

TRAVANCORE DEVASWOM BOARD

Nanthancode, Thiruvananthapuram-695 003
PRINTING OF EXECUTIVE DIARY - 2024
TENDER NOTICE by e-tender system
www.etenders.kerala.gov.in
www.travancoredevaswomboard.org

ROC 14324/23/NS2

04/08/2023

Applications and Bidding Documents for selection of a fully equipped printing press for the printing of **65,000** (Sixty Five thousand 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**

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**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 printing work of 65,000 Full Page Executive 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 details of the diaries have been furnished in section II.
03. The last date for receipt of application and bids is at 10 AM on 21/08/2023. The technical bid of the applications will be opened at 11 AM on 22/8/2023. 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.

(Sd)

Devaswom Commissioner

Travancore Devaswom Board

Ph No:0471-2314288

e mail id:dcotdb@gmail.com

Thiruvananthapuram.

05.08.2023

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 2024- 65,000 (Sixty Five thousand only) of which 1500 inVIP Style

Size – 16/17 X 23/24 cm with 480 pages (approx) inclusiveof 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 quarntee

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 01/10/2023 and the rest of 50% at Pampa in Pathanamthitta District on or before 15/10/2023 at /the store of the Head office of the Travancore Devaswom Board at Thiruvananthapuram.
- 13.) Last date for receipt of application and bids is at 10 am on 21/08/2023. The applications will be opened at 11 am on 22/8/2023 .
- 14) 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 65000 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.

65000 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 guarantee.

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

e. Undertaking by the Bidder that he is able to execute 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 22/8/2023
(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.

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 65,000 copies of Full Page Diary of which 1500 copies in VIP style for the year 2024.

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.

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 2023
2. 50% IInd Phase – on or before 15th October 2023

(The entire quantity is to be delivered on or before 15/10/2023 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 and system works are to be done by the successful tenderer at his press/ at his convience.

- 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.

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 VII
FULL PAGE EXECUTIVE DIARY and VIP style diaries
Price Bid in response to Section II Items (I) (a) to (k)
No of Copies 65000 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 65000 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.