection of a fully equipped press with "METPET" machinery items for printing and supply of 2500 Picture Calendar with 7 (double side) multi colour printed sheets for each of every twelve months and one sheet for front page and the other sheets for general information for the year 2018.

I. e-tender conditions

01. The selection of the printing press will be made from among the printing presses which conform to the tender conditions.
02. The tender is open to all the presses situated all over the country. The details of the Calendar have been furnished in section II.
03. The last date for receipt of application and bids is at 5 PM on 13.10.2017. The application will be opened at 3 PM on 16.10.2017. The bids of those who do not satisfy the minimum qualification criteria will not be accepted.
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 specification schedule of quantities etc are available in the website 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:- Rs.1,000+ GST @18% 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/n Code.
- (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 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 setting 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.

TENDER NOTICE
TRAVANCORE DEVASWOM BOARD
DATA SHEET

1) Office Inviting Tenders.

The Director, Cultural & Archaeological Affairs
Travancore Devaswom Board,
Nanthancode, Thiruvananthapuram,
Pin-695 003, Ph: 0471-2319845.
Email id- culturaldirectortdb@gmail.com,
Website- www.travancoredevaswomboard.org
www.etender.kerala.gov.in

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

2) No of copies : 2,500 (two thousand and five hundred) Picture Calendar with 7 sheets in 170 GSM Paper

3) Non-refundable cost

of Tender Form : Rs. 1,000/- + 18% GST (online payment)

4) EMD : Rs. 25,000/-

5) Security Deposit applicable

to the Successful Bidder : Rs. 1,00,000/- (Rupees one lakhs only)

6) Details about the work

and other conditions : Refer item No.II 1 to 6

7) Qualification Criteria : Refer item No.III 1 to 6 a to f

8) Conditions of contract : Refer item No.IV

9) Technical bid : Item No.5

10) Price Bid : Item No.6

11) Date of supply of the Total ordered Quantity: From 5st November to 13th Nov 2017

12) The tender open to all the printing presses situated all over the country

13) Last date for receipt of application and bids is 5 P.M. on 14.10.2017 and the time for opening the bid is 3 P.M. on 16.10.2017.

II. Details about the work

- 1) Picture calendar in multi colour with 7 sheets being printed on both sides of high quality art paper of 42 cm X 55 cm size. The calendar should be provided with Metal Wiro with hanger for hanging on walls.
- 2) Size – 42 cm X 55 cm.
- 3) GSM of paper- Art paper 170- High Quality A Grade imported variety.
- 4) The multi colour pictures, especially, the pictures of deity on every page to be embellished with gold foiling and UV Coating to promote attraction of deities. The portions for gold foiling and UV Coating in the multi colour pictures on every page will be decided and intimated to the successful bidder in right time.
- 5) Digitalized Pictures in CD for the work will be made available for converting into suitable comprehensive layouts by using photoshops and similar facilities. Hence, Service of an Artist is to be sought for. Three dimensional/ velvet and embossed appearance of deities/ on every page is desirable.
- 6) Rimming the Calendar should be provided with metal wiro with hanger for hanging on walls and similar places.

iii. Qualifications Criteria.

1. The applicant printer must be in existence for the last five years.
2. Must be registered with local Municipal/ Corporation body or declaration before the police commissioner/ Magistrate for the existence of the press.
3. The Applicant Printer should have PAN Number issued by Income Tax Department.
4. Should have ownership documents in support of printing machinery items specified in the Qualification Criteria.
5. An affidavit in non-judicial stamp paper for Rs.200/- stating that no case is pending against the printer under copyright act and that the printer has never been blacklisted nor has he been blemished for his failure of prompt and faultless supply of items by any of his customers or organizations.
6. Requirements of machinery items.
 - a. Full fledged system work unit equipped with high resolution scanner
 - b. CTP Unit with full fledged plate making unit including automatic processor.
 - c. Four colour sheet fed offset printing/ machine provided with additional units for UV Coating and modern luminous printing 28" X 40".
 - d. METPET Machinery items – UV Coating, gold foiling and similar luminous variety of printing process .
 - e. Facilities for Metal wiro with hanger.
 - f. Automatic packing unit.

IV . 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

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 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-V, Schedule of requirements and specification. 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 to 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 keeping in view the economy of production which is of the uppermost consideration. The printer shall submit complete Bill or Invoice along with the following documents, namely:-

(i) Printer's Check List duly filled in

(ii) Delivery Chalangans in original duly signed and stamped by the authorized officer of the TDB.

(iii) Quadruplicate copies of the 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 that 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 / VAT 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 I (f)
Price Bid for the supply of
2,500 Copies of four colour Picture Calendar with 7 Sheets in Art Paper of 170 GSM,
UV Coating, Gold Foiling, Velvet & embossed appearance of deities

Sl. No.	2,500 copies of Printing of four colour Picture Calendar as per item No.2	Cost per copy		Total	
		Rs.	Ps.	Rs.	Ps.
1.					
2.	Three dimensional appearance of picture (desirable)				
	Total				

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.

Extra Work (desirable)

2. Three dimensional effect for the picture of the deity.