



**Karnataka State Souharda Federal Cooperative Ltd.,  
Bengaluru.**

(A Statutory Body in Cooperative Sector)  
Souharda Sahakari Soudha, No.68, 18<sup>th</sup> Cross, Margosa Road,  
Malleshwaram, Bengaluru -560055.

**TENDER DOCUMENT  
FOR  
PRINTING & SUPPLY OF DIARIES, EXECUTIVE DIARIES AND WALL CALENDARS–  
2025**

**Cost of the Tender Document Rs. 500/-**

1	Last Date and Submission of tender	05 November, 2024 at 03.00 PM.
2	Date and time of Opening Tender	05 November, 2024 at 04.00 PM.
3	Tender Document Fee	Rs 500/-
4	EMD Amount	Rs.10,000/- (Mode payment of DD Or NEFT/RTGS)
5	Place of Opening of Tender	<b>Souharda Sahakari Soudha, No.68, 18<sup>th</sup> Cross, Margosa Road, Malleshwaram, Bengaluru -560055.</b>

**SECTION- I**

**NOTICE INVITING TENDER FOR PROCUREMENT OF printing and Supply of Diaries,  
Executive Diaries and Wall Calendars-2025**

**1.**

Karnataka state Souharada Federal Cooperative Ltd., Bengaluru invites sealed tenders in single cover System for printing and Supply of Diaries, Executive Diaries and Wall Calendars-2025. Interested vendors may download the tender document from [www.souharda.coop](http://www.souharda.coop). The complete tender should reach Karnataka State Souharda Federal Cooperative Ltd., latest by 03.00 PM on 05.11.2024

**SCOPE OF WORK**

printing and Supply of Diaries, Executive Diaries and Wall Calendars-2025 as specified in the description of items under listed in Form-5

**1.1. Period of Contract:**

Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of The Managing Director, Karnataka state Souharda Federal Cooperative Ltd to extend it or not.

### **1.2. Quantity & estimated cost:**

Estimated quantity of items required is mentioned in the Description of Items: Form-5, however it should be clearly noted that KSSFCL shall place the order only as per the actual requirements from time to time.

### **1.3. Supply Requirements:**

The supply of items shall be made to KSSFCL Head office and Division Office within 15 (Fifteen) working days of purchase order. KSSFCL will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made to KSSFCL office.

## **2.INSTRUCTIONS TO BIDDERS**

### **(2.1) MINIMUM ELIGIBILITY CONDITIONS**

Bidders should-

- (a) Firm engaged in printing and Supply of Diaries, Executive Diaries and Wall Calendars-2025 having its capacity to supply to the office of KSSFCL Bengaluru, Location within 3 working days of the placement of Purchase order. (Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc.)
- (b) An experienced supplier having good track record (letter by clients) and client satisfaction of supplying the said publication.
- (c) Have a valid Trading License issued by Municipal/ Locals District Council Authorities as applicable.
- (d) Have been registered with Sales Tax/VAT authorities. (Copy of GST/VAT/TIN registration certificate to be enclosed).
- (e) Have PAN allotted to him by IT Department (Copy of PAN card to be enclosed)
- (f) Certificate of declaration (Form-8)

### **(2.2) EARNEST MONEY DEPOSIT (EMD):**

A. The bidder shall furnish, as part of the bid, a EMD of Rs. 10,000/- in the form of Demand draft drawn in favor of Karnataka State Souharda Federal Cooperative Ltd., Bengaluru, Payable at Bengaluru.

### **(2.3) BID OPENING**

B. KSSFCL shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

C. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the financial bid will be returned to the bidder without opening it.

#### **(2.4) PURCHASER'S RIGHT TO VARY QUANTITIES.**

Quantity given in the financial bid is approximate. It may likely to vary.

#### **(2.5) PERIOD OF VALIDITY OF BIDS**

A. The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by KSSFCL as non-responsive.

B. A bidder accepting the request of KSSFCL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

#### **(2.6) DELIVERY**

The delivery of goods shall be made by the bidder in accordance with the terms specified by KSSFCL in the conditions of contract. The delivery of goods/items should be made within 15 working days from the date of issue of Purchase Order.

The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.

In case the stationery items are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. KSSFCL will not be responsible for any loss occurred for this to the firm.

### **SECTION- II**

#### **3. GENERAL TERMS AND CONDITIONS**

##### **(3.1) APPLICATION**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by KSSFCL

##### **(3.2) EXECUTION TIME LIMIT**

The time period as stipulated in the purchase order or letter of intent shall be deemed to be essence of the contract.

##### **(3.3) PAYMENT TERMS**

A. The bill for the work prepared on the basis of the accepted rates will have to be submitted in favor of KSSFCL

B. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.

C. Payment shall be made on receipt of goods against bill for the supply made after the good/items have been checked and accounted and there is no damage/shortage.

