



**KERALA
BANK**

Kerala State Co-operative Bank

E-TENDER FOR PRINTING AND SUPPLY OF
DIARY FOR THE YEAR - 2021
TENDER DOCUMENT

TENDER NO: KERALA STATE CO-OPERATIVE BANK LTD/GAD/DIARY/2021

DATED: IST DECEMBER 2020

The Kerala State Co-operative Bank Ltd
"COBANK TOWERS", VIKAS BHAVAN,
Palayam, Thiruvananthapuram
Ph: 0471-2547208,2547236,2547284
GSTIN No. 32AAAK4255G2ZZ
E-mail: keralabankgad@gmail.com
Web site: www.keralacobank.com

TENDER NO: Kerala State Co-operative Bank Ltd/GAD/DIARY//2021 dated 1st December 2020

THE KERALA STATE ACO-OPERATIVE BANK LTD

NOTICE INVITING TENDER

E-TENDER FOR PRINTING AND SUPPLY OF DIARY/ FOR THE YEAR 2021

TENDER NO:Kerala State Co-operative Bank Ltd/GAD/DIARY/2021

DATED:01/12/2020

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E-tenders are invited from reputed **Printers having own press** for printing and supply of **1,30,000(One Lakh Thirty Thousand)** Bank date DIARYs (110 sheets/220 pages) for the year **2021** .

The tenderer should have experience in the printing field for a minimum period of **3 years**. The Companies/Firms which are blacklisted by the Govt/Public Sector undertakings are not eligible for participating in this Tender. The DIARYs should be printed as per the specifications given by the Bank. Prices should be inclusive of **GST and all other transportation, loading, unloading and delivery at 14 distribution centre's located at district headquarters in the First or Second Floor.**

Bid publishing date	: 10.00 hours on 01-12-2020
Bid download submission start date	: 10.30 hours on 01-12-2020
Pre-bid Meeting date & time	: 11:00 hours on 10-12-2020
Bid submission closing time	: 10:00 hours on 21-12-2020
Date & time of opening of E- tender	: 14.00 hours on 21-12-2020

The Bank reserves the right to accept/reject any tender without assigning any reason whatsoever.

Sd/-

Chief Executive Officer

Thiuvananthapuram

01/12/2020

The Kerala State Co-operative Bank LTD

Tender for printing and supply of Bank Date DIARY - 2021.

To

THE CHIEF EXECUTIVE OFFICER,
THE KERALA STATE CO-OPERATIVE BANK LTD,
HEAD OFFICE, COBANK TOWERS, PALAYAM,
VIKAS BHAVAN, THIRUVANANTHAPURAM,
PIN-695033

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the items referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Bank, at the rates quoted against the item. The items will be delivered within the time and at the places specified in the schedule.

I/We am/are remitting/have separately remitted the required amount of ` as earnest money.

Yours faithfully,

Signature.....
Name..... Address.....
..... Phone
No..... Fax No..... Email
Date.....

The Kerala State Co-operative Bank LTD

TENDER NO: Kerala State Co-operative Bank Ltd/GAD/DIARY/2021 dated 1st December 2020 FOR THE SUPPLY OF DIARY FOR THE YEAR - 2021

e-Tenders are invited from reputed Printers having own press for printing and supply of 130000 (One Lakh Thirty Thousand Only) Nos DIARYs Bank date DIARYs – (110 sheets/220 pages) for the year 2021 to Kerala State Co-operative Bank Ltd Ltd. The bidder should have experience in the printing field for a minimum period of 3 years. The Companies/Firms which are blacklisted by the Govt./Public Sector Undertakings are not eligible for participating in this Tender. The DIARYs should be printed as per the specification given by the Bank. The successful bidder shall supply the entire items within **25** days from the date of final proof approved by the Bank at their own expense and responsibility and to delivered at **14** distribution centres located at district level headquarter offices of the Bank. Prices quoted should be inclusive of GST and all taxes, transportation, loading, unloading and delivery charges etc. The Bank has the liberty to cancel the entire order without any prejudice if any deviation is seen in the quality of paper, design, size, font etc and the Bank has also the right to reject the item or to impose FINE to the satisfaction of the Bank as the case may be. A penalty of 1% shall be imposed for each week of delay for delayed supply of the item. Tender forms can be down loaded from website www.etenders.kerala.gov.in. Cost of tender form Rs.5900/- (**Rupees Five thousand Nine hundred only inclusive of GST @18%**) and **EMD of Rs 50000/- (Rupees Fifty Thousand only)** may be remitted online through e-tender web site. The successful bidder should deposit a sum equivalent to 2.5% of the value of the contract or provide a Performance Bank Gurarantee for the amount as security for the satisfactory fulfilment of the contract.

