

**KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION
LTD**

Registered Office:

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

Thiruvananthapuram-695035

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

Tender Reference No: KSBCCD/438/2025-E2

Online Bid Submission Starting Date	04/04/2026 @ 16.00hrs
Last Date for Submission	04/05/2026 @16.00 hrs
Date for Technical Bid opening	05/05/2026 @17.00 hrs
Financial Bid Opening	Will be informed after Technical Evaluation.

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, Passbooks, etc which are required to be designed, printed and supplied as per **Annexure I** of this Tender Document to various offices of the Company as per the delivery schedule **(Annexure II)**.

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 State of Kerala or bordering States and minimum 3 years market presence within Kerala.
2. The bidder should have minimum turnover of 15 Lakhs/Year or at least 30 lakhs in 3 Consecutive years.(2022-23,2023-24,2024-25 & copies should be attached)
3. The bidder should have received atleast one order from the Department/organizations of the Govt. of India/State Gov./PSUs, with a billing amount of not less than 5 Lakhs in last three years(2023-24,2024-5,2025-26).
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.
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.ksbcd.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	₹2000 + GST @12%
2.Online bid submission starting date	04/04/2026 at 16.00 hrs
3.Online bid submission ending date	04/05/2026 at 16.00 hrs
4. EMD (Online payment)	₹25,000/- (Twenty Five Thousand Only)
5. Opening of Technical bid date	05/05/2026 at 17.00 hrs
6. Opening of Financial bid date	Will be informed after Technical Evaluation

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://ksbcd.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 3 years 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 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. The tender forms and other documents can be downloaded from the e-tender portal www.etenders.kerala.gov.in.

Scope of Work: To print and supply of Registers, Passbooks & Receipts to various office of the Company as per the requirements and specification in Annexure I.

TenderConditions:

- a. The bidders have to supply of Registers, Passbooks & Receipts to the destinations mentioned in the **delivery schedule (Annexure II)**.
- b. The supply of respective items of the designated quantity shall be delivered within 15 days on receipt of the purchase order (T+15). Samples should be got approved before effecting bulk supply.
- c. In case of Major & specific defects found in the supplied items, respective vendors will have to rectify the defect with in the time limits prescribed in the document, others must have to replace with the new one.
- d. The tender document also includes the Annexures I & II attached to the document.

Additional Conditions and other information:

The Managing Director, KSBCDC reserves the right to

- a. Postpone or extend the date of receipt of or to withdraw the bidding notice without assigning any reason there of entirely at his discretion. In such

an event, the bidders shall not be entitled any compensation in any form what so ever.

- b. Reject or accept proposal.
- c. Cancel the bidding process and reject all or any of the proposals and will not be bound to accept lowest or any proposal or to give reason for the decision in the consultation with selection committee.

I Payment Terms :

The payment towards the bidder will be effected only after receipt and acceptance of the full quantity.

All the relevant documents pertaining to the payment shall be submitted at the Kerala State Backward Classes Development Corporation Ltd., TC 27/588 (7)&(8), "Sentinel", Pattoor, Vanchiyoor P.O., Thiruvananthapuram – 695 035.

II Eligibility Criteria:

The bidders should fulfill the following eligibility criteria for participating in the tender. The bidders should enclose documentary evidence in support of fulfilling the eligibility criteria.

1. In case of Company registered under the Companies Act 1956 or partnership or proprietary, Certificate of incorporation or certificate of Commencement of Business issued by the Registrar of Companies or Registration from Local Bodies.
2. The tenders should be in the business of printing and supply of same/ similar products at least for the last three calendar years (as on date of submission of bid). Upload certificate from the clients as proof of satisfactory completion of supplies. (At least one certificate for each calendar year)
3. The bidder should have a valid PAN and GST registration. (Copy of the same need to be submitted)
4. The bidder should be a company registered under the Indian companies Act 1956 or under proprietorship/partnership firm. If the firm is registered as a company (Enclose self-attested copies of Certificate of incorporation/Company registration certificate). In case of partnership and proprietary firm (Enclose self-attested copies of details of partners and copy of partnership deed with certificate of registration of the firm. Copy of PAN of all partners, Identity proof, Electoral roll, Aadhar card)
5. The company should have a minimum turnover of ₹15 lakhs in each year or ₹30 lakhs cumulative for the last three financial years.(Turn over certificates issued by a Certified Chartered Accountant should attached).

