



# **Karnataka State Souharda federal Cooperative Ltd., Bengaluru.**

(A Statutory Body in Cooperative Sector)

Nirman Bhavan Dr. Rajkumar Road, 1<sup>st</sup> Block Rajajinagar, Bengaluru-560010

## **TENDER DOCUMENT**

**PRINTING & SUPPLY OF “DIARIES, WALL CALENDARS & TABLE CALENDARS – 2022**

**Tender Document Fee-300/-**

**EMD Amount-5000/-**

**TENDER CALL NOTICE NO. KSSFCL-04/2021-22 DATED: 13.11.2021**

1. Tender Document Download Start Date 13.11.2021 03:00 PM
2. Last date and time of Submission of Tender 19.11.2021 at 3:00 p.m.
3. Date of Opening of Technical Bid and Financial bid 19.11.2021 at 4:00 P.m.

### **TERMS AND CONDITIONS OF THE TENDER CALL NOTICE**

#### **1. SCOPE**

Karnataka State Souharda Federal Cooperative limited Invites tenders sealed quotations for printing of diaries, calendars & Table Calendar -2022 from printers/manufacturer vendors.

#### **2. PRICE**

Price shall be inclusive of all Taxes, duties and charges (i.e. including freight, GST, Printing, Binding, DTP, Page marker, work spoilage towards proof reading and embossing of limited nos. of name on cover of Diary etc.) for delivery in the KSSFCL Head Office and its Division office (Bengaluru, Mysuru, Kalaburagi, Belagavi).

#### **3. EARNEST MONEY DEPOSIT (EMD)**

The tenderer shall have to deposit Earnest Money of Rs.5,000.00 (Rupees Five Thousand) only along with the tender in shape of Bank Draft / Bankers Cheque drawn in favor of Karnataka State Souharda Federal Cooperative Ltd and payable at Bengaluru.

- Only those Firms / suppliers who have deposited the cost of tender specification & EMD are eligible to participate in the tender.
- The Earnest Money deposited in case of successful tenderers shall be adjusted towards security deposit and in case of un-successful tenderers the same will be refunded without any interest after finalization of tender or after final execution of order as may be decided.

#### **4. VALIDITY PERIOD OF TENDER**

The tender shall be valid for a minimum period of 60 days from the date of opening of the tender.

#### **5. DELIVERY OF MATERIALS.**

- The delivery of the full quantity of Diary, Calendar and Table calendar shall be made within 20 days from the date of issue of the purchase order.
- The soft copy preferably in CD of final printed matters including the photographs and maps after correction of the proof shall be handed over to the consignee along with delivery of materials.

#### **6. PRICE REDUCTION SCHEDULE**

Due to any delay in delivery of materials which are remaining undelivered within the stipulated delivery period, penalty @ ½ % of the contract price of the undelivered materials for each Calendar week of delay or part thereof subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. **The date of receipt of materials in KSSFCL and Division Office will be treated as date of supply.**

#### **7. REJECTION OF MATERIALS**

The materials found defective and not in accordance with the specification at the time of verification will not be accepted and the concerned supplier has to take back the rejected materials within 7 days from the date of rejection at his own expenses failing which KSSFCL will not be held responsible for any loss of materials. In case such materials are accepted the supplier shall be liable to pay such penalty as may be decided by the KSSFCL. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of KSSFCL.

#### **8. SAMPLE**

The Tenderers are required to furnish the sample Diary, Wall & table calendar along with the tender; otherwise, their tender will be rejected. Sample Diary must be furnished / accompanied with the tender in separately. The Sample inner text printing paper is to be collected from General Admin of KSSFCL & submit the same along with the tender paper while submitting the bid.

#### **9. MINIMUM ELIGIBILITY CRITERIA**

The bidders shall meet the following minimum eligibility requirement through supporting documentation to qualify for participation in the bidding process:-

<b>Description of Criteria</b>		<b>Required supporting Document</b>
<b>Technical Criteria</b>		
1.	The Bidder must have 3 (three) years' experience in providing similar services in Government Departments, Public Sector Undertakings, reputed corporate house and Autonomous body etc.	Copy of supporting work order, completion certificate as applicable shall be Furnished.

	Bidder should be registered with the income Tax, Goods and Services Tax.	Copies of PAN, GSTIN, IT Returns of the last 3 years.
<b>Financial Criteria</b>		
1.	The Bidder must be a regular IT return Filer. Filer should furnish copy of IT Return filed in the FY 2017-18, 2018-19 & 2019-20.	Duly attested supporting documents

## **10. SUBMISSION OF TENDER**

The submission of tender within the stipulated date and time will be taken as final. Any correspondence received after the last date and time fixed in the tender shall not be entertained. The cover of the tender envelope duly sealed shall be super scribed as “**Tender for Printing and Supply of Dairy and Calander-2022**”. The envelope shall contain EMD and other required documents i.e. photocopy of GST permanent certificate with last quarter clearance certificate registration, experience certificates along with the tender specification paper with Annexure duly filled in and signed in each page. The tender documents are to be sent by Speed Post/ Registered Post/ Courier service to the KSSFCL, Nirman Bhavan Dr.Rajkumar Raod, 1<sup>st</sup> Block, Rajajinagara Benagalur-10 so as to reach on or before **19.11.2021 up to 03.00 P.M** or may be dropped in the Tender box kept in the above office by aforesaid date and time.

## **11. SUBLETTING**

The work or any part thereof shall not be sublet, transfer or assign in any manner or degree to any agency.

## **12. FORCE MAJEURE**

You shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of God, acts of the Public enemy, acts of Government, Fires, Floods, Epidemics, Quarantine restrictions, Strikes, Freight embargo and provided that the supplier shall within Ten (10) days from the beginning of such delay notify the Purchaser in writing of the cause of delay with documentary evidence who shall verify the facts and grant extension, if facts justify.