D. The payment is released through crossed Cheque against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted.

- E. Bills may be submitted within 15 days of supply.
  - F. No payment is admissible for goods rejected.
  - G. The prices/rates quoted should be indicated in words as well as in figures and in INR only (including GST and all tax)
  - H. Tenders are requested to quote their prices on a firm and fixed basis only.
- For the entire period of the rate contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway

### **(3.4) TERMINATION OF CONTRACT**

The KSSFCL may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- A. If the agency/contractor fails to supply the items within the period (s) Specified and agreed in the contract or any extension thereof granted by KSSFCL.
- B. If the agency/contractor fails to perform any other obligation(s) under the contract
- C. If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, KSSFCL reserves the right to blacklist the agency/contractor from further participation in any of KSSFCL tenders/contracts. The decision of NIF- India shall be final in this regard.

### **(3.5) ARBITRATION**

The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Monitoring Committee setup jointly for good governance and then, by equity arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the Courts of Bangalore.

## **SECTION- II**

### **5. SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

- 5.1. The special conditions of contract shall supplement the “Instructions to the Bidders” as contained in Section I and General terms and conditions of the contract as contained in section II and wherever there is a conflict, the provisions herein shall prevail over those in section I and General terms and conditions of the contract.
- 5.2. In case the date fixed for opening of bids is subsequently declared as holiday by the KSSFCL, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue remaining unaltered.
- 5.3. KSSFCL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with KSSFCL

- 5.4. KSSFCL reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
- 5.5. No sub-contracting is permissible.
- 5.6. Conditional bid will not be accepted.
- 5.7. KSSFCL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
- 5.8. KSSFCL is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
- 5.9. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favor, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.
- 5.10. If the item supplied by the bidder is not found satisfactory or not conforming to the specification, KSSFCL reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.
- 5.11. Prices shall remain fixed and valid during the period of contract
- 5.12. Quotations qualified by such vague and indefinite expressions such as 'subject to prior confirmation' "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly
- 5.13. Late/delayed tenders received in KSSFCL due to any reason whatsoever will not be accepted under any circumstances.
- 5.14. The tender should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.

**SECTION-III- FORM 8**

**CERTIFICATE OF DECLARATION**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ / W/O  
\_\_\_\_\_ R/O \_\_\_\_\_ hereby  
confirm and declare that my/our firm/company M/s

\_\_\_\_\_ is not blacklisted /delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.

In case at any stage, it is found that the information given by me is false/ incorrect, KSSFCL shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Sign:

For and on behalf of the Bidder Name :

Position : \_\_\_\_\_

Date : \_\_\_\_\_

**SECTION-III-FORM -4 AGENCY DETAILS**

(Including performance records, financial viability etc.,)

1. Name of agency/company :
2. Owner's name/Managing Director's name :
3. PAN number :
4. Income tax A/C No. & Amount of tax paid during last financial
5. year (proof to be enclosed) :
6. Tin number of the agency/company :
7. Address of showroom :
8. Telephone/Mobile Nos. :
9. Banker's name & address :
10. Experience (years) :
11. List of major clients (enclose copy of orders/contracts along with items, item details, performance report
12. Any other information/documents which may help KSSFCL in assessing tenderer's capabilities for award of contract

Date:

Authorized Signatory & Seal

Place:

**SECTION-III- FORM-5**

**Description of printing and Supply of DIARIES, EXECUTIVE DIARIES AND WALL CALENDARS– 2025**

**(PRINT ITEMS AS FOR SAMPLE ITEMS)**

<b>Sl. No.</b>	<b>Item</b>	<b>Specification/Brand (if required Samples collect form Office address)</b>	<b>Quantity</b>	<b>Unit Price (Inclusive GST)</b>	<b>Total Amount</b>
<b>1</b>	<b>Wall Calendar-2025</b>	<b>Size-</b> “35X50 Cm” with Deign <b>Paper-</b> 130Gsm 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.	<b>11000</b>		
<b>2</b>	<b>Dairy-2025</b>	<b>Size-</b> 17cm”x25 cm” with Deign <b>Cover Page-</b> 170 GSM Art paper 4 Colour Printing, Mat Lamination, UV Coating and 2mm scrip board <b>Inner Paper-</b> 170 GSM Art paper 4 pages 4 colour printing and 240 Inner Page 70 GSM NS Maplitho. <b>Binding -</b> Section stitching with hard case binding. <b>Packing-</b> Each pack 50 nos. with Box.	<b>6000</b>		



3	<b>EXECUTIVE Dairy-2025</b>	<p><b>Size-</b>18cm"x25 cm" with Deign</p> <p><b>Cover Page-</b> PU Leather with office Logo, name printing and 2mm scrip board</p> <p><b>Inner Paper-</b> - 170 GSM Art paper 6 pages 4 colour printing and 360 Inner Page 90 GSM NS Maplitho.</p> <p><b>Binding</b> - Section stitching with hard case binding.</p> <p><b>Packing-</b>Each pack 50 nos. with Box.</p>	<b>200</b>		
<b>TOTAL</b>					

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