6. Copy of Income Tax Return/Copy of Annual VAT return if filed for the past 3 years. In case of company audited Balance Sheet for the past 3 financial years (2022-23,2023-24,2024-25).
7. The tenderers who have been blacklisted/debarred by Tender Inviting Authority or blacklisted/debarred by any State Corporation Central Corporation department/Organization should not participate in the tender during the period of blacklisting.
8. Firm/company who have withdrawn after participating in any of the previous tenders of KSBCDC or defaulter after receipt of purchase orders are not eligible to participate in this tender.
9. KSBCDC reserves the right to carry the capability assessment of the bidders and KSBCDC's decision shall be final in this regard.
10. Bidders must be prepared to submit sample at the designated office if requisitioned by KSBCDC.

III. **Purchase order/Work order:**

The bidder should submit all the required documents (All the documents mandated for proving eligibility criteria and technical bid) as per tender documents conditions without any failure, otherwise the bid will be rejected by the duly constituted Technical Evaluation Committee. KSBCDC reserves the right to cancel the work order issued to the Bidder in any time if the documents submitted by them proved to be false or wrong.

1. The item shall be delivered in respective places within 15 days from the date of issue of Purchase order.
2. Supply of all the products at location as per the quantities as finalized by KSBCDC and also as per the technical specification included in the Tender.
3. Amount quoted should be inclusive of Tax, Freight, Transportation to the destination offices. TDS or if any taxes as applicable for execution of work/services and transportation imposed by KSBCDC will be deducted from the Bidders bill.
4. The final acceptance of the tenders rests entirely with the KSBCDC 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.
5. By submitting the bid it is presumed that the bidder has verified the tender documents and technical specification of the items in details and has quoted the tender rate accordingly.
6. The items supplied against the tender must strictly conform to the specifications as prescribed in tender. If there is any variation in the specification of the product supplied the same has to be replaced at the risk and cost of the bidder.

7. The assurance of quality, time bound supply, loading, delivery of the products will be the sole responsibility of the bidder and they should ensure the same.
8. The quantity mentioned herein is approximate requirement and in case KSBCDC requires more/less quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
9. The successful bidder on award of purchase order based on the tender has to return a copy of the same to KSBCDC duly signed and sealed.
10. Any offer made in response to this e-tender, when accepted by KSBCDC, by means of Award of Contract (AOC) in the e-tender website will constitute a contract between the parties.

IV Bid prices:

1. KSBCDC reserves the right to procure the products/Items listed in this tender in whole or in part.
2. No escalation of the contract price shall be made on account of any variations in costs of labor, travelling and materials, taxes, duties and levies or any other cost component affecting the total cost in fulfilling the obligations under the contract.
3. The contract price shall be the only payment, payable by KSBCDC to the successful bidder for completion of the contractual obligations under the contract, subject to the terms and payment conditions specified in the contract.
4. Rate should be firm for the period of bid. Request for enhancement of the rate during the bid period will not be entertained under any circumstances. The price approved by KSBCDC for procurement will be inclusive of levies and taxes, packing and forwarding, freight along with loading & unloading , delivery and assembling and any change in these shall have no effect on price during the scheduled period of contract.
5. The successful tenderer shall submit the agreement in ₹200/- stamp paper and with the period specified in the letter or acceptance of his tender/work order.
6. The successful bidder shall furnish security deposit in the form of DD/Cash, for an amount equivalent to 5% of the value of the contract within 5 days of receipt of Work Order.

V Taxes and Duties:

1. All the taxes, duties, levy and all other charges applicable and shall be valid for delivery on the basis to the designed delivery points. All payments will be subjected to tax deduction at source as applicable /required at the prevailing tax rates. KSBCDC shall not pay any increase

in duties, taxes and surcharges and other charges on account of any revision, enactment during the period of validity of the Bids and also during the contract period. The decision of KSBCDC in this regard will be final and binding and no disputes in this regard will be entertained.

