



**The Kerala State Financial Enterprises Limited**

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**NOTICE INVITING TENDER**

**E-TENDER FOR PRINTING AND SUPPLY OF ORDINARY DIARY FOR THE  
YEAR - 2026**

**TENDER NO: KSFE/8224/ORD. DIARY/2025**  
**DATED: 22.07.2025**

E-Tenders are invited from reputed Multicolour Web/Sheet Offset Printers having own press at Kerala or Tamil Nadu for printing and supply of **85,000 Nos.** ( Eighty Five Thousand Numbers only) company Ordinary Diary for the **year 2026**. The tenderer should have experience in the printing field for a minimum period of **3 years**. The Companies/Firms which are blacklisted by the Govt./Public sector Undertakings are not eligible for participating in this Tender. The ordinary diaries should be printed as per the specification given by the company. Prices should be inclusive of **GST and all other taxes, transportation, loading, unloading and delivery at 60 or more distribution centres all over Kerala in the First or Second Floor.**

Bid publishing date	:	18.00 hours on 22.07.2025
Bid download submission start date	:	18.30 hours on 22.07.2025
Bid submission closing date	:	16.00 hours on 12.08.2025
Date & time of opening of E- tender	:	11.00 hours on 14.08.2025

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

Thrissur  
22.07.2025

Sd/-  
MANAGING DIRECTOR

**E-TENDER FOR PRINTING AND SUPPLY OF  
ORDINARY DIARY FOR THE YEAR - 2026  
TENDER DOCUMENT**

TENDER NO: KSFE/8224/ORD.DIARY/2025  
DATED:22.07.2025

**The Kerala State Financial Enterprises Ltd.  
(A Government of Kerala undertaking)  
Regd. Office: "Bhadratha", Museum Road,  
P.B.No: 510, Thrissur – 680 020, Ph: 0487-2332255,  
CIN: U65923KL1969SGC002249  
GSTIN No. 32AABCT3817A1Z0  
E-mail: gad@ksfe.com , ksfe gad@gmail.com  
Web site: www. ksfe.com**

**TENDER NOTICE No: KSFE/8224/ORD.DIARY/2025 DATED 22.07.2025**  
**FOR THE SUPPLY OF ORDINARY DIARY FOR THE YEAR - 2026**

e-Tenders are invited from reputed Multi-colour Web/Sheetfed Offset Printers having own press at Kerala or Tamil Nadu for printing and supply of **85,000 Numbers** (Eighty Five Thousand Numbers only) company Ordinary Diary for the year 2026 to KSFE Ltd. The bidder should have experience in the printing field for a minimum period of 3 years. The Companies/Firms which are blacklisted by the Govt./Public Sector Undertakings are not eligible for participating in this Tender. The Ordinary Diaries should be printed as per the specification given by the company. The successful bidder shall supply the entire items within **30 days** from the date of final proof approved by the company at their own expense and responsibility in the First or Second Floor at **60 distribution centres** all over Kerala. **Prices quoted should be inclusive of GST and all taxes, transportation, loading, unloading and delivery at 60 distribution centres all over Kerala.** 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, colour etc and 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. **A penalty of 1% shall be imposed for each one day of delay of total estimated cost of the ordinary diary.**

Tender forms can be down loaded from website **www.etenders.kerala.gov.in**. Cost of tender form **Rs.9,300/- (Rupees Nine Thousand Three Hundred only)** and EMD of **Rs.52,500/- (Rupees Fifty Two Thousand Five 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.

Bid publishing date	:	18.00 hours on 22.07.2025
Bid download & Bid submission start date	:	18.30 hours on 22.07.2025
Bid submission end date	:	18.00 hours on 12.08.2025
Date & time of opening of E- tender	:	11.00 hours on 14.08.2025

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

**Seal and signature of the bidder**

**Tender for printing and supply of Company Ordinary Diary - 2026**

To

THE ASSISTANT GENERAL MANAGER  
GENERAL ADMINISTRATION  
THE KERALA STATE FINANCIAL ENTERPRISES LTD  
CORPORATE OFFICE "BHADRATHA", P.B. NO.510, MUSEUM ROAD,  
THRISSUR – 680 020, 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 the item. The items will be delivered within the time and at the places specified in the schedule.

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

Yours faithfully,

Signature.....

Name.....

Address.....

.....

.....

Phone No.....

Fax No.....

Email .....

Date.....

