



സ്വാമി ശരണം

തിരുവിതാംകൂർ ദേവസ്വം ബോർഡ്

ആർ.ഒ.സി.12904/22/എൻ.എസ്.2

ദേവസ്വം കമ്മീഷണർ ആഫീസ്
തിരുവനന്തപുരം,
തീയതി: 25/07/2022

ഐ.റ്റി ഡിവിഷൻ
ദേവസ്വം കമ്മീഷണറാഫീസ്

വിഷയം:- 2023 ലെ തിരുവിതാംകൂർ ദേവസ്വം ബോർഡ് ഡയറി പ്രിന്റിംഗ് - സംബന്ധിച്ച്

സൂചന:- 23/06/2022 ലെ ആർ.ഒ.സി.5533/22/സി.എ നമ്പർ ബോർഡുത്തരവ്

2023 ലെ തിരുവിതാംകൂർ ദേവസ്വം ബോർഡ് ഡയറി പ്രിന്റ് ചെയ്യുന്നത് സംബന്ധിച്ചുള്ള നോട്ടീഫിക്കേഷൻ www.travancoredevaswomboard.org എന്ന സൈറ്റിൽ പബ്ലിഷ് ചെയ്യുന്നതിലേയ്ക്കായി നോട്ടീഫിക്കേഷൻ ഇത് സഹിതം ചേർത്തയയ്ക്കുന്നു.

വിശ്വസ്തതയോടെ

ഡെപ്യൂട്ടി ദേവസ്വം കമ്മീഷണർ
(പി.ഐ.എസ്.ജി.ആർ.സി)

Jyo.26/07

TRAVANCORE DEVASWOM BOARD

Nanthancode, Thiruvananthapuram-695 003
PRINTING OF EXECUTIVE DIARY - 2023
TENDER NOTICE by e-tender system
www.etenders.kerala.gov.in
www.travancoredevaswomboard.org

Ref - 451/20/CA II

23/07/2022

Applications and Bidding Documents for selection of a fully equipped printing press for the printing of 73,500 (Seventy three thousand five hundred only) Full Page executive and 1500 VIP diaries (in Royal standard) of the Travancore Devaswom Board (hereinafter referred to as TDB) for the year 2023. **CONTENTS**

- Section I- Invitation of Applications for selection of a fully equipped diary printing press
- Section II- Details about the work and other conditions
- Section III- Qualification Criteria
- Section IV- Schedule of Requirements and Specifications
- Section V- Conditions of Contract
- Section VI- Technical Bid
- Section VII- Price Bid

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 situated in Kerala and TamilNadu (taking into consideration of the present strained situation) to assign printing work of 73,500 Full Page Excutive and 1500 VIP (in Royal Standard) Diaries as detailed below.

01. The selection of the printing press will be made from among the printing presses which conform to the 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 application and bids is at 5 PM on 19/08/2022 The technical bid of the applications will be opened at 11 AM on 22/8/2022 . 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 envisages as convenient.

- 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.25000/-+ 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/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.

Thiruvananthapuram.


Devaswom Commissioner
Travancore Devaswom Board
Ph No:0471-2314288
e mail id:dcotdb@gmail.com

Section I (b)

DATA SHEET

1) Office Inviting Tenders

The Devaswom Commissioner,
Travancore Devaswom Board,
Nanthancode, Thiruvananthapuram,
Pin-695 003.

Telephone No:0471-2314288

Email id- dcotdb@gmail.com

Website : www.travancoredevaswomboard.org

www.etenders.kerala.gov.in

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

2) (a) Full Page Diary in Executive style for the year 2023- 73,500 (Seventy three thousand and five hundred only) of which 1500 in VIP Style

Size – 16/17 X 23/24 cm with 480 pages (approx) inclusive of 32

Colour page in Four section of 8 pages each

(b) Full page dairy in VIP 1500 (One thousand five hundred only) (in royal standard) with 480 Pages (approx) inclusive of 32 colour page in Four section of 8 pages each

Size- 16/17x23/24cm

3) Non-refundable cost of tender form - Rs.25000/-+ 18% GST through online payment

4) EMD - Rs.2,00,000/- (Two lakhs) through online payment.