2. An agreement in a Kerala Stamp Paper worth Rs.200/- has to be executed between KSBCDC and the successful bidder within ten days after publishing the award of contract.
3. The successful bidder shall submit the agreement in stamp paper and within the period specified in the letter of acceptance of his tender /supply order.
4. By submitting the bid it is presumed that the bidder has verified the tender documents and technical specifications of the items /products in details and has quoted the tender rate accordingly.
5. The items supplied against the tender must strictly conform to the specifications as prescribed in tender. If there is any variation in the specifications of the items/products supplied the same has to be replaced.
6. The tender should be for all the items of work details in BOQ.
7. Once the tender has been accepted, the bidder will be liable to supply the products/ execute the works to the destinations as per the purchase/work order within the time stipulated for delivery.
8. Time is the essence of this bid and hence the bidder should see that the products delivered /works executed on time stipulated without fail.
9. The delivery should be made on supply point mentioned in order on or before due date and failing of this can lead to penalty/damages decided by the corporation.
10. If the bidder fails to honor the purchase /work order or fails to deliver the products/execution of works in time, KSBCDC will make its own arrangement for supplying the products/execution of works at the cost of the bidder. If KSBCDC incurs any loss to this account, the amount will be recovered from the bidder.
11. The bidder should see that all the documents required for transportation of the products/executions of work are ready, including E-declaration. If any issue arises at check posts or any other places, KSBCDC will not be responsible.
12. KSBCDC or the ultimate customer will be doing final inspection for product/work supplied/delivered and shall reject the material at the cost of supplier in case of quality./specification complaint. The rejected goods are to be removed from supply point at the expense of supplier and materials should be replaced within time limit as intimated by KSBCDC.
13. Following documents are to be presented by the successful bidder for payment after supply.
 - a. Delivery challan

- b. Invoices
 - c. Acceptance certificate from authorized officer of KSBCDC regarding quality and quantity.
14. No interest shall be paid to bidder for belated payments from customer KSBCDC.
15. Quality complaints: any kind of quality complaints, if noticed will be made good from the supplier bill from any other amount due to the supplier from the KSBCDC as a part of contractual obligation.

VI. General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for supply of registers, Passbooks & Receipts in the Head Office the Corporation, and offices all over Kerala. The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of KSBCDC 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 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. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in only and shall not be available elsewhere.
- iii. **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.
- iv. **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.
- v. **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 which will be notified later.

C) Documents Comprising Bid :

i. **The First Stage** (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:

1. Banker's name, address, Account number and details.
2. For registered company, cert
- 3.
- 4.
5. ificate of registration copies of PAN, Aadhar etc. of all partners.
6. Attested Copies of PAN, GST and GST registration.
7. Certificate of Work Experience of Bidder.
8. Audited Financial Statement of the three years (2022-23,2023-24,2024-25).
9. Copy of EMD and Tender Fee remittance Receipt through SBI or NEFT.
10. A signed undertaking from an authorized signatory or Power of Attorney

KSBCDC 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 2cover 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.2000/- + tax and Earnest Money Deposit of Rs.25,000/- .The Bid security of 5% of the tender price 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:

- i. State Bank of India (SBI) Internet Banking: If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.

ii. **National Electronic Fund Transfer (NEFT) / Real Time Gross Settlement (RTGS):**

If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT / RTGS option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT / RTGS either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e- Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT / RTGS payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

For RTGS the timings that the banks follow may vary depending on the

customer timings of the bank branches and settlement from RBI. Bidders are advised to exercise RTGS mode of payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT/RTGS payment should be done according to- following guidelines:

I Single transaction for remitting Tender document fee and EMD : Bidder

should ensure that tender document fees and EMD are remitted as one single transaction.

II. Account number as per Remittance Form only : Account no. entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are

1. remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.
2. Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT / RTGS remittance.

III. OnlyNEFT/RTGSRemittanceAllowed: Account to Account transfers, State Bank Group Transfers (GRPT), Payments from NRE Accounts, SWIFT Transfers, IMPS or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT or RTGS (for above 2 lakhs payments as per RBI guidelines) transaction only and specially instruct the banks not to convert the payment type to GRPT or any other payment mode.