## **Special Conditions**

1. The entire quantity of Ordinary Diary should be printed and supplied within **30 days** from the date of final proof approved by the company through a separate vehicle ( It should be used for this purpose only) by the successful printer/vendor/bidder as per our specification and deliver at 60 distribution centres all over Kerala.
2. **The entire designing cost of Ordinary Diary should be borne by the successful bidder including DTP. The Company will arrange a designer for designing the diary. The cost for designing will be paid by the company and the same will be deducted from the final bill of the vendor.**
3. Due to time limitation and we need to give the ordinary diary to our customers from branches (683 Nos all over Kerala) as early as possible, the entire supply must be completed within **30 days** from the date of final proof approved by the company. Unless, the delayed quantity may be rejected . Hence, **time is the essence of this e-tender.**
4. The entire proof item will be provided within 7 days by the company and the same should be returned to the company within 5 days. If there are any corrections should be done as per the direction of the company immediately.
5. For each day of delay from the above stated time period, there will be fine of 1% of total estimated cost of Ordinary Diary (i.e for each day of delay).
6. The successful bidder/supplier/printer should obey all the suggestions regarding the designing and related matters in the Ordinary Diary and response to our telephone /e-mail with immediate effect.
7. After opening the tender, the successful bidder will be invited for final negotiation at our Corporate Office at Thrissur within a day for fixing the final rate. At that time, the bidder shall be suggested to bring the sample paper 4 Nos full sheets in our Ordinary Diary size of the 4 stated companies along with the office seal and put signature of the bidder for approval of paper.(WC,TNPL,JK,ITC as per our specification).
8. There are about 60 distribution centers to supply all over Kerala. The entire supply should be completed within **30 days** from the date of final proof approved by the company. The delayed quantity of ordinary diary to be supplied after the above stated period may be rejected by the company.
9. Any conditions provided by the bidder will not be accepted
10. Those bidders who are agreed to comply the above Special Conditions as well as General Conditions in the Tender Document of this e-tender need to be applied for this tender.

## **Seal and Signature of the bidder**

**GENERAL CONDITIONS**

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

1. Bidders are advised to study the Tender Document and additional documents carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
2. Tender forms can be obtained from web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). The cost of tender forms once paid will not be refunded. Further clarification/corrigendum in this regard, if any, will be put up only on the above site. Bidders should regularly visit the above web site to keep themselves updated.
3. The eligible bidders must have GST registration and the rates quoted must be inclusive of all taxes, GST, duties and cesses prevailing and likely to be levied in future by the State Govt/Central Govt.
4. The bill must contain the GSTIN No. of KSFE ( GSTIN No. of KSFE is **32AABCT3817A1Z0** ) with address as follows The Kerala State Financial Enterprises Ltd, Bhadratha, Museum Road, Chembukkavu, Thrissur – 680020, registered in Kerala.
5. Cost of tender form **Rs.9,300/- (Rupees Nine Thousand Three Hundred only)** and EMD of **Rs.52,500/- ( Rupees Fifty Two Thousand Five Hundred only)** being 1% of the total PAC may be remitted online through e-tender web site. **The cost of tender form once paid will not be refunded.**
6. 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.
7. 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 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.
8. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful bidder shall also execute an agreement, for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified would entail the penalties set out in Para: 8 below.
- 8.(a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to **5 % of the value of the contract as security** for the satisfactory fulfilment of the contract which will be refunded after three months of completion of contract.
- (b) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the Purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Company shall thereby together with such sums as may be fixed by the Company 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 contractor fails to deliver all or any of the stores or goods 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% for every day of delay** of the total estimated cost of the contract price i.e. ordinary diary.

9. (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.

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

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

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

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

14.The successful bidder should also be prepared to supply additional ordinary diary at the same rate , if company requires.

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

16.The prices quoted should be inclusive of GST and all taxes, duties, cesses, transportation, loading, unloading charges and delivery at **60 distribution centres** all over Kerala at KSFE offices at First or Second Floor., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