## **13. PAYMENT**

The payment will be made after receipt of materials in this office by the Consignee in good condition and after verification of the quality and quantity of supplied materials by the appropriate Committee of KSSFCL through the KSSFCL Bengaluru.

## **14. DISCRETION OF AUTHORITY**

- The authority reserves right:
- To reject the Tender without assigning any reason.
- To increase or decrease the quantity of material or to split up the quantity of material covered under the tender without assigning any reason thereof.
- To cancel the Purchase Order in the event of unsatisfactory supply / delay in supply of materials or non-observance of relevant clauses of the Purchase Order.

## **15. JURISDICTION OF COURT**

Civil Court at Bhubaneswar shall have the full jurisdiction to try any dispute arising out of breach of any terms and conditions of this Tender.

SL.No	ITEMS	SPECIFICATIONS	QUANTIT

			Y
1	<b>Wall Calendar-2022</b>	<b>Size-</b> “35 X50 Cm” with Deign <b>Paper-</b> 170 Gsm Art Paper. 6 sheet (12 pages) <b>Printing-</b> 4 Colour Printing On both side. <b>Finishing-</b> Tin Mounting (BIG) and Thread Holding <b>Packing-</b> Each packs 50 nos. with paper Binding and taping.	8000 No’s
2	<b>Dairy1-2022</b>	<b>Size-</b> 17cm”x25 cm” with Deign <b>Cover Page-</b> 4 Colour Printing UV Coating <b>Inner Paper-</b> 232 Inner Page 70 GSM Maplitho. <b>Cover Page-</b> 170 GSM Art paper & inner 4 pages colour printing <b>Binding -</b> Mat Lamination & Section with Perfect binding. Punching <b>Packing-</b> Each pack 50 nos. with Box.	1500 No’s
3	<b>Dairy2-2022</b>	As same Above Cover Page and Inner 4 Colour 4 Page is Change	100 No’s
4	<b>Dairy3-2022</b>	As same Above Cover Page and Inner 4 Colour 4 Page is Change	300 No’s
5	<b>Table Calendar-2022</b>	<b>Size -</b> “22 X14 CM” with Deign <b>Paper-</b> 120 Gsm Art Paper. 7Sheet (14 Page) <b>Printing-</b> 4 colour Printing On both side. <b>Finishing-</b> Steel Spiral mounting (Comparable size) and Table Stand Computable size card board good Quality. <b>Packing-</b> Each pack 50 Nos. with Box.	6000 No’s

**Note: Collect the all Metrial Sample at KSSFCL Office**

DECLARATION FORM

ANNEXURE-B

To  
Sir,  
The Managing Director  
KSSFCL

Having specification together with tender conditions referred to therein I/We the undersigned hereby offer to supply Diary wall & Table calendar for the year 2022 covered therein complete in all respects as per the specification, terms, conditions and at the rates quoted by us in the tender.

I/We undertake to deliver the above materials within the time specified in the tender.

I/We hereby guarantee the particulars given in the tender supported with necessary documents from concerned authorities.

I/We certify to have purchased the specification by remitting Demand Draft/Cheque.

In the event of purchase/work order being decided in my favor I/We agree to submit the Security Deposit in the manner acceptable to OPTCL and for the sum as applicable to me/us within 07 (Seven) days of issue of purchase/work order failing which I/We clearly understand that the said purchase/work order will be liable to be cancelled.

Signed this .....day of ..... 2021

Yours faithfully,

(Signature of the Tenderer with seal)

(This form should be duly filled up by the tenderer and submitted along with the original copy of the tender.)

**ANNEXURE-C**

**DETAILS OF TENDERER**  
(To be enclosed in the Tender Envelope)

- 1 Name of the Tenderer/Firm
- 2 Permanent Address:-
- 3 Mailing Address (With Telephone No., Mobile No., Fax No.)
- 4 Valid GSTIN No.
- 5 PAN No.
- 6 Experience in similar type of works (copies of recent 3 years PurchaseOrders to be furnished)
- 7 Name of the person authorized to sign the tender & bills in case of successful tenderer.
- 8 Earnest Money Deposit Amount:-
- 9 Name of the Contact person with Mobile No:
- 10 All other documents as specified in minimum eligibility criteria.

Signature of the Tenderer with seal

**ANNEXURE-D**

**ABSTRACT OF TERMS AND CONDITIONS**

(This Proforma should be filled with all information and should be furnished along with the tender)

1. Earnest Money deposit  
(Deposited in shape of Bank Draft/Bankers Cheque)
  - a) Name of the Bank
  - b) Amount deposited
  - c) Bank Draft/Bankers Cheque No. & Date.
2. Validity of tender in days from the date of opening of tender.
3. Nature of price Firm
4. Price Reduction Schedule(whether agreeable to KSSFCL terms) : Yes/No
5. List of orders executed/in hand for similar work during recent three years :
6. GST Clearance Certificate of last quarter in Form No. GST furnished: - Yes/No  
If Yes Valid up to .....
7. GSTIN No.  
(Strike out which is not applicable).

SIGNATURE OF THE

TENDERER DATE:

SEAL:

**ANNEXURE-E**

**PRICE BID**

**(To be filled up by the Tenderer)**

<b>SL.No</b>	<b>Item Name</b>	<b>Quantity</b>	<b>Rate per Quantity (including GST)</b>	<b>Rate Total</b>
1	Wall Calendar-2022	8000		
2	Dairy1-2022	1500		
3	Dairy2-2022	100		
4	Dairy3-2022	300		
5	Table Calendar-2022	6000		

**Total Amount In Words:.....**

SIGNATURE OF TH TENDERER

DATE:

SEAL: