



കേരള സർക്കാർ



Kerala State Welfare Corporation for Forward Communities Limited

T.C.9/476, L2, Kuleena Jawahar Nagar Kowdiar P.O. Thriuvananthapuram-3

Phone: 0471-2311215 e-mail : kswcfc@gmail.com web: www.kswcfc.org

TENDER NOTICE

Sealed quotations are invited from bonafide printing firms having experience in printing of Diary/ Hand books, for the printing of 3000 Nos of **Hand Books-2018** for the Corporation as per specifications, terms & conditions, tender format of the item, that can be downloaded from the website www.kswcfc.org.

Interested parties may drop their tenders along with EMD of **Rs. 20,000/-** on or before **3 p.m** on **19-10-2017**.

Sd/
Managing Director



Kerala State Welfare Corporation for Forward Communities Limited

T.C.9/476, L2, Kuleena, Jawahar Nagar, Kowdiar P.O. Thriuvananthapuram-3

Phone: 0471-2311215 e-mail : kswcfc@gmail.com web: www.kswcfc.org

Tender for the Print & Supply of “Samunnathi Hand Book 2018”

Kerala State Welfare Corporation for Forward Communities Limited invites sealed Tender from qualified Printers for the print and supply of “**Samunnathi Hand Book 2018**” as per the following specifications.

Specifications for Hand Book 2018

Sl. No	Particulars		Specifications
1	Item		Hand Book
2	Quantity		3000 Nos
3	Size		24 x 18 cm
4	Pages		183 (4+16+160+3)
5	Outer Cover/ Title Page	Printing	Govt. of Kerala emblem in the middle. Name of the Corporation and tagline of the Corporation multi colour
		Paper	130 gsm art paper with one side matte lamination.
6	Information Pages	Number	16 pages (8 sheets), Text size may vary as per the content.
		Printing	Multicolour
		Paper	170 gsm art paper
7	Inner pages denoting dates	Number	160 pages
		Printing	Bicolour (1 Special Colour & Other black)
		Paper	90 gsm map litho paper

8	Phone Note Pages	Number	6 pages (front & back) ie; 3 single page
		Printing	Bicolour (1 Special Colour & Other black)
		Paper	90 gsm art paper
9	Binding		Care binding with sections sewing
10	Language		Malayalam
11	Packing		Supply bundles of 50 each packed in sealed king cover
12	Delivery Period		Within 10 days from the date of receipt of final proof approval
13	Place of Delivery		Kerala State Welfare Corporation for Forward Communities Limited T.C.9/476, L2, Kuleena Jawahar Nagar, Kowdiar P.O. Thriuvananthapuram-3 Phone: 0471-2311215 e-mail : kswcfc@gmail.com web: www.kswcfc.org



Kerala State Welfare Corporation for Forward Communities Limited
 T.C.9/476, L2, Kuleena, Jawahar Nagar, Kowdiar P.O. Thriuvananthapuram-3
 Phone: 0471-2311215 e-mail : kswcfc@gmail.com web: www.kswcfc.org

Tender for printing Hand Book for the year 2018 proforma

To,

The Managing Director,
 Kerala State Welfare Corporation for Forward Communities Limited,
 T.C.9/476, L2, Kuleena Jawahar Nagar, Kowdiar P.O.
 Thriuvananthapuram-3.

Sir,

I/We hereby tender to print and supply “Samunnathi Hand Book 2018” as stipulated, at the rates quoted below, under the general conditions of contract. The items will be delivered within time and at places stipulated.

I/We am/are remitting the required amount of Rs.....
 as earnest money.

Yours faithfully,

Signature

Name

Address

.....

.....

.....

Phone No. (1)

(2)

Fax No

Email

Date

Technical Bid (Eligibility Criteria)

- i. Must have Valid Trade License issued by the appropriate authority to carry out the business of printing (photocopy must be enclosed).
- ii. Must have undertaken at least two booklet printing jobs (multi-color) for Government Departments/Organizations/Institutions/Agencies during the last five financial years. (supporting documentary proof must be enclosed).
- iii. The **Tender Fee** for an amount of **Rs. 1,000/-** (Rupees One thousand only) should be made by a **non-refundable** demand draft in favour of Managing Director, Kerala State Welfare Corporation for Forward Communities Ltd, payable at Thiruvananthapuram along with Technical bid, failing to which the Tender will not be accepted.
- iv. **Earnest Money** of **Rs.20,000/** (Rupees Twenty Thousand only) in the form of Demand Draft in favour of "Managing Director, Kerala State Welfare Corporation for Forward Communities Ltd, payable at Tturuvananthapuram", to be submitted along with the Technical Bid failing to which the Tender will not he accepted
- v. The **Earnest Money** of the successful Bidder will be kept as Security Deposit and will be **refunded without interest**, after successful completion of the job. Earnest Money of the unsuccessful Bidders will be refunded without interest after the exercise for selection of printer is completed.

