TRAVANCORE DEVASWOM BOARD

Nanthancode, Thiruvananthapuram.

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Devaswom Commissioner's Office,

24/06/2020.

NOTICE INVITING TENDER FOR SUPPLY OF BUTTER PAPER BAGS AT PAMPA

SCHEDDULE-4

Tender Document NO ROC 37/2020/Sab 4

SUPPLY OF BUTTER PAPER BAGS

For and on behalf of the Travancore Devaswom Board, the Commissioner invites competitive e-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 butter paper bags of the description size, quality, quantity etc specified below for the use of Pampa Devaswom under the Administration of the Travancore Devaswom Board during Mandalam, Makaravilakku and Meda Vishu festival of 1196 M.E.(2020-2021).

MATERIAL SPECIFICATIONS

Butter paper bags :-The Butter Paper Bags should be made free from chemical contamination and suitable for packing of food articles. The bags should be of size 25cm x8cmx4cm with folded side (not below 40 gsm) excluding bottom pasting.

QUANTITY REQUIRED

8,80,000 numbers

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

1. 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 1500/- through online

(b) Earnest Money Deposit – Rs 1,00,000/- (One Lakh only) through online

Details of online payment are given separately in the Appendix attached with the tender document.

(c) Pre-qualification criteria

The tenderers are required to furnish following documents.

A. A declaration as to the legal status of the tenderer (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 a 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 issued 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 Articles of Association and the Certificate of incorporation and the Rules or Bylaws of the company attested by a Gazetted 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 Gazetted Officer or Notary Public.

F. The tenderer must submit an unconditional declaration accepting all the terms and conditions prescribed herein with regard to supply along with the tender and that he is not a defaulter to the Board on any earlier occasions.

(d) Mode of submission of tender : Tender should be submitted online in **" e tenders.kerala.gov.in".**

(e) Tender documents consisting of qualification information and eligibility criteria of bidders, Technical specification, schedule of quantities etc. are available in the web site **" etenders.kerala.gov.in".**

(f) Other details of tender documents will be available in the website **" etenders.kerala.gov.in".**

(g) Travancore Devaswom Board reserves right to reject any or all tenders without assigning any reason thereof.

(h) Tender closing date : 10/**07/2020, 05.00 PM**

(i) Tender opening date : 13/**07/2020, 11.00 AM.**

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 one 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 etendering 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 .

Each document tobe uploaded through online for the tenders should be less than 2 MB. If any document is more than2 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

1.The rates should be inclusive of Excise duty, Sales Tax and for delivery at the store of Pampa

2.The rates should be valid for one year.

3.The number of materials shown in the tender notice is the total approximate 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. Successful tenderer shall supply the total quantity materials before 01-10-2020.

4. The items to the extend of 5% of the total number of items should also be supplied so as to enable replacement of damaged ones.

5. The material should be packed safely and be delivered at the store of Pampa Devaswom.

6. Necessary agreement should be executed with the Executive Officer, Sabarimala within the stipulated time.

7. The successful tenderer shall within seven days of receipt of communication accepting the tender should deposit a sum equivalent to 10% of the total value of the 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.

8. 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.

09. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to the Board and such legal action taken against him as the Board think fit.

10. In cases where a successful tenderer, after having made partial supplies fails to fulfill the contract in full, all or any of the materials not supplied may at the discretion of the Board, be purchased by means of another tender/ quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Board shall thereby together with such sum as may be fixed by the Board towards damages be recovered from the defaulting tenderer.

11. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or the Board or any other person authorized by the Board and set off against any claim of the Purchasing Officer or the Board for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or the Board or any other person authorized by the Board. Any sum of money due and payable to the successful

tenderer or contractor from the Board shall be adjusted against any sum of money due to the Board from him under any other contract.

12. The rates to be quoted should be for 1000 numbers.

13. If there is only one tender, it will not be opened in the first instance.

14. **The bidders should submit samples (50 numbers of Butter Paper Bag)** at the time of tender verification

15 Negotiation Shall only be conducted with the lowest tenderer who full fills the prescribed pre-qualification criteria's.

16.If there is only one tender, it will not be opened in the first instance.

17. The Travancore Devaswom Board reserves the right to cancel the tender or change the timing and quantity of the supply of goods, if the goods are not required, whole or in part, due to the unforeseen circumstances such as natural disaster or epidemics. The suppliers has no right to seek compensation in the event of such occurrence.

Any doubt or queries in this regard may be forwarded to any of the following Email address.

devaswomcommissionertdb@gmail.com
sptdbvig@gmail.com
www.travancoredevaswomboard.org
Thiruvananthapuram
Phone No 0471-231428

DEVASWOM COMMISSIONER
TRAVANCORE DEVASWOM BOARD