

NOTICE INVITING TENDER

E-TENDER FOR RATE CONTRACT TO SUPPLY PRINTED CHITTY PASSBOOKS FOR ONE YEAR

TENDER NO: KSFE/8201/STN/2024-25

DATED: 2nd August 2024.

E-Tenders are invited from reputed Printing Units having own units at Kerala for supply of Printed Chitty Passbooks on rate contract basis for one year to KSFE Ltd. The tenderer should have a minimum experience of 3 years in the printing field and should have supplied passbooks to large firms like Banks, PSUs etc. The Companies/Firms which are blacklisted by the Govt./Public Sector Undertakings are not eligible for participating in this tender. The bidder should be ready to accept the General & Specific conditions mentioned in the Tender document/Tender Form, Additional document, NIT etc. The chitty passbooks should be printed as per the specification given. Prices should be inclusive of GST and all taxes, transportation, loading, unloading and delivery at KSFE Head Office. Interested bidders can participate through the e-tender process hosted in <https://etenders.kerala.gov.in>

Bid publishing date	:	18.00 hours on 02.08.2024
Bid download & Bid submission start date:	:	18.30 hours on 02.08.2024
Bid submission end date	:	18.00 hours on 24.08.2024
Date & time of opening of E- tender	:	11.00 hours on 29.08.2024

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

Thrissur
02.08.2024

sd/-
MANAGING DIRECTOR

**E-TENDER FOR RATE CONTRACT TO SUPPLY PRINTED
CHITTY PASSBOOKS
TENDER DOCUMENT**

TENDER NO: KSFE/8201/STN/2024-25
DATED: 2nd
August 2024

**The Kerala State Financial Enterprises Ltd.
(A Government of Kerala undertaking)
Regd. Office: "Bhadraatha", Museum Road,
P.B.No: 510, Thrissur – 680020, Ph: 0487-2332255,
CIN: U65923KL1969SGC002249
GSTIN No. 32AABCT3817A1Z0
Fax: 0487-2336232, E-mail: gad@ksfe.com
Web site: www.ksfe.com**

TENDER NOTICE No: KSFE/8201/STN/2024-25 DATED 2nd AUGUST 2024
FOR RATE CONTRACT TO SUPPLY PRINTED CHITTY PASSBOOKS.

e-Tenders are invited from reputed Printing Units having own units at Kerala for supply of printed Passbooks on rate contract basis for one year to KSFE Head Office . The bidder should have a minimum experience of 3 years in printing field and should have supplied computer forms to large firms like Banks, PSUs etc. The successful bidder shall supply the items within 30 days of each confirmed order from the Company's head office at Thrissur to the store of KSFE HEAD OFFICE , Thrissur on their own expense and responsibility. **Prices quoted should be inclusive of GST and all taxes, transportation, loading, unloading and delivery at Kerala as a whole and should be valid for one year** from the date of agreement to be signed by the successful bidder on award of contract. The company 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. The company has also the right to reject the item or to impose FINE to the satisfaction of the company as the case may be. The passbooks should be supplied in bundles of 50 books. A penalty of **1%** shall be imposed for each week of delay in supply of the item.

Tender forms can be down loaded from website **www.etenders.kerala.gov.in**. Cost of tender form **Rs.8,100-** (Eight Thousand One Hundred Only) and EMD of **Rs. Rs.45,800/- (Rupees Forty Five Thousand Eight Hundred Only)**being 1% of the total PAC may be remitted online through e-tender web site. The successful bidder should deposit a sum equivalent to **5%** of the value of the contract as security for the satisfactory fulfilment of the contract.

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Seal and signature of the bidder



Tender for rate contract for supply of printed Chitty Passbooks.

To

THE ASSISTANT GENERAL MANAGER
GENERAL ADMINISTRATION
THE KERALA STATE FINANCIAL ENTERPRISES LTD
CORPORATE OFFICE "BHADRATHA", P.B. NO.510, MUSEUM ROAD,
THRISSUR – 680020, KERALA.

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 Company, at the rates quoted against each 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.....

GENERAL CONDITIONS

E- Tenders are invited for one year rate contract 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 website 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. **Cost of tender form Rs.8,100- (Eight Thousand One Hundred Only) and EMD of Rs. Rs.45,800/- (Rupees Forty Five Thousand Eight Hundred Only)** being 1% of the total PAC may be remitted online through e-tender web site.
4. 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 Company or such action taken against him as Company think fit.
5. The final acceptance of the tenders rests entirely with the Company who do not bind themselves to accept the lowest or any tender. But the bidders on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
6. 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: 7 below.
7. (a). The successful bidder shall, before signing the agreement and within the period specified in the letter of acceptance of this tender, deposit a sum equivalent to **5 % of the value of the contract/order** in the form of Bank Guarantee/DD as Security Deposit for proper Fulfilment of the order/contract. This will be returned within three months after the expiry of the agreement period.

(b) In cases where a successful bidder, 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 bidder who had offered to supply already and the loss, if any, caused to the Company shall thereby together with such sums as may be fixed by the Company towards damages, be recovered from the defaulting bidder.

(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.

If the contractor fails to deliver or perform the service within the time/period (s) specified in the contract, the company 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 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 company may consider termination of the contract at the risk and cost of the contractor.