IV . AmountasperRemittanceform: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.

V. UTRNumber: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the e- Procurement system for tracking the payment.

VI One RemittanceFormperBidderandperBid: The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The Supplier'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.

VII COMMON TENDER CONDITIONS

1. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
2. The tenders should be in the prescribed form which can be obtained from the www.etenders.kerala.gov.in. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
3. Indenting tenderers should furnish their tenders vide www.etenders.kerala.gov.in. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
4. The tenders will be opened on the appointed day and time in the office of the undersigned, in the presence of such of those tenderers or their nominees who may be present at that time.
5. If any tenderer 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 Corporation or such action taken against him as KSBCDC think fit.
6. Tenderers shall invariably specify in their tenders the delivery conditions

including the time required for the supply of articles tendered for.

7. (a) The tenderer shall clearly specify whether the articles offered bear Indian Standards Institution Certification Mark or not. In such cases, they shall produce copies of Certification mark along with their tender in support of it.
(b) Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. KSBCDC reserves the right to reject offers for import of goods if the Import Trade Control Policy in force at the time of award of the contract prohibits or restricts such imports.
8. The final acceptance of the tenders rests entirely with the Corporation 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.
9. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for a definite period under a definite penalty.
10. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The Supplier 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 will entail the penalties set out in para 11 below.
11. (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 5 per cent of the value of the contract as security deposit for the satisfactory fulfillment of the contract less the amount of money deposited by him along with his tender. If the successful tenderer fails to deposit the security amount and execute the agreement as stated above, the earnest money deposited by him will be forfeited to KSBCDC and contract arranged elsewhere at the defaulter's risk and any loss incurred by KSBCDC on account of the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If then defaulting firm is a registered firm their registration is liable to be cancelled.
(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 Managing Director KSBCDC, 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 KSBCDC shall thereby together with such sums as may be fixed by KSBCDC towards damages be recovered from the defaulting tenderer.

(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 Supplier fails to deliver all or any of the stores or perform the service within the time/period(s) specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated, damages, a sum equivalent to 2.5% of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, upto a maximum deduction of 10% of the contract prices of the delayed stores or services. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the Supplier.

12. The security deposit shall, subject to the conditions specified herein, be returned to the Supplier within three months after the expiration of the contract, but in the event of any dispute arising between KSBCDC concerned and the Supplier, KSBCDC shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from KSBCDC to the Supplier. In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period.
13. (a) All payments to the Suppliers will be made by the Managing Director, KSBCDC in due course:-
 - (i) Transfer of fund through Bank Accounts. (ii) As stipulated in the Rules of e-procurements.
 - (b) All incidental expenses incurred by KSBCDC for making payments outside the district in which the claim arises shall be borne by the Supplier.
14. The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.
15. Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 % of the value of the materials at the discretion of KSBCDC. Bank charges incurred in connection with payment against documents through bank will be to the account of the Supplier. The firms will produce stamped pre-receipted invoices in all cases w h e r e payments (advance/final) for release of railway receipts/shipping documents are

made through banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e., counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.

16. The Supplier shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The Supplier shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Managing Director, KSBCDC who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the Supplier or the sub-Supplier upon such rescission. Provided always that if such consent be given at any time, the Supplier shall not be relieved from any obligation, duty or responsibility under this contract.
17. (a) In case the Supplier becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the Supplier shall commit any act of insolvency or case in which under any clause or clauses of this contract the Supplier shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Managing Director, KSBCDC to the Supplier, be determined as it deems fit. But such determination of the contract shall be without any prejudice to any right or remedy of the KSBCDC against the Supplier or his sureties in respect of any breach of contract therefore committed by the Supplier. All expenses and damages caused to KSBCDC by any breach of contract by the Supplier shall be paid by the Supplier to KSBCDC, and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.
18. (a) In case the Supplier 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 Supplier 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 and things from elsewhere or on behalf of KSBCDC to put an end to this contract and in case 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, expenses or other money shall

then or any time during the continuance of this contract be payable by the Supplier to KSBCDC under and by virtue of this contract, it shall be lawful for KSBCDC from and out of any moneys for the time being payable or owing to the Supplier from KSBCDC under or by virtue of this contract or otherwise to pay and reimburse to 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 difference in

price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being be payable by the Supplier afore said.