5) Security Deposit - Rs.4,00,000/- (Four lakhs) by demand draft in favour of Devaswom Commissioner payable at Dhanlaxmi Bank, Nanthancode. (This is applicable to successful bidder) / by Bank quarantine

6) Details about the work and other conditions – Refer Section II

7) Qualification criteria – Section III

8) Schedule of Requirements and Specifications – Section IV

9) Conditions of Contract - Section V

10) Technical Bid - Section VI

11) Price Bid - Section VII

12) Date of Supply - 50% of ordered quantity is to be delivered on or before 1/10/2022 and the rest of 50% at Pampa in Pathanamthitta District on or before 15/10/2022 at the store of the Head office of the Travancore Devaswom Board at Thiruvananthapuram.

13) The tender is open to all the presses situated in Kerala and Tamil Nadu only

14.) Last date for receipt of application and bids is at 5 pm on 19/08/2022. The applications will be opened at 11 am on 22/8/2022 .

15) Cost of tender document is Rs 25000/- + 18% GST online payment.

SECTION-II

I Details about the work and other conditions:

a. Full Page Diary in 16/17x 23/24 cm(Trimmed Size) with not more than 480 pages which is inclusive of 32 pages (tentatively assessed) in multi colour in art paper of 120 GSM and 48 pages of preliminary matter in two colours.

b. The 8 pages as single section is to be set up in the preliminary matter of the diary.

c. The number of pages for the preliminary and text matters with 32 colour pages have not been precisely assessed at this stage. Hence, the bidder may take the 480 pages as tentatively assessed (inclusive of notes after every month) for preparing his price bid. There will be no increase in price for pages exceeding 2% of the 480 pages, For pages more than this limit, the bidder will be eligible for proportionate increase in the price quoted. (480 pages include preliminary and text matter). The lines on the pages shall be of 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 which should be in sharp contrast to the rounded back of the Diary. Groove to facilitate opening is essential. The cover shall be full in leather binding style with form in VIP Dairy elaborately finished in blind or in gold or a combination of both name of the 50 VIP Diaries should be embossed with gold foil

e. The sections are to be bound by machine sewing, reinforced with adhesives and lined with cloth for durability. Head band and Index ribbon are essential. The square of the board shall extend from the three edges of the book evenly, preferably by 2 mm.

f. Mill Board of 1.8 mm grey board to be used for case.

g. Paper for the Diary - 60 GSM, Bright White **writing variety**. The bidder shall not deviate from using writing variety. The successful bidder will be liable for penalty if this kind of deceptive action is found out at any time before payment.

h. The front and rear of the case are required to be embellished with multi colour printing and matt/gloss laminated. The picture of the deity shall be gold foiled

I End paper - 120 GSM Art Paper.

j. System works for colour printing and typesetting of preliminary, text, and supplementary matters are to be done by the successful bidder. Manuscript and the pictures in CD for colour printing will be made available to the successful bidder along with the work order.

k.. It is essential that the press shall be distinguished by the service of a qualified artist proficient in photo shop work for aesthetic standard in print production.

i 73500 in case binding style of which 1500 diaries shall be supplied in VIP (Royal Standard) which should be embellished with embossed letters with appropriate gold foiled design for use as complementary copies. In this style the picture of deity shall be embossed and gold foil The PU material / Leather Form/ Leather like material to be used for cover. The thickness of the board shall be 1.8 mm imported Kappa Board.

73500 Diaries in executive style shall also be of the aforesaid style, but the picture of deity need not be embossed on the first page of the case. The case shall be drawn over with four colour picture printed in 130 GSM Art Paper. 1.8 mm imported Kappa Board to be used. UV Coating and matt lamination to be done to promote the appearance of the diary.

