

KERALA STATE BACKWARD  
CLASSES DEVELOPMENT  
CORPORATION  
LTD., THIRUVANANTHAPURAM

KSBCDC/3037/2023-E2  
ETenderID: 2024\_BCDC\_667044\_1

11/03/2024

TENDER NOTICE

**Sub:-Inviting e-tenders for the printing and supply of registers, passbooks and receipts– Reg.**

The Managing Director, Kerala State Backward Classes Development Corporation Ltd., TC 27/588(7)&(8), "Sentinel", Pattoor, Vanchiyoor P.O., Thiruvananthapuram – 695 035 invites two bid system e-tender for the printing and supply of registers, passbooks and receipts to all the offices of the Company

Tender forms and other tender documents can be downloaded from the e-tender portal [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)

Name of Work	Printing & Supply of Registers, Passbooks & Receipts to various offices of the Company
Locations of delivery	Various offices of KSBCDC in the State of Kerala
Earnest Money Deposit	20,000/- (Rupees Twenty Thousand Only)
Tender fees	1600/- + 12% GST (Rupees One Thousand Six Hundred Only + Tax)
Tender Publishing Date	11/03/2024 at 06:00 PM
Last Date and time for submission of bid	26/03/2024 4 : 00 PM
Technical bid opening	27/03/2024 5:00 PM
Financial bid opening	Will be informed after Technical Evaluation

Sd/-

MANAGING DIRECTOR

**KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION LTD**

**Registered Office:**

**TC 27/588 (7) & (8), "Sentinel", Pattoor, Vanchiyoor P.O.**

**Thiruvananthapuram-695035**

**Tel: 0471 2577539, 2577550, Fax: 0471 2577539**

**E mail- ksbcdc@gmail.com**

**Tender document for of Printing & Supply of Registers, Passbooks & Receipts  
to various offices of the Company**

Tender Reference No: KSB CDC/3037/2023-E2

Last date for submission	26/03/2024 @ 4 PM
Date for bid- opening	27/03/2024@ 5 PM

### **E-Tender Notice**

Kerala State Backward Classes Development Corporation Limited proposes to invite tenders from experienced suppliers of Stationery Items such as Application Forms, Registers etc which are required to be Printed and Supplied as per Annexure I of this Tender Document to various offices of the Company as per the Delivery Schedule

### **Eligibility Criteria**

The minimum eligibility criteria for the suppliers shall be the following.

1. The bidders should be a registered organization having registered office in Kerala and minimum 3 years market presence within Kerala.
2. The bidder should have minimum turnover of 20 Lakhs/Year or at least 50 lakhs in last 3 Consecutive years.(copies should be attached)
3. The bidder should have received at least one order from the department/organizations of the Govt. of India/State Govt./PSUs, with a billing amount of not less than 05 Lakhs in last three years.
4. An undertaking to the effect that the bidder has not been black listed by any of the department /organizations of the Govt. of India/ State Govt./ PSUs; Self declaration for the same should be attached along with the agreement.
5. The bidder should have a valid PAN&GST registration; copy of same should be attached along with the tender

In accordance with respective specification for the work shown in the tender schedule of this tender document, the Expression of Interest by the interested agencies as e-tender through <https://www.ksbccdc.com> Since this is an e-tender, only those bidders who are enrolled in the above portal with their own digital signature certificate (DSC) can participate in the tender. E- tender document and other documents can be obtained from above portal.

- |  |                            |
|--|----------------------------|
| 1. Tender Fee                          | - Rs. 1,600+ GST @ 12%     |
| 2. Online bid submission starting date | - 11/03/2024 at 06.00 PM   |
| 3. Online bid submission ending date   | - 26/03/2024 at 04.00PM    |
| 4. EMD (Online payment)                | - Rs. 20,000/-             |
| 5. Opening of technical bid date       | - 27/03/2024 at 5.00 PM    |
| 6. Opening of financial bid date       | - will be published online |

**Bidder shall remit the tender document fee and EMD using online payment option of e- procurement system only. No exception in the case of remittance of cost of Tender Form. Bidders are advised to visit download section of e-**

**procurement website <https://ksbcdc.com> for detailed instructions on making online payment using internet banking facility of SBI or by any NEFT facility. The Technical and financial bids shall be submitted in online covers.**

The first cover technical bid contain the following documents, should be submitted online.

1. Technical bid detail duly filled up and signed
  - a. Financial business and technical capability sheet duly filled up and signed
  - b. If additional technical information has to be furnished ,separate data sheet shall be attached
2. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc.
3. Details of experience and past performance of the Tenderer on Supply offered and on those of similar nature within the past 1 year and details of current contracts in hand and other commitments.
4. Information regarding any current litigation in which the Tenderer is involved.
5. Details of GST registration including copy of registration certificate.
6. Copy of the power of attorney authorizing the signatory to sign the tender, if any.
7. Latest available Income Tax and Sales Tax Clearance Certificates.
8. Documents in support of PAN, GST,etc if applicable

The second cover of the financial bid should contain following documents

1. Financial bid (BOQ) duly filled up and signed (Online only).

The Kerala State Backward Classes Development Corporation Limited, reserves the right to reject or accept any e-tender either partially or wholly or to cancel the e-tendering process without assigning any reason, and the bidders shall not be eligible for any compensation in that event.