(b) In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the Courts at Thiruvananthapuram only.

19. Any sum of money due and payable to the Supplier (including security deposit returnable to him) under this contract may be appropriated by KSBCDC or any other person authorized by KSBCDC and set off against any claim of KSBCDC for the payment of a sum of money arising out of or under any other contract made by the Supplier with the KSBCDC or any other person authorized by KSBCDC. Any sum of money due and payable to the successful tenderer or Supplier from KSBCDC shall be adjusted against any sum of money due to KSBCDC from him under any other contracts.
20. Every notice hereby required or authorized to be given may be either given to the Supplier personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the Supplier by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the Supplier on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.
21. The tenderer shall undertake to supply materials according to the standard sample and/or specifications.
22. No representation for enhancement of rates once accepted will be considered.
23. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the even of default in supplies or failure to supply within the stipulated period.
24. Samples should be forwarded if called for and unapproved samples go back by the tenderers at their own cost. Samples sent by V.P. Post or 'freight to pay' will not be accepted. The approved samples may or may not be returned at the discretion of the undersigned. Sample sent by post, railway or plane should be so dispatched 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. KSBCDC will not be responsible if any sample is found missing at any time due to the non-observance of the provisions of this clause. Tenderers 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. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
26. The successful bidder shall execute an agreement in Kerala Stamp Paper value of ₹200 purchased in the Kerala state within a period of ten days from the date of issue of intimation of the acceptance of the tender. Agreement received from a tenderer after the above time limit will not be considered.

VIII . ADDITIONALINSTRUCTIONS:

1. The tender should submit the e-tender in two cover bid system through online only. Cover 1 is for the Technical Bid and cover 2 is for the Financial Bid.
2. The Technical bid(Technical Specifications of the items and commercial terms) with supporting documents and Financial bid has to be submitted online only. If the Financial Bid is submitted offline the tender will be rejected.
3. On the due date of opening, only the Technical bid (Cover -1) of the tender will be opened online. The Tenderers will get automatic e-mail alerts from the portal about the status of tendering process.
Cover 2 : FinancialBid:
 - a. should be submitted online only as per the BOQ format, The bidder has to enter the rates in the BOQ format only. Kindly note that no other alterations are made in BOQ format otherwise it will not be validated.
 - b. Separate rates quoted should be inclusive of all taxes, levies and installation charges, loading unloading, transportation etc.
4. KSBCDC reserves the right to modify the tender prior to the last date of submission. Amendments if any will be uploaded in the website

www.etenders.kerala.gov.in.website as corrigendum. The tender also will be modified accordingly in the website based on the corrigendum. All the tenderers are requested to verify the amendments if any uploaded in corrigendum online to submit /resubmit the tender online accordingly.

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. Re-submission of tender before the last date for submission of Technical bid online is permitted.
7. KSBCDC reserves the right to accept or reject any or all offers, amend or relax the conditions of this tender notice, tender conditions or apportion the printing work of Registers, Passbooks, Receipts, etc among the different tenders in any manner as it may choose, without assigning any reason whatsoever.
8. Tenderers must upload the datas/submit the tender as per the conditions of the e-tender website. If there is any Technical error or submission or opening of the submitted documents, KSBCDC will not be responsible for the same. Due attention and care has to be taken while submitting the tender.
9. KSBCDC have the full rights to cancel the tender and call re-tender without prior intimation. If the rate quoted by the Bidder is exorbitant. Hence the bidders are advised to quote the lowest possible rate for the bid.
10. KSBCDC reserves the right to accept or reject any or all offers, amend or relax the conditions of this Tender Notice. Tender conditions or apportion the work amongst the different tenders in any manner as it may choose, without assigning any reason what so ever.
11. Rate should be firm for the period of contract. Request for enhancement of the rate during the contract period will not be entertained under any circumstances. If any such hike is demanded during the agreement period the Corporation will have the liberty to make its own agreement. KSBCDC will make its own arrangements for carrying out the work at the cost of the supplier and in such case the KSBCDC is not liable to intimate such an arrangements to the Supplier. If KSBCDC incurs any loss in this account , the same will be recovered from the supplier.
12. The rate quoted should be only in Indian currency. Tenders mentioning any other currencies are liable to rejection.
13. Negotiation, if any, will form part of the agreement. In the case of the successful tenderer(s) and the L2 Tenderer(s), the EMD shall be retained. In the case of other unsuccessful tenderers, the EMD will be refunded/reversed to their respective account by the KSBCDC through SBI after each state of the technical and Financial evaluation process. The EMD of L2 will be reversed by KSBCDC through SBI to respective bidder account only after award of work and executing agreement with L1. EMD can be converted to Security Deposit on awarding of work. No interest will be paid on the EMD/Security Deposit.