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

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

**19.NO ADVANCE AMOUNT WILL BE PAID.**

- 20. The entire designing cost of Ordinary Diary should be borne by the successful bidder including DTP. The Company will arrange a designer for designing the diary. The cost for designing will be paid by the company and the same will be deducted from the final bill of the vendor.**
21. 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 .
- 22.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. **Five percentage (5%)** of the value of the order in the form of Bank Guarantee/DD shall be furnished as Security Deposit by the successful bidder for proper fulfilment of the order. This will be returned with in three months after the expiry of the agreement period.
- 23.Any deviation from the specification mentioned above, i.e. poor quality of work or material/printing/color 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.
- 24.Proof reading should be done by the successful bidder before printing, especially common matters and obtain approval from the company. Any difference or common mistakes or spelling mistakes if any seen in the content matter should be reported to the company in writing by e-mail before starting the printing.
- 25.The successful bidder should also be prepared to supply additional ordinary diary at the same rate approved by the company, if company requires.
26. Company reserves the rights to accept/reject any or all tenders.
27. The firm must have GST registration and bill must contain the GSTIN number of KSFE.
28. Those bidder who have quoted L1 rate will be invited for negotiation and the qualified L1 bidder after negotiation will be awarded the contract.
29. Those who are interested to comply with the terms and conditions stated above need be applied/participated in this tender.
30. 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.
31. 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 ordinary diary and shall upload this filled upBOQ file in the e-tender website. No hard copies of BOQ file or Bid prices should be submitted to KSFE offices.
32. The specified company paper 70 GSM A grade Maplitho – TNPL/WC / JK /ITC ( Double side smooth for each sheet ) should be approved by the company before start printing obtaining with signature and seal of the successful bidder in the sample specimen paper.
33. The proof should be approved by the company before starting the printing of ordinary diary.
34. The soft copies of all the documents given below 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.
35. **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 **in our e -tender website** <http://etenders.kerala.gov.in>



1. Sealed and signed copy of the Tender Document along with Special Conditions, Additional Document, and Notice Inviting Tender.
2. Brief Company Profile in the letter head of the firm duly sealed and signed.
3. Documents to prove 3 years experience in the printing field. (Sealed and signed copy of Balance Sheet or Audited Financial Statements)
4. Proof of Bulk supply to Govt./Public Sector/Private Organizations/Banks during the last 3 years (Sealed and signed copy of supply order) .
5. Sealed and signed copy of GST registration of the firm
6. Copy of **PAN** Card of the firm – sealed and signed
7. See Special Conditions.

36. The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.
37. 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.
38. The successful bidder would be required to supply ordinary diary as per the tender document. If required, KSFE may increase / decrease the quantity at the per unit rate quoted in this bid subject to a maximum of 25% of the projected requirement.
39. KSFE has the right to increase or decrease quantities after awarding the bid.
40. **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 500 and a maximum of rupees one lakh".**
41. Performance Security :- Within 5 days after the receipt of notification of award of the contract from KSFE, the successful bidder shall furnish performance security to KSFE , which shall be equal to 5 percent (5 %) of the total bid price in the form of Demand Draft / Bank Guarantee from a nationalized bank as per the norms laid by the RBI.
42. The rates quoted by the bidder and accepted by KSFE and incorporated in the contract agreement shall remain applicable during the period of the contract.
43. KSFE shall not be liable for payment of any interest on any bill outstanding for payment for any reasons, whatsoever.
44. All payments shall be made from the KSFE Corporate Office.
45. Applicable Tax Deductions (TDS), if any , as per relevant provisions of Finance Act from time to time, will be deducted at the time of releasing the payments.
46. Original Receipt from the delivery centers should be produced at Head Office showing the details regarding number of supplied quantity, office seal and address of the collection centre all over Kerala for effecting payment along with original Tax Invoices.
47. KSFE shall make full payment only after the completed supply all over Kerala to the entire satisfaction of KSFE as per tender conditions and executed agreement.
48. Payment shall be made in Indian Rupees (INR) only.
49. The contract shall be interpreted in accordance with the Indian Laws. The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of courts at Thrissur.
50. The KSFE reserves the right to conduct negotiations with the successful bidder or all of the tenderers, if necessary, before finalizing the contract. No tenderes shall have right to insist on negotiation or challenge the process of negotiation.

51. The payment will be effected within 30 days after the completion of entire supply and producing original Tax Invoices along with original delivery notes received from the distribution centres spread all over Kerala (with signature and office seal).
52. The Security Deposit i.e 5% of the value of the contract will be released only after 4 months on warranty period of the Ordinary Diary i.e from the date of completion of entire supply.
53. **Prices :-** The prices quoted for the Ordinary diary shall be firm throughout the period of contract and valid for 180 days from the date of execution of agreement and shall not be subject to any escalation.
54. Performance of services shall be within the norms specified in the Service Level Agreement (SLA) forming a part of the contract. In case contractor fails to meet the above standards of service, there will be a penalty as specified in the SLA.

