

TRAVANCORE DEVASWOM BOARD

TENDER FORM

No.2/19/CA 2.

- 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.

Bid Reference No	2/19/CA-2, dated 24.04.2021
Date of commencement of the Sale of Bid Documents	26.04.2021 – 10.30 AM
Closing Date for Sale of Bid Documents	10.05.2021 - 12 PM
Date and Time of Opening of Bids	10.05.2021 - 3 PM
Place of Opening	Office of the Cultural & Archaeological Director, Travancore Devaswom Board, Nanthancode, Thiruvananthapuram
Address for Communication	Director, Cultural & Archaeological Affairs, TravancoreDevaswomBoard, Thiruvananathapuram -3. Ph: 0471-2319845
E-mail & Website	culturaldirector@gmail.com www.travancoredevaswomboard.org
Place of Supply	Stationery Store, Travancore Devaswom Board, Head Quarters, Nanthancode, Thiruvananthapuram.
Date of Commencement of Supply	All the 50 lakhs of tickets have to be supplied in phases during the validity period of the order. The first phase of supply shall be from 10.06.2021.

II

1. The Travancore Devaswom Board invites Sealed Bids from well equipped stationery printing units for the supply of pre-printed tickets, for 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 & Archaeological Affairs, Travancore Devaswom Board, Trivandrum-3.
3. The Complete tender, documents can be obtained on proper request to the Director of Cultural Affairs on the letter head of the concerned units on payment of a non-refundable amount of Rs.5,205/- (Rs.5000/- + vat and other taxes) towards the cost of tender documents by D.D. in favour of the Devaswom Commissioner, Travancore Devaswom Board, payable at any Nationalised Bank / Scheduled Bank. Bid documents to be downloaded from website.

4. All the tenders must be accompanied with EMD equal to 2.5% of the total bid amount by D.D in favour of the Devaswom Commissioner, TDB, (Payable at Trivandrum).
5. Bid Security amount equal to 5% of the total bid amount by D.D in favour of the Devaswom Commissioner or Bank guarantee. Applicable to successful bidder only.
6. Income Tax clearance certificate of the last year.

III

1) Schedule of Requirements and Specifications.

- | | | |
|----|--|---|
| 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) | Numbering | - This will be specified in the work order according to requirements (pre-numbered colour Tickets/ Computer Stationery) |
| d) | No. of Tickets required | - 50 Lakhs in Zig Zag form or roll to roll form or either of the two will be ordered according to requirement. This has been tentatively assessed which is likely to increase or decrease preferably maximum of 10 lakhs of tickets in a serial (No of ticket in a serial will be as necessity (arises) |
| e) | GSM of Paper | - 80 |

The item as per the above specifications is intended to be 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 Director of Cultural & Archaeological Affairs.

Technical Bid shall be informative statement as to whether the facilities available are in conformity 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)

Concrete proof to be produced together with the tender

1. The Applicant Printer/Tenderer must be in existence for the last five years.
2. The Applicant printer/ tenderer must have at least 3 years experience in the production of computer stationery tickets, supported by documents.
3. The Applicant Printer/ Tenderer must be registered with local Municipal Body/Corporation or declaration before the Police Commissioner/ Magistrate for having the unit.
4. The Applicant Printer/ Tenderer should have PAN Number issued by Income Tax Department.
5. The Applicant Printer/ Tenderer should have ownership documents in support of the machinery items.
6. An affidavit in non-judicial stamp paper of Rs.200/- stating that no case is pending against the unit and that the unit has never been blacklisted by any Government / Quasi Government institutions.
7. Jurisdiction of filing cases arising as a result of violation or failure on the part of bidders in supplying the items will be in Trivandrum district. Defaulters will be held liable for such failures with penalty.
8. The validity of the supply order has been fixed at present for a maximum period of 1 year from the date of work order.

Requirement of equipment and machinery items

PRE-PRESS

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

PRESS – MACHINERY ITEMS

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

VI Packing Facilities

Mechanization for packing is desirable.

VII Contract Agreement

To be executed by the successful tenderer immediately after the receipt of work order

Thiruvananthapuram,

Director of Cultural & Archaeological Affairs

Travancore Devaswom Board



TECHNICAL BID

V Qualification Criteria

Sl. No.

Remarks

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
4. Yes/No

Press Machinery Items

5. Roll-Pack/Roll-Roll Yes /No
 - a) Yes/No
 - b) Yes/No
 - c) Yes/No
 - d) Yes/No
 - e) Yes/No
 - f) Yes/No
 - g) Yes/No
 - h) Yes/No

VI Packing Facilities Yes/No

Owner of the unit

FINANCIAL BID

Details of Tickets

- III 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 Tickers/Computer Stationery).
- d) No. of Tickets- 50 Lakhs
- e) GSM of paper – 80

Rate per set of 1000 tickets = -----

Rates quoted are inclusive of all taxes, cost of material, labour charge, expenses on loading, transportation, unloading and delivery at the points suggested.

Rate quoted is for a set of 1000 tickets.

Owner of the unit