14. Bidder in advance should submit the bid documents as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
15. The Tender Inviting Authority (TIA)/KSBCDC will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
16. After the bid submission, the bid summary has to be printed and kept as an acknowledgement/ as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated.
17. The bidder should see 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 get rejected.
18. By submitting tender online it is presumed that the Bidder accepts all the terms and conditions attached.
19. The Managing Director, KSBCDC reserves the right to postpone and/or extend the date of receipt of or to withdraw the bidding notice without assigning any reason thereof, entirely at his discretion. In such an event, the bidders shall not be entitled to any compensation in any form, whatsoever.
20. Bidders qualified for technical evaluation have to submit sample pieces to KSBCDC for technical evaluation which can be returned after bidder selection.
21. The bidders are advised to keep visiting the website <https://www.etenders.kerala.gov.in> from time to time (till the deadline for bid submission) for any updates in respect of the tender notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the bid complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
22. The Managing Director, KSBCDC, reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in the KSBCDC.
23. The Managing Director, KSBCDC reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of pre-qualified firms to any number deemed suitable.
24. At any time prior to the deadline for submission of tenders, the KSBCDC may, for any reason as deemed fit, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendums. Corrigendum to this tender shall be published in the site www.ksbcd.com. Prospective bidders are advised to regularly visit the website: www.ksbcd.com to keep track of corrigendum, if any.

Scope of Work

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

Annexure 1

A. Requirements and Specification

Specification		
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.	60
2	Inward Register-300 page foolscap ½ size- half calico binding- 11.9 kg ledger paper SPB with printing-2 pound board	32
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	140
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	90
5	Cheque Issue Register-180 page folio- half calicobinding-11.9kg ledger paper with printing-2 pound board foolscap Two colour printing.	85
6	Cheque/DD Register -200 page folio-half calico binding-11.9 kg ledger paper with printing-2 pound board foolscap ½ size	26
7	Field Inspection Register - 200 pages folio half calico binding-11.9kg W/C ledger paper with printing - F/C	32
8	File cover–370GSM with printing	15000
9	Computer Cash Receipt -size 14 x 21 cm , single side ,colour blue , 70GSM Maplitho paper with cutting and packing.	412000
10	Beneficiary Card-KSBCDC -13cm x 9cm card with clear pvc cover -4 pages inside, Outer cover color white	14500
11	Beneficiary Card-NBCFDC --13cm x 9cm card with clear pvc cover -4 pages inside, Outer cover color yellow	6300
12	Beneficiary Card-NMDFC -13cm x 9cm card with clear pvc cover -4 pages inside, Outer cover color pink	6750