FINANCIAL BID

Taking into account the above specification, rates should be quoted inclusive of GST, all taxes, levies, cost of packing/packageing materials, delivery charges, insurance charges and all other expenses related to the jobs as per format.

<u>Item Description</u>	Cost
A) Unit Cost/Handbook : inclusive of GST, all taxes, levies,etc Cost of packing, paper & printing, packaging materials, delivery/insurance charges and other expenses	
B) Quantity	
C) Total Price : (Unit cost x Quantity) A x B	

Date:

Signature of the Bidder
along with Seal

- The Total Price quoted above will be considered for comparison of Financial Bid and Selection of Bidder.

HOW TO SUBMIT QUOTATION

- i. **Technical Bid - Technical Specifications & Earnest Money of Rs.20,000/-** (Rupees Twenty Thousand only) must be submitted in a sealed envelope super scribing "Technical Bid for printing & Supply of Samunnathi Hand Book 2018" - marked 'A'.
- ii. **Financial Bid** - The price must be quoted as per our format and put in a separate sealed envelope superscribing "Price Bid for printing &, Supply of Samunnathi Hand Book 2018" – marked 'B'.
- iii. The above **two sealed envelopes** i.e. 'A' & 'B' along with the Demand Draft of **Tender Fee of Rs. 1,000/-** (Rupees One Thousand only) and the **duly filled Proforma** must be put in another single big sealed envelope superscribing "Tender for the print & Supply of Samunnathi Hand Book 2018" and to be submitted at Kerala State Welfare Corporation for Forward Communities Limited before **3.00 pm** on **19-10-2017**, the **probable date for the opening of tenders.**
- iv. **Bid validity period:** - Bid will be valid for **45 days.**

Terms & Conditions

- i. An order for the "Printing of Sample Samunnathi Hand Book" enclosed with the CD of matter will be released to the selected printer.
- ii. The selected Printer shall furnish the sample handbook within 5 (five) working days.
- iii. Any delay beyond the above, will attract penalty at the rate of Rs. 500/- (Rupees Five hundred only) per day.
- iv. Any corrections/changes noted and given shall be resubmitted within two days, for approval.
- v. Any number of changes in all terms shall be entertained by the printer in all circumstances.
- vi. Printer reserves no right to claim for the number of times of changes given by the Corporation before the final approval of proof.
- vii. Final approval will be given by Managing Director, KSWCFC, only after the satisfactory receipt of the final proof, based on which work order for printing handbooks will be released.
- viii. The Printer shall deliver properly packed handbooks within 10 days from the date of release of work order for printing.
- ix. Corporation reserves the right to return and/or deduct the cost of Samunnathi Hand Book 2018 delivered in damaged/unsatisfactory condition.
- x. No extra cost for delivery of the "Samunnathi Handbook 2018" as stated above shall be paid.
- xi. Delivery of booklets within the time limit is the sole responsibility of the printer. Any delayed delivery, beyond the stipulated 10 days from the date of release of work order, will attract penalty of Rs. 700/- (Rupees Seven Hundred only) per day, which shall be deducted from printer's bill.
- xii. Tenders submitted after the date and time mentioned above shall not be accepted.
- xiii. Conditional Tender shall be straightway rejected.
- xiv. Tender without Tender Fee & Earnest Money shall not be considered.
- xv. Deviation in specification shall not be entertained. Any deviation may entail cancellation of the entire order and also withholding of Earnest Money. Each page of the bid submitted should be signed /stamped by the bidder.
- xvi. The selected printer will get in regular touch with the concerned Corporation official for collection of inputs, approval of proofs etc. for smooth completion of the job within time schedule.

- xvii. Corporation reserves the right to cancel the entire order, in case qualities of the handbooks are not as per specification.
- xviii. Corporation reserves the right to inspect the premises of any tenderer and also ask for further documents / information and also original documents, the copies of which have been submitted by the tenderer. If on inspection/verification, it is found that any information/documents submitted by any tenderer is false or incorrect, the tender for such bidder shall be rejected and the Corporation reserves the right to forfeit EMD of such bidders.
- xix. The selected printer will allow our representative to inspect the premises where the job is being carried out.
- xx. Corporation reserves absolute right to accept or reject any or all the tenders without assigning any reason whatsoever.
- xxi. If the bidder withdraws the offer before the order is placed for execution, the bidder shall forfeit their EMD submitted.
- xxii. There shall be no escalation in the prices once fixed and agreed by the Corporation with the printer, but the printer should agree to pass on to the Corporation any benefit arising out of any subsequent reduction in the prices due to reduction in duties and levies after the prices are fixed but before delivery of materials. All disputes are subject to Thiruvananthapuram jurisdiction only.
- xxiii. Invoice along with the delivery chalan in duplicate, duly signed &, sealed by the concerned authority has to be submitted.
- xxiv. Corporation reserves the right to return and/or deduct the cost of "Samunnathi Handbook 2018" delivered in damaged/unsatisfactory condition
- xxv. Please note that no advance payment in part or whole will be released before the completion of entire work, while the payment will be made through cheque mode only.

Sd/
Managing Director