### **SPECIFICATION OF ITEM**

1.	Item	: <b>Ordinary diary</b>
2.	Quantity	: <b>85000 Nos.</b> (Eighty Five Thousand Nos only )
3.	Size	: 21 ½ cm X 15 ½ cm ( in centimetres )
4.	No of pages	: 256 pages-Two day a page (4 days in a sheet) and for the general information printing as per the direction of the company excluding end pages. Monthly planner.
5.	Paper	: 70 GSM A grade Natural Shade Maplitho WC /JK/ITC/TNPL
6.	<b><u>Printing</u></b> 1) Inside pages 2) Cover page	<b>1.Custom made printing – Two/Double colour in inside pages – Dark Blue and Green similar like KSFE Logo and Emblem as per the direction of the Company and specimen.</b> <b>2.Multi-colour as per the direction of the Company.</b> <b>3. Spot U.V.KSFE,Logo, Emblem,Year,Diary etc on front cover page as per specimen and direction of the company.</b>
7	Binding /cover case	: Hard cover open automatic machine binding with1.5mm thick imported board and art paper cover (130 GSM) Multi-colour met PET printing with UV drip off . Silk book marker.
8	1.Front End Sheet 2.Back End Sheet	: 1.One page pasted in the case/board (cover case) – 3 pages, multi-colour printing, 170 GSM Art Card. 2.One page pasted in the case/board (cover case) – 3 pages, multi-colour printing ,170 GSM Art Card as per specimen.
9	Art work	: DTP , Art and Design work should be done at suppliers cost as per the direction of the Company.
10	Packing	: to be supplied <b>in carton boxes ( 100 diary in each box)</b>
11	Delivery period	: <b>30 days (Thirty)</b> from the date of receipt of final proof approved by the company.
12	Place of delivery.	: 60 distribution centers all over Kerala.

## **Seal and Signature of the bidder**

### **Specific conditions:-**

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

Seal and signature of the bidder

**Thrissur**  
**22.07.2025**

sd/-  
**MANAGING DIRECTOR**



## **ADDITIONAL DOCUMENT -1**

### **E-TENDER FOR PRINTING AND SUPPLY OF ORDINARY DIARY FOR THE YEAR 2026**

TENDER NO:KSFE/8224/ORD.DIARY/2025 DATED 22.07.2025

#### **General Tender Terms & Conditions for e-Procurement**

This tender is an e-Tender and is being published online for the supply of **ORDINARY DIARY FOR THE YEAR 2026** (60 centers all over Kerala). The tender is invited in **01** cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://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](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://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 via email: [helpetender@gmail.com](mailto:helpetender@gmail.com) / [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) 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](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting: No**
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.

- iv. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). Manual submission of bids will not be accepted under any circumstances.
- v. In case bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser along with the query shall be e-mailed by the bidder to the help desk ([helpetender@gmail.com](mailto:helpetender@gmail.com)/ [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in)), for resolution of the problem. At the same time, problem must be intimated to the concerned Tender Inviting Authority via email.
- vi. The time taken to ascertain, evaluate and suggest a solution for the problem reported by bidder may vary from case to case. Hence bidders are advised to submit the bid **at least 2 working days before the due date** and time of bid submission to avoid any last-minute issues that may come up.
- vii. **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.
- viii. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

**C). Documents Comprising Bid:**

**(i). The First Stage (Pre-Qualification or Technical Cover based on 1cover or 2 cover tender system):**

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

- i) Sealed and signed copy of the Tender Documents along with Special Conditions, Additional Document, and Notice Inviting Tender.
- 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 Organization/Banks during the last 3 years (Sealed and signed copy of supply order).
- v) Sealed and signed copy of GST registration of the firms
- vi) Copy of PAN card of the firm
- vii) See the Special Conditions

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

(ii). **The Second Stage** (*Financial Cover or as per tender cover system*):

The Bidder shall complete the Price bid as per format given for download along with this tender.

**Note:** The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

**Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

**D). Tender Document Fees and Earnest Money Deposit (EMD)**

The Bidder shall pay, a tender document fees of **Rs.9,300/-** (Rupees Nine Thousand Three Hundred Only) and Earnest Money Deposit of **Rs.52,500/-** (Rupees Fifty Two Thousand Five Hundred Only). The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in e Procurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank

9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
<b>B) Internet Banking Options (Corporate)</b>			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoVithal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	Janta Sahakari Bank		
18	Jammu & Kashmir Bank		
19	Karur Vysya Bank		
20	Kotak Bank		

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

- a) SBI Account Holders shall click **SBI** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) Other Bank Account Holders may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

*\* Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing “**Success**” during bid opening.

#### **E). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

**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.**