13	Microcredit- CDS- 14cm x 10cm card with cover -4 pages inside, Outer cover color blue	7000
14	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	180
15	Application form - (General)Cover pages-4 - 220 GSM Art paper multi colour, Laminated. 4, Inner page (black & white) 16 pages - 18.6 kg paper - Serially numbered - A4 size, Last 2 sheets with perforation	23000
16	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	1600
17	Application form - Housing Loan (Ente veedu) Cover pages - 4 - 220 GSM Art paper colour, Inner 12 pages - 80 GSM - Maplitho (Single colour)	2500
18	Application form – Pravasi Suraksha) - 12 pages Cover pages - 4 - 220 GSM Art paper colour, Inner 8 pages - 80 GSM - Maplitho (Single colour)	1000
19	Stock register-Dummy ¼ size-18.6 kg double dummy ledger paper-half calico binding- 3 pound board with printing-210 pages	20
20	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	15
21	Advance Register 80 page folio-11.9 kg ledger paper SPB /west coast- fool scap-1/4 size- half calico binding with printing-1.5 pound board	15
22	Log Book(Vehicle)-400 Pagesfolio-half calico binding - 13.7kg,A4 ordinary paper	15
23	Acquittance Register-Ledger paper 15.5kg, calicobinding-4 pound (100 sheets) double foolscap ½ size two colour	16

DELIVERY SHEDULE

Annexure II

Sl.No	Office Address	District
1	Managing Director KSBCDC Ltd "SENTINEL", II Floor,TC 27/588 (7) & (8), Pattoor Vanchiyoor (P O) Thiruvananthapuram - 695 035 Ph. 0471 - 2577550, 2577539,2577540	Thiruvananthapuram
2	The Manager KSBCDC Ltd., I Floor TRIDA Building Near Customer Service Centre, Medical College (PO) Thiruvananthapuram - 695 01111 Ph. 0471-2554533, 2554522 Mob 9447710011	Thiruvananthapuram
3	The Manager KSBCDC MR Arcade, I Floor Railway Road Neyyattinkara Thiruvananthapuram -695121 Ph : 0471-2224433, 0471-2225533 Mob : 7306336867	Thiruvananthapuram
4	The Manager KSBCDC Lal Arcade Palachira Junction Varkala (PO), Thiruvananthapuram – 695143 Ph : 0470 2605522 Mob : 9447870120	Thiruvananthapuram
5	The Manager KSBCDC Ltd. SNDP Yogam Building Opposite SN Women's College, Kollam - 691 001 Ph. 0474 -2766276, 0474-2763353 Mob 9447710022	Kollam
6	The Manager KSBCDC Kurichiyil Building2nd Floor, Karunagapally ,Kollam - 690 518 Ph : 0476-2951037, Mob : 6282013846	Kollam
7	The Manager Sub District Office, KSBCDC Baba Sahib Centre Opp to Town Juma MasjidKP Road Pathanapuram , Kollam -689695 Ph : 0475-2963255,Mob : 7012998952	Kollam

8	The Manager KSBCDC Ltd I Floor, Bank of Baroda Building Near Head Post Office College Road, Pathanamthitta - 689 645 Ph. 0468 -2226111, 0468-2272111 Mob 9447710033	Pathanamthitta
9	The Manager Sub District Office, KSBCDC 1 st Floor Chittundayil Tower, Konnamnkara, Near KSRTC Stand, Adoor , Pathanamthitta -691523 Ph : 0473-4293677	Pathanamthitta
10.	The Manager KSBCDC Ltd. Vellakkinar Junction, Civil Station Ward, Head Post Office, Alappuzha - 688 001 Ph. 0477 - 2254121, 0477-2254122 Mob 9447710044	Alappuzha
11	The Manager KSBCDC SNDP Union Building 1 st Floor Kutchery Junction Harippad , Alappuzha - 690 514 Ph. No. 0479 2412110 Mob : 9496558758	Alappuzha
12	The Manager KSBCDC Salu Shopping Complex 1st Floor X-ray Junction Cherthala , Alappuzha - 688 524 Ph : 0478-2814121 Mob : 6282013845	Alappuzha
13	The Manager KSBCDC Ltd Building No. XI/696 Erayilkkadavu, Kottayam - 686 001 Ph. 0481 - 2303925, 0481-2565704 Mob 9447710055	Kottayam
14	The Manager KSBCDC Madukkakuzhi Arcade Kurisinkal Junction, Kanjirapally , Kottayam - 686 507 Ph : 0482-8203330, Mob : 6282019241	Kottayam