Bid publishing date : 10.00 hours on 01-12-2020

Bid download submission start date : 10.30 hours on 01-12-2020

Bid submission closing time : 10:00 hours on 21-12-2020

Date & time of opening of E- tender : 14.00 hours on 21-12-2020

reserves the right to accept /reject any tender without assigning any reason

Seal and signature of the bidder

TENDER NO: Kerala State Co-operative Bank Ltd/GAD/DIARY/2021 dated 1st December 2020

The Kerala State Co-operative Bank Ltd

ADDITIONAL DOCUMENT -1

E-TENDER FOR PRINTING AND SUPPLY OF DIARY FOR THE YEAR 2021 TENDER

**NO:Kerala State Co-operative Bank Ltd/GAD/DIARY/2020 DATED 1st
DECEMBER 2020**

General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the Printing and supply of DIARY and for the year 2021. The tender is invited in 02 cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal. The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process: Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost. Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or 0484-2336006, 2332262 or 0497-2764788, 2764188 or 0483-273294 or through email: **etendershelp@kerala.gov.in** or **helpetender@gmail.com** for assistance in this regard.

B). Online Tender Process: The tender process shall consist of the following stages:

- i. Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre-bid meeting: YES**
- iii. Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iv. Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on

www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

- v. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C). Documents Comprising Bid:

(i). The First Stage (Pre-Qualification or Technical Cover based on 2 cover tender system): Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

- i) **Sealed and signed copy of the Tender Document, Additional Document and Notice Inviting Tender.**
- ii) **Brief bidder Profile in the letter head of the firm duly sealed and signed.**
- iii) **Copy of last 3 years audited financial statements.**
- iv) **Proof of Bulk printing and supply same or similar products to Govt./Public Sector/Private Organizations/Banks during the last 3 years (Sealed and signed copy of supply order) .**
- v) **Sealed and signed copy of registration of the firm and GST Registration**

The Bank doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

- (ii). The Second Stage** (Financial Cover or as per tender cover system): The Bidder shall complete the Price bid as per format given for download along with this tender. **Note:** The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website. **Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non-responsive and rejected.

D). Tender Document Fees and Earnest Money Deposit (EMD) The Bidder shall pay, a tender document fees of Rs.5900/- (Rupees Five thousand Nine

hundred only including of GST @18%) and Earnest Money Deposit of **Rs 50000/- (Rupees Fifty Thousand only)**. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and **EMD** can be paid in the following manner through e-Payment facility provided by the e-Procurement system State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

DETAILS OF ACCOUNT-KSCB

A) Internet Banking Options (Retail)

- 1 Axis Bank 33
- 2 Canara Bank 42
- 3 Catholic Syrian Bank 43
- 4 Corporation Bank 46
- 5 Dhanalaxmi Bank 51
- 6 Federal Bank 52
- 7 HDFC Bank 53
- 8 ICICI Bank 54

During the online bid submission process, bidder shall select **SBI MOPS** option and the page, to view the **Terms and Conditions page**. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely SBI and Other Banks* will be shown. Here, Bidder may proceed as per below:

- a) SBI Account Holders shall click **SBI** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) Other Bank Account Holders may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 11 Banks to proceed with its Net Banking Facility, for remitting tender payments. *Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/- Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "**Success**" during bid opening.

E). SUBMISSION PROCESS: For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD. For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "**Bidders Manual Kit**" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

The Kerala State Co-operative Bank LTD

GENERAL CONDITIONS

E- Tenders are invited for the supply of the items as specified in the schedule given below.

1. Tender forms can be obtained from web site www.etenders.kerala.gov.in. The cost of tender forms once paid will not be refunded. Further clarification/corrigendum in this regard, if any, will be put up only on the above site. Bidders should regularly visit the above web site to keep themselves updated.
2. The eligible bidders must have GST registration and the rates quoted must be inclusive of all taxes, duties and cesses prevailing and likely to be levied in future by the State Govt. / Central Govt.
3. The bill must contain the GSTIN No. of Kerala State Co-operative Bank Ltd and the GSTIN No. of Kerala State Co-operative Bank Ltd is **32AAAK4255G2ZZ** with address as follows The Kerala State Co-operative Bank Ltd, Head Office, COBANK Towers, Vikas Bhavan, Palayam, Thiruvananthapuram-695033.
4. Cost of tender form Rs.5900/- (Rupees Five thousand Nine hundred only including GST @18%) and Rs 50000/- (Rupees Fifty Thousand only) may be remitted online through e-tender web site. The cost of tender form once paid will not be refunded.
5. **If any bidder 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 Bank or such action taken against him as Bank think fit.**
6. The final acceptance of the tenders rests entirely with the Bank who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
7. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful bidder shall also execute an agreement, for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified would entail the penalties set out in Para: 8 below.
8. **(a)** The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to **2.5% of the value of the contract as security** in the form of DD or provide Performance Bank Quareantee for equivalent amount for the satisfactory fulfilment of the contract which will be refunded after three months of completion of contract.