The bidder is advised to submit the bids well before the stipulated date and time to avoid any kind of network issues, traffic congestions, etc. in this regard, the company shall not be responsible for any kind of such issues faced by bidder .the rules and regulations prescribed for e-tenders by the government of Kerala shall be applicable to this e-tender also.

### **Scope of Work**

To Print & Supply Application forms, Receipts and Registers to various offices of the Company.

## Annexure 1

### A. Requirements and Specification

<b>Specification</b>		
Sl.No	Item	Quantity
1	Outward Register -300 pages foolscap ½ size-half calico binding-11.9 kg ledger paper SPB with printing-3 pound board.	80
2	Inward Register-300 page foolscap ½ size- half calico binding- 11.9 kg ledger paper SPB with printing-2 pound board	50
3	Day Book/Cash Book- foolscap ½ size-half calico binding with rexin-200 pages-11.9 kg.SPB ledger paper with printing- 4 pound board	230
4	Main Cash Book-book-Two colour printing Double crown size-200 sheets folio page-15.5kg west coast ledger paper with print- 2 pound board	85
5	Cheque Issue Register-180 page folio- half calicobinding-11.9kg ledger paper with printing-2 pound board foolscap Two colour printing.	70
6	Cheque/DD Register -200 page folio-half calico binding-11.9 kg ledger paper with printing-2 pound board foolscap ½ size	25
7	Field Inspection Register - 200 pages folio half calico binding-11.9kg W/C ledger paper with printing - F/C	35
8	Acquittance Register-Ledger paper 15.5kg, calicobinding-4 pound (100 sheets) double foolscap ½ size two colour	20
9	File cover– with printing	30000
10	Computer Cash Receipt -size 14 x 21 cm , single side ,colour blue , 70GSM Maplitho paper with cutting and packing.	350000
11	Beneficiary Card-KSBBCDC -13cm x 9cm card with clear pvc cover -4 pages inside, Outer cover color white	20000
12	Beneficiary Card-NBCFDC --13cm x 9cm card with clear pvc cover -4 pages inside, Outer cover color yellow	9000
13	Beneficiary Card-NMDFC -13cm x 9cm card with clear pvc cover -4 pages inside, Outer cover color pink	12000
	Microcredit- CDS- 14cm x 10cm card with cover -4 pages	

14	inside, Outer cover color blue	36000
15	Temporary Cash Receipt-in triplicate (tri colours)- manifold color bond paper JK/Amaravathy-original white-duplicate pink-triplicate green-book size 1/8- stiff binding in serial numbers. 8 kg dummy SPB colour band	200
16	Tapal Distribution Register -150 pages - half calico binding-double dummy-21.8kg ledger paper-1/6 size	10
17	Application form (General)Cover page 220 GSM Art paper multi colour, Laminated.Inner page (black & white) 16 pages - 18.6 kg paper - Serially numbered - A4 size, Last 2 sheets with perforation	40000
18	Application form - (Education loan) 16 pages Cover pages - 4 - 220 GSM Art paper multi colour, Laminated.Inner page (black & white) 12 pages 18.6 kg paper - Serially numbered - A4 size, Last 2 sheets with perforation	1200
19	Application Form (Ente Veedu) - 12 pages Cover pages - 4 - 220 GSM Art paper colour, Inner 8 pages - 80 GSM - Maplitho (Single colour)	700
20	Stock Register -Dummy ¼ size-18.6 kg double dummy ledger paper-half calico binding- 3 pound board with printing-210 pages	35
21	Local Delivery Register -150 page folio-11.9 kg ledger paper SPB /west coast- fool scap-1/4 size- half calico binding with printing-1.5 pound board	2

### **Terms & Conditions**

1. The tender should be quoted as per e-tender norms and documentary proofs of all eligibility fulfilling details should be submitted via e-tender.
2. The tenderers shall clearly specify whether the articles offered bear Indian Standards Institution Certification Mark or not. In such cases, they shall produce copies of certification marks along with their tender in support of it.
3. Kerala State Backward Classes Development Corporation (KSBCDC) reserves the right to cancel any or all tenders without assigning any reason whatsoever.
4. The built ups and arrangements may vary accordingly with time, the agency should be able to make necessary changes and implement the suggestions as and when required intimated by Kerala State Backward Classes Development Corporation (KSBCDC)
5. Kerala State Backward Classes Development Corporation (KSBCDC) reserves the right to split the quantity of the items or services to

be supplied among one or more bidders, at its sole discretion.