2.) Cost of Application / Tender Documents for Full page Diary

a. Tender fee - Rs.25000/- + 18% GST through online.

b. EMD – Rs.2,0,000/- (Two lakhs) through online payment.

c. Security Deposit - Rs. 4,00,000 (Four lakhs) by demand draft in favour of Devaswom Commissioner payable at Dhanlaxmi Bank, Nanthancode. (This is applicable to successful bidder) / or by bank guarentee.

d. Documentary evidence establishing the requirements furnished under Section III.

e. Undertaking by the Bidder that he is able to excutive the work in strict compliance with the norms in the tender.

f. An affidavit affirming that the information furnished in the Application and Bidding Documents are correct to the best of his/her knowledge and belief.

g. Bid prices/costs

- The Applicant bidder shall indicate on the bid the total material cost and the labor cost separately.
- 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 places and all other taxes admissible as per rules.

h. 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

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

- a. (i) Opening of Technical Bids and other documents at 11 am on 22/8/2022
(ii) Price bid - will be opened on it same day and time after verification of the technical bid.
- b. The TDB will open the applications received (except those received late) at the exact time and date specified .

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 the Technical Bid and that it has attached all the documentary evidences required in the application form

c. The TDB reserves the right to accept or reject any Application and Bid, if found violative of the norms.

- The Applicant bidder shall indicate on the bid the total material cost and the labor cost separately.
- 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 places and all other taxes admissible as per rules.

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c. The TDB reserves the right to accept or reject any Application and Bid, if found violative of the norms.

d. The TDB reserves the right to negotiate with the successful bidder, L1 to reduce the rate. If it is failed, the process will be repeated with L2 and soon and finally the successful tenderer 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, 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.

5.) The bidders may also produce the best specimen of their dairy work done in the quality specified under Section II before opening the tenders or at the time of opening. No Specimen on any account will be accepted from the bidder after opening the tenders. A dummy as specified may also be produced together with the specimen.

6.) The bidder shall also 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 one of them. Any such adverse reaction from the customers of the bidder will be treated as disqualification for the bidder to take part in the competition. (list of the customers may be produced for reference)

7.) The bidders shall produce the entire set of hard copies of tender documents at the time of opening the tender.

8.) The successful bidder shall be prepared to print and supply additional copies within a week / in period specified in the subsequent order.

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 73,500 copies of Full Page Diary of which 1500 copies in VIP style for the year 2023.

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 production process in various stages are to be done by automatic machines. Only the large size diary printing presses specially equipped with machinery of fully automation will be considered. Such of the presses which have been fully equipped with highly sophisticated four colour sheet fed printing machines, automatic machinery items for post press operations in various stages in the production of Diary, fully automatic case making machine and at least one unit of web offset printing machine (blanket to blanket) only will be entertained.
 - 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 year's 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 the printing and post press operation machines
 - f. An undertaking 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 Large size Presses for the Printing of 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) CTP Unit, full fledged plate making unit with automatic processor/ developer and so on shall be inclusive of the specified equipment and machinery items of the bidder, Partner's or relatives trade shop equipment will not be considered as the items included at item 3 below.
- c) One four colour sheet fed offset printing machine in size not less than 28"x40"
- d) Two Sheet fed single colour offset printing machine of Double Demy size with speed 10,000 imp/hr and one automatic folding machine of not less than 30" size
- e) Facilities for matt lamination.

3. Post press operation machinery and equipment

- a. One automatic folding machines of not less than 30" size capable of performing 4 folds – right angle and parallel folds.
- b. One fully automatic sewing machine
- c. Fully automatic inline book finishing machine with speed in the range between 3000 and 5000 unit/hour and facilities for converting the back into round shape and fore edge into concave shape in sharp contrast to the rounded back . Backing facility is also essential in the machine. So also cover attaching facility offline units for these operations are also preferable.
- d. One cutting machine of not less than 42" size, fully automatic and computerized.
- e. Fully automatic case making machine 1 number
- f. Three way cutting machine – 1 number. Fully computerised cutting machine (essential)
- g. Fully automatic back reinforcing machine.
- h. Gold foiling and embossing machine fully or semi automated .