15	The Manager KSBCDC Ltd Colony P O, Cheruthoni, Idukki -685602 Ph. 0486 - 2232363, 0486-2232364 Mob 9447710066	Idukki
16	The Manager , KSBCDC, Immanual Building, 2nd Floor, Nedumkandam P O, Idukki -685553 Ph : 0486-8296364, Mob : 6282013847	Idukki
17	The Manager KSBCDC Ltd Paramara Shopping Complex Ernakulam - 682 018 Ph 0484 - 2394005, 0484-2390442 Mob 9447710077	Ernakulam
18	The Manager KSBCDC I Floor, Kabani Archade Near Private Bus Stand Thodupuzha Road Moovattupuzha Ernakulam- 686661 Ph. No. 0485 2964005, Mob: 7306501689	Ernakulam
19	The Manager, KSBCDC Ltd Sakthan Archade Sakthan Nagar Thrissur - 680 001 Ph. 0487 - 2424212, 0487-2424214 Mob 9447730011	Thrissur
20	The Manager,KSBCDC Ltd 2 nd Floor,Chelakkara Tower, Opposite to Police Station Chelakkara Thrissur - 680 586 Ph : 0488- 4252523 Mob: 9447658300	Thrissur
21	The Manager KSBCDC Ltd KTV Towers, I Floor, West Fort Road, Palakkad -678 001 Ph : 0491 - 2545167, 0491-2545166 Mob 9447730022	Palakkad
22	The Manager, KSBCDC , Alex Archade,Mele Pattambi, Pattambi Palakkad - 679 306 Ph : 0466-2210244,Mob : 9447734322	Palakkad
23	The Manager 2 nd Floor, Siva Spire, Near Thankam Theatre, Bazar Road, Vadakkancherry Palakkad – 678683 Ph : No. 0492-2296200 Mob:7306336869	Palakkad

24	The Manager KSBCDC Ltd. No. 23/277 J & K Building Munduparambu Malappuram - 676 509 Ph 0483 - 2734114, 0483-2734115 Mob 9447730033	Malappuram
25	The Manager KSBCDC Ltd Kunnummal Building Manjeri Road Wandoor , Malappuram - 679 328 Ph : 04931 248300 Mob : 9446232611	Malappuram
26	The Manager KSBCDC Builders Tower, Ezhur Road Near Savera Hospital, Tirur Malappuram- 676 101 Ph : 0494-2432275 Mob:9447578816	Malappuram
27	The Manager KSBCDC Ltd II Floor, Vikas Buildings Link Road Kozhikkode - 673 002 Ph : 0495 - 2701800, 0495-2705800 Mob : 9447730044	Kozhikkode
28	The Manager Sub District Office, KSBCDC Skyline building, Near Registrar office, Nadapuram P.O. , Kozhikkode -673504 Ph : 0496-2969499,Mob : 7012998951	Kozhikkode
29	The Manager KSBCDC 3 rd Floor, Mini Civil Station , Perambra , Kozhikkode – 673525 Ph. No. 0496-2965800 Mob:7306336870	Kozhikkode
30	The Manager KSBCDC Ltd Nechiyan Arcade Meenangadi Wayanad - 673591 Ph : 0493 - 6246309, 0493-6248309 Mob 9447730055	Wayanad
31	The Manager BSNL Building, Peruvaka Road, Near Municipal Bus Stand Mananthavadi , Wayanad 670645 Ph : 0493-5293055 Mob : 6282019242	Wayanad

32	The Manager KSBCDC Ltd TK 1/408 J Padannapalam Road Kannur - 670 001 Ph : 0497 - 2706196, 0497-2706197 Mob 9447730066	Kannur
33	The Manager KSBCDC CPC Complex, Keezhanthimukku, Chirakkara, Thalassery , Kannur - 670 103 Ph : 0490-2960600 Mob : 6282019243	Kannur
34	The Manager KSBCDC Ltd High Line Plaza Building 11/346, A 17, Anabagilu MG Road, Kasaragod -671 121 Ph : 04994 - 227060, 04994-227062 Mob 9447730077	Kasaragod
35	The Manager Sub District Office, KSBCDC 1st Floor ,SN Arcade, Behind Old bus stand Kanhagad , Kasargod - 671 315 Ph : 0467-2950555 Mob : 7012998953	Kasaragod