(b) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the Purchasing Officer, 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 Bank shall thereby together with such sums as may be fixed by the Bank towards damages, be recovered from the defaulting tenderer.

The Kerala State Co-operative Bank LTD

(c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

(d) If the tenderer fails to deliver all or any of the stores or perform the service within the time/period (s) specified in the contract, the Bank shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages , a sum equivalent to 1% of the delivered price of the delayed stores or unperformed services for The Kerala State Co-operative Bank Ltd each week of delay until actual delivery or performance , up to a maximum deduction of 10% of the contract price of the delayed stores or services . Once the maximum is reached, the Bank may consider termination of the contract at the risk and cost of the contractor.

9. (a) In case the tenderer fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and, performed, then and in any such case, it shall be lawful for Bank (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the Bank by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the Bank shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other moneys shall then or any time during the continuance of this contract be payable by the contractor to the Bank from and out of any moneys for the time being payable or owing to the contractor from the Bank under or by virtue of this contract or other wise to pay and reimburse to the Bank all such costs, damages and expenses they may have sustained, incurred or been put to by reason or the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss costs, damages, expenses, and other moneys as shall for the time being be payable the contractor aforesaid.

(b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.

10. The bidders will be informed by mail/sms about award of the contract. In addition, the bidders can see the award of the contract under "Tender Status" and also against results of the tender option in the web site www.etenders.kerala.gov.in

11. The bidder shall undertake to supply materials according to the standard sample and specifications and should complete the supply within 25 days (Twenty Five days only) from the date of supply order after the approval of final proof approved by the Bank .

12. No representation for enhancement of rates once accepted will be considered.

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The Kerala State Co-operative Bank LTD

13.Any attempt on the part of the tenderers or their agents to influence the Bank in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.

14.The successful bidder should also be prepared to supply additional DIARYs at the same rate , if Bank requires.

15.Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.

16.The prices quoted should be inclusive of GST and all taxes, duties, cesses,transportation,loading, unloading charges and delivery at 14 distribution centres all over Kerala at Kerala State Co-opeative Bank LTD offices at First or Second Floor., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

17 Bad/unused/defective items will be returned for replacement.

18.The tenderer must have GST registration and the rates quoted must be inclusive of GST and all other taxes, duties and cesses prevailing and likely to be levied in future by the State Govt. / Central Govt.

19.No advance amount will be paid.

20.Design will be provided by the Bank for printing.

If the supply is delayed beyond the period specified above, the Bank will have the liberty to either terminate the contract at the cost and risk of the contractor or deduct a sum equivalent to 1% of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, up to a maximum deduction of 10% of the contract price of the delayed stores or services.

21. Proof reading should be done by the successful bidder before printing ,especially common matters and obtain approval from the Bank. Any difference or common mistakes or spelling mistakes if any seen in the content matter should be reported to the Bank in writing by e-mail before starting the printing.The proof should be approved by the Bank before start printing.

22 Bank reserves the rights to accept/reject any or all tenders.

23. The firm must have GST registration and bill must contain the GSTIN number of Kerala State Co-operative Bank Ltd

The Kerala State Co-operative Bank LTD

24. Those bidder who have quoted L1 rate will be invited for negotiation and the qualified L1 bidder after negotiation will be awarded the contract.

25. Those who are interested to comply with the terms and conditions stated above need be applied/participated in this tender.

26. Special conditions, if any, of the bidders attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

27 Bid Prices:- Duly filled " BOQ " file should be uploaded in the e-tender website. The bidder shall indicate in the BOQ file the prices for the DIARY and shall upload this filled up BOQ file in the e-tender website. No hard copies of BOQ file or Bid prices should be submitted to Kerala State Co-operative Bank Ltd.

28. The specified paper is **100 GSM Art Paper** should be approved by the Bank before start printing.

29. The proof should be approved by the Bank before starting the printing of DIARY.

30. The soft copies of all the documents should be uploaded in our e-tender website <http://etenders.kerala.gov.in> and the bidder should submit hard copies of all the above documents along with sample of specified paper within two days after the closure of the tender.

31. Preparation of Bids :- Documents Comprising the Bids – Eligibility criteria.

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

i) Sealed and signed copy of the Tender Document, Additional Document-1, and Notice Inviting Tender-1.

iii) Copy of last 3 years audited financial statements.

iv) Proof of Bulk printing and supply same or similar products to Govt./Public Sector/Private Organizations/Banks during the last 3 years (Sealed and signed copy of supply order) .

v) Sealed and signed copy of registration of the firm and GST Registration.