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, avoid “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 ordered number of diaries may be supplied in the two phases as follows.

1. 50% Ist Phase – on or before 1st October 2022
2. 50% IInd Phase – on or before 15th October 2022

(The entire quantity is to be delivered on or before 15/10/2022 50% of second consignment to be delivered at Pamba, and that the remaining 50% to be delivered at the main store at the Head office of the Travancore Devaswom Board, Thiruvananthapuram.

- a. Each Packet/Bundle should contain, preferably 50 diaries or at he bidders choice. But the number shall be uniform in all the packet.

b. Manuscripts and Photographs.

The Printer entrusted with the 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

a. 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.

b. 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.

for the

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 is possible. The contract should be signed by a duly authorized representative of each party there to.

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 forfeited to the TDB as compensation for any loss, if the security amount is not sufficient it will be 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. The bidder may bestow of his personal attention to see that the production of diaries is strictly limited to ordered number. This is essential to avoid the possible clandestine sales by the persons other than authorised for the sales by the TDB.

05. Packing and Documentation.

The packing of diaries should be as per the specifications laid down in Section-V, 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 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 in terms of the quality and colour elegance in printing and also of the due compliance of all the tender conditions. 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 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 withdraws himself from his obligation at the point of time lately due for the delivery he shall be liable for all the consequential losses that may be incurred by the Board. This will be equal to the total loss sustained on account of depriving the board of sales of diaries during the festival seasons. The Successful Bidder shall ensure suitable security preferably by bank guarantee or at his appropriate discretion which may be equal to loss sustained to the board on account of his default. This has been estimated to around Rs. 20 lakhs . The successful Bidder who defaults on the supply of diaries will also be black listed. The city of Trivandrum being the Head quarters of Travancore Devaswom Board the courts of Trivandrum city shall alone have Jurisdiction to entertain any suits that may be instituted by either party in this regard.

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
Technical Bid

To be marked with reference to Sections I, II, III and IV

Sl. No	Technical Details	Yes	No
1.	<p>a. 1.2 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 the Copy Right Act and the printer has never been black listed by any Govt./Quasi Govt./Govt. undertaking or by any autonomous organization.</p> <p>g. Requirements with regard to items 3, a to</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. CTP Unit, full fledged plate making unit with automatic processor/ developer and so on.</p> <p>c. One four colour sheet fed offset printing machine, in Double Demy size (28"X40")</p> <p>d. Two Sheet fed single colour offset printing machine of Double Demy size with speed 10,000 imp/hr and one automatic folding machine of not less than 30 Inch size</p> <p>e. Facilities for mat lamination.</p>	Yes	No
	<p>3. Post press operation machinery and equipment (Fully automated)</p> <p>a. One automatic folding machine of not less than 30" size capable of performing 4 folds - right angle and parallel folds.</p>	Yes	No
		Yes	No

b. One fully automatic sewing machine	Yes	No
c. Fully automatic inline book finishing machine with speed in the range between 3000 and 5000 unit/hour in addition to the facilities for converting the back into round shape and the fore edge into encave shape in sharp contrast to the rounded back. Backing facility is also essential in the machine. So also cover attaching facility offline units for these operations are also prerefabable.	Yes	No
d. One cutting machine of not less that 42" size, fully automatic and computerized.	Yes	No
e. Fully automatic case making machine 1 No	Yes	No
f. Three way cutting machine – 1 No./Fully computerised automatic cutting machine.	Yes	No
g. Gold foiling and embossing machines – Fully or semi automated	Yes	No
h. Fully automatic back reinforcing machine	Yes	No
4. Best specimen of the bidders diary work to be made available at the time of opening the tender together with a dummy of the diary as required/ specified at item No.I under section II.	Yes Yes	No No
5. Whether the bidder has been blemished by any of his customers for poor quality of production. List of customers to be produced.	Yes	No
6. Whether the best specimen of his diary together with the dummy of diary has been made available as specified at item No.5 under section II	Yes	No
7. Hard copy of the entire document- produced.	Yes	No
	Yes	No
	Yes	No

SECTION VII
FULL PAGE EXECUTIVE DIARY and VIP style diaries
 Price Bid in response to Section II Items (I) (a) to (k)
 No of Copies 73,500 Size 16/17x23/24 cm of which 1500 copies in royal
 (VIP Gold foiled style) standard of the same size

Sl. No.	Printing cost of Diary as per specifications furnished under Section II	Cost per copy		Total	
		Rs.	Ps.	Rs.	Ps.
1.	Executive Style 73500 copies in case bound style and gold foiled design				
2.	VIP - 1500 numbers Royal Standard Full Page Leather bound style and gold foiled design				
	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.

TRAVANCORE DEVASWOM BOARD

Nanthancode, Thiruvananthapuram- 695 003

PRINTING OF POCKET DIARY - 2023

TENDER NOTICE by E-tender system

www.etenders.kerala.gov.in

www.travancoredevaswomboard.org

Ref - 451/20-CA II (a)

23 / 07 /2022

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 2023.

CONTENTS

- Section I- Invitation of Applications for selection of a fully equipped diary printing press
- Section II- Details about the work and other conditions
- Section III- Qualification Criteria
- Section IV- Schedule of Requirement and Specifications
- Section V- Conditions of Contract
- Section VI- Technical Bid
- Section VII- Price Bid

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 25000 Pocket Diaries of the Travancore Devaswom Board for the year 2023 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 5 PM on 19/8/2022. The applications will be opened at 11 am on 22/08/2022. 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 envisages as convenient.
- 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

- 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.5000/- (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.

(ii) 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.



Devaswom Commissioner

Travancore Devaswom Board

Ph No: 0471-2314288

e mail id: dcotdb@gmail.com

Thiruvananthapuram.

Section I (b)

DATA SHEET (Pocket Diary)

1) Office Inviting Tenders

The Devaswom Commissioner,
Travancore Devaswom Board,
Nanthancode, Thiruvananthapuram,
Pin-695 003.

Telephone No: 0471-2314288

Email id- dcotdb@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 - 25000 (Twenty five thousand only). In 9 c.m. X 15 c.m.
- 3) Non-refundable cost of tender form for pocket diary - Rs.5000/- + 18%GST online payment
EMD - Rs.50,000/- online payment.
Security Deposit - Rs 1,00,000 /- by demand draft in favour of Devaswom Commissioner payable at Dhanlaxmi Bank, Nanthancode. (This is applicable to successful bidder)by Bank quarantine
- 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 01/10/2022 in at Pampa.
- 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 5 pm on 19/08/2022 The applications will be opened at 11 am on 22/8/2022.
- 13) Cost of tender document is Rs 5000/- + 18% GST through online.

Section II

1.) Details about the work and other conditions

- a. **Pocket Diary** in 9 cm X 15 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 60 GSM Bright White writing 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.5000/- + 18% GST through online.
- b.) EMD – Rs.50,000/- online payment
- c.) Security Deposit: Rs.1,00,000/- by demand draft in favour of Devaswom Commissioner payable at Dhanlaxmi Bank, Nanthancode. (This is 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 2023.(2 dates in each page)
- Financial Bid fixing the Schedule of Rates for printing the Diaries for 2023 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 11 am on 22/08/2022
(ii) Price bid – will be opened only after verification on the very same day.

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, if found violative of the norms.

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 2023.

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)

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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 entire quantity is to be delivered on or before 1/10/2022, at Pamba,

- a.) Each packet or bundle should contain fifty diaries
- b.) The diaries shall be packed into uniform bundles tied with plastic strips
- 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. This will be assessed on the basis of the shortage in the supply of diaries as on the date due for the complete delivery of diaries. The successful bidder who defaults on the supply of diaries will also be black listed. The city of Trivandrum being the Head quarters of Travancore Devaswom Board the courts of Trivandrum city shall alone have Jurisdiction to entertain any suits that may be instituted by either party in this regard.

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 VII
POCKET DIARY

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

No of Copies 25,000. Size 9 cm X 15 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				
	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.