6. The bidder shall invariably specify in their tenders their venue, services provided, product details and functioning methods including the time required for the performing of the work tendered for.
7. The bidder shall specify clearly whether the services providing will be premium class facilitated and supporting documents if any.
8. The offers shall be submitted in two cover system ie., Technical Bid and Price Bid. Technical bid documents to be submitted in pdf format and financial bid in excel available in the e-tenders website (BOQ). The bidder should enter all applicable columns in the BOQ 1 viz., basic price, tax, and other duties if any.
9. First cover is the Technical Bid and shall contain (1) Technical details viz., the bidder should upload the technical specification sheet asked by Kerala State Backward Classes Development Corporation (KSBCDC), duly signed (available online) and (2) Profile of bidder with work experience in bidder's letter head. The second cover is price bid; the bidder should quote his price only in the BOQ. Bidder should not quote price in first cover.
10. On taxable items of supply, GST shall be shown separately and taxes will be paid at the ruling rates applicable.
11. The bidders are responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied and installed is noticed, such item will be rejected at the risk and cost of the bidder.
12. The bidder shall submit the price offers in the BOQ, digitally signed, upload in the specified covers.
13. The rate quoted by the bidder shall be inclusive of the charges like transportation, assemble, and dismantle, insurance, freight, clearance and loading. Rates quoted by the bidder shall be valid for a period of three months from the date of opening of the tender.
14. The rate quoted is final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the supply order and the security deposit will be forfeited.
15. All items/services offered in BoQ shall confirm in all respects to the relevant quality standards and specification with up to date amendments wherever applicable.
16. Kerala State Backward Classes Development Corporation (KSBCDC) reserves the right to increase or decrease the quantity by or up

to 25 percent of the order of goods and services originally specified in the Bid (BoQ) without any change in final unit price or other terms and conditions.

17. Delivery period shall be specifically indicated in the tender and strictly adhered to. The supply will be arranged and made within the stipulated delivery period on receipt of the firm order. Any delay in the delivery period after the supply/service order is placed may result in cancellation of the supply /service order. In case the successful bidder became unable to affect supply/service within the time limit prescribed by Kerala State Backward Classes Development Corporation (KSBCDC), the supply/service order is likely to be cancelled and items will be arranged by Kerala State Backward Classes Development Corporation (KSBCDC) from elsewhere and the earnest money deposited along with security deposit collected from the successful bidder will be forfeited.
18. **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial by non-competitive levels and to deprive the Purchaser the benefits of free and open competition. Kerala State Backward Classes Development Corporation (KSBCDC) will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
19. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Trivandrum (India) in English language, under the Indian Arbitration and Conciliation Act, 1996. Unsettled disputes will be referred to courts and courts in Trivandrum / Kerala will have exclusive jurisdiction over the same.
20. **Tender Submission:** The tender shall be submitted as e tenders through-



web portal: [www.ksbcd.com](http://www.ksbcd.com) Since this is an e-tender, only those bidders who have the enrolment in the above portal with their own digital signature certificate (DSC) can participate in the tender. Tender documents and other details can be obtained from the portal.

21. **Agreement:** The Successful bidder within 4 days of getting confirmed purchase order has to enter an agreement with KSBCDC in Rs.200 worth non judicial stamp paper, to ensure warranty and after sales support during the warranty period.
22. **Authority:** The authority for the acceptance of the tenders rests exclusively with the KSBCDC. Kerala State Backward Classes Development Corporation (KSBCDC) does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.
23. In case the contractor fails to supply and deliver any of the said articles and services 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 KSBCDC (if they shall think fit to do so) to arrange for the purchase of the said articles/services from elsewhere or on behalf of the KSBCDC by and order in writing under the hand of the Managing Director, KSBCDC put an end to this contract and in case the KSBCDC 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 and expenses or other moneys shall then or any time during the continuance of this contract be payable by the contractor to the KSBCDC under and by virtue of this contract, it shall be lawful for the KSBCDC from and out of any moneys for the time being payable or owing to the contractor from the KSBCDC under or by virtue of this contractor otherwise, to pay and reimburse to the KSBCDC all such costs, damages and expenses they may have sustained incurred or been put to by reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such differences in price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being be payable by the contractor aforesaid.
24. Samples would be forwarded if called for unapproved samples got back by the bidders at their own cost. Samples sent by V.P. Post for 'freight to pay'

will not be accepted. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by post, railway or plane should be so dispatched so as to reach the Managing Director, KSBCDC not later than the date on which the tenders are due. In the case of samples sent by railway, the receipt should be sent separately and not along with the tender since the tender will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. The KSBCDC will not be responsible if any sample is found missing at any time due to the nonobservance of the provisions of this clause. Bidders whose samples are received late will not be considered. Samples should be forwarded under separate cover duly listed and the corresponding number of the item in the tender schedule should also be noted in the list of samples. Tenders for the supply of materials are liable to be rejected unless samples if called for, of the materials tendered for are forwarded.

25. At any time prior to the deadline for submission of tenders, the KSBCDC may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site [www.ksbcdc.com](http://www.ksbcdc.com). Prospective bidders are advised to regularly visit the website: [www.ksbcdc.com](http://www.ksbcdc.com) to keep track of corrigendum, if any