32. The Bank doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

33. The soft copies of all the documents shown in Tender Document, Additional document should be up loaded in our e -tender website <http://etenders.kerala.gov.in>

Seal and signature of the bidder

The Kerala State Co-operative Bank LTD

Specification of ORDINARY DIARY 2021

Sl. No	Particulars	Details of Specifications
1	Quantity	1,05,000 Nos
2	Size	Inner page Size : 21 cm (H) x 14.7 cm (W) Cover Size : 21.5 cm (H) x 15 cm (W)
3	No. of pages, Quality of paper and Printing	Total 220 pages/ 110 Sheets ITEM : INSERTS (1) 12 color pages 100 GSM Art Paper (10 page frond & 2 pages ends) Press work : 4 color on front, 4 color on back (2) 208 pages 70 GSM Natural shade Paper (off white) for the Text pages, Two days in a page , Bank's Logo in all pages Press Work: 1 color on front,1 color on back Finishing : Inserted in to Diary
4	End Sheet	Front & Back fly leaf 120 GSM Natural shade paper (off white)
5	Cover & Binding	Hard Cover case binding with PU Material D-bossing of Year, Bank logo and Name Elastic closure Pen loop Page Marker : Silk Ribbon marker .To maintain the quality of the diaries it is mandatory that "Vendors should've case making & case in facility through automated processes"
6	Contents for 12 inside color pages	Messages of Key Persons, Product features etc (10 pages frond & 2 pages ends)
7	Contents for 208 inside Black & white pages	Personal Memorandum , Name and Phone No of Key Persons, Address with Telephone Nos of HO, RO and CPC., (1) 3 year calendar (2020,2021,2022), Bank's Logo in all pages Dates : Two days in a page, balance pages : Notes
8	Printing	12 pages : 4 color on front, 4 color on back 208 Pages : 1 color on front,1 color on back
9	Proof	Final proof to be submitted within 5 days on placing print order by the Bank. Proof to be got approved by the Bank. proofs of all the pages duly displaying the logo should be submitted to us for approval

10	Packing	25 Nos per Packet
11	Specimen of Diary	Samples of diaries intended to be printed by the bank can be checked during pre-bid meeting and during office working hours of the Bank .

II. Specifications of Executive Diary 2021

Sl. No	Particulars	Details of Specifications
1	Quantity	25,000 Nos
2	Size	Inner page Size : 24 cm (H) x 18 cm (W) Cover Size : 24.5 cm (H) x 18.5 cm (W)
3	No. of pages, Quality of paper and Printing	Total 400 pages/ 200 Sheets <u>ITEM : INSERTS</u> (1) 12 color pages 100 GSM Art Paper (10 page frond & 2 pages ends) Press work : 4 color on front, 4 color on back (2) 388 pages 70 GSM Natural shade Paper (off white) for the Text pages two color printing. one days in a page, Bank's Logo in all pages Press Work: 1 color on front, 1 color on back Finishing : Inserted in to Diary
4	Planner	12 Monthly Planner before every month
5	Index	Month cut indexing for every month
6	End Sheet	Front & Back fly leaf 120 GSM Natural shade paper (off white)
7	Cover & Binding	Hard Cover case biding with PU Material with front and back foam padded with stitching and Year and Bank Logo and Name blind embossing (Size 24.5 cm H x 18.5 cm W) To maintain the quality of the diaries it is mandatory that "Vendors should've case making & case in facility through automated processes"

8	Board	1.8 mm
9	Page Marker	Silk Ribbon Marker
10	Contents for 12 inside color pages	Messages of Key Persons, Product features etc (10 page front & 2 pages ends)
11	Contents for 388 inside Two color pages	Personal Memorandum , Name and Phone No of Key Persons, Address with Telephone Nos of HO, RO and CPC., 3 year calendar (2020, 2021, 2022), Bank's Logo in all 2 pages Dates : One day in a page,
12	Printing	12 pages : 4 color on front, 4 color on back 388 Pages : 1 color on front, 1 color on back
13	Proof	Final proof to be submitted within 5 days on placing print order by the Bank. Proof to be got approved by the Bank. proofs of all the pages duly displaying the logo should be submitted to us for approval
14	Packing	20 Nos per Packet
15	Specimen of Diary	Samples of diaries intended to be printed by the bank can be checked during pre-bid meeting and during office working hours of the Bank .

sd/-

Chief Executive Officer

Thiruvananthapuram

01/12/2020

Seal and signature of the bidder

The Kerala State Co-operative Bank LTD

Specific conditions:

1. Cost of Tender Forms should be remitted as specified.
2. Full EMD as specified should be remitted.
3. Contract would be awarded to qualified L1 after negotiation.
4. Amount should be quoted only in the prescribed "BOQ"file in the website.

Seal and Seal and signature of the bidder