8. (a) In case the contractor 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 Company (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 Company by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the Company 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 Company from and out of any moneys for the time being payable or owing to the contractor from the Company under or by virtue of this contract or other wise to pay and reimburse to the Company 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.

9. 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

10. **The bidder shall undertake to supply materials according to the standard sample and Specifications and should complete the supply within **30 days (Thirty days only) from the date of supply order after the approval of final**** proof approved by the company .

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

12. Any attempt on the part of the bidders or their agents to influence the Company/Stores Purchase Department in their favour by personal canvassing with the Officers concerned will disqualify the bidders.

13. The successful bidder should also be prepared to supply additional computer forms at the same rate, if company requires.

14. Bidders 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.

15. The prices quoted should be inclusive of GST and all taxes, duties, cesses Prevailing and likely to be levied in future by the State/Central Govt, etc, 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.

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

17. No advance amount will be paid.

18. Design should be approved by the company before printing and the cost for Designing should be borne by the successful vendor/supplier.

19. If the supply is delayed beyond the period specified above, the Company 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.

20. Any deviation from the specification mentioned above, i.e. poor quality of work or material/printing/colour fade will attract imposition of penalty to the satisfaction of KSFE besides rejection of the item partly/entirely including forfeiture of security deposit, blacklist etc.
 21. 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.
 22. The successful bidder should also be prepared to supply additional computer forms at the same rate approved by the company, if company requires.
 23. Company reserves the rights to accept/reject any or all tenders.
 24. Rates should be quoted for all items as per our Serial Number order.
 25. The firm must have GST registration and bill must contain the GSTIN number of KSFE.
 26. Those bidders who have quoted L1 rates for each item will be invited for negotiation and the qualified L1 bidder after negotiation will be awarded the contract.
 27. Those who are interested to comply with the terms and conditions stated above need be applied/participated in this tender.
 28. 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.
- For item at Serial No.1, contract shall be shared with one or two more qualified bidders (L2or L3) who are ready to accept the contract rate of the qualified L1 bidder.
29. 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 computer forms 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 KSFE offices.
 30. An Undertaking to the effect that the bidder / firm has **not been black listed** by any PSU or any other Government agencies or restricted by any regulatory authorities from offering such services or solutions to the clients. The tender will be rejected straight-way without assigning any reasons if the firm declared black listed by any Govt./Semi govt. department/agencies etc
 31. KSFE has the right to increase or decrease quantities after awarding the bid.
 32. Signing of Contract: - An agreement should be executed in the Kerala Stamp Paper worth as follows. ‘One rupee for every rupees 1000 or part thereof on the amount agreed in the contract, subject to a minimum of rupees 200 and a maximum of rupees one lakh”.
 33. All payments shall be made from the KSFE Head Office.
 34. Original Receipt from the store should be produced at Head Office showing the details regarding number of supplied quantity, date and office seal for effecting payment along with original Tax Invoices.
 35. Payment shall be made in Indian Rupees (INR) only.
 36. The payment will be effected within 30 days after the completion of entire supply and producing original Tax Invoices along with original delivery note received from the store (with signature and office seal).
 37. The soft copies of all the above 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 within two days after the closure of the tender.

38. 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-1, Additional Document-1 and Notice Inviting Tender-1.
- ii) Brief Company Profile in the letter head of the firm duly sealed and signed.
- iii) Documents to prove 3 years experience in the field.(Sealed and signed copy of Balance Sheet or Audited Financial Statements and IT returns)
- iv) Proof of Bulk printing and supply 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 GST registration of the firm.
- vi) Copy of PAN card of the firm duly sealed and signed.
- vii) Necessary documents should be attached/uploaded for tender cost & EMD exemption duly signed and sealed.

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

Seal and signature of the bidder

Specification of Items

Sl. No	Item Description	QTY in sheets
	Printed Chitty Passbook	
1	Chitty passbook, Ref 2068, Size: 9 cm X 20 cm (1 page 20/9) Item Type: Nos. To be printed in A grade maplitho paper, 70 GSM (TNPL/JK/WC/ITC), Inside single color printing (dark blue), 28 pages, cover 4 pages (Inner & Outer) 220 GSM Art Card multi color printing, outer cover 2 pages glossy lamination., Thread stitching/sewing, printing as per specimen and supplied in bundles of 50 each inserted in seal king cover. As per specimen..	400000
2	Division Chitty Passbook, Ref 2069, Size: 9 cm X 20 cm (1 page 20/9) Item Type: Nos. To be printed in A grade maplitho paper, 70 GSM (TNPL/JK/WC/ITC), Inside single color printing (dark blue), 32 pages, cover 4 pages (Inner & outer) 220 GSM Art Card multi color printing, outer cover 2 pages glossy lamination., Thread stitching/sewing, printing as per specimen and supplied in bundles of 50 each inserted in seal king cover.	300000

Specific conditions:-

1. Bidders may quote for all the items or selected ones.
2. Full EMD as specified should be remitted.
3. Contract would be awarded to qualified L1 for each item.
4. Contract shall be shared with one or two more qualified bidders who are ready to accept the contract rate of the qualified L1 bidder.
5. Amount should be quoted only in the prescribed "BOQ" file in the website and not to be mentioned in this sheet.
6. Provide exemption from tender fee and EMD to MSME.

Thrissur
02.08.2024

Sd/-
MANAGING DIRECTOR