



INSTITUTE OF LAND AND DISASTER MANAGEMENT
(An Autonomous body constituted by Revenue Department, Govt of Kerala)
P.T.P Nagar, Thiruvananthapuram – 38.

No. ILDM/56/2023/C4

30.06.2023

NOTICE INVITING TENDER (NIT)

Tender No. ILDM/56/2023/C4

Institute of Land and Disaster Management (ILDAM), an Autonomous Organization under the Govt. of Kerala, (herein as referred as ILDM) invites e-tenders (2 cover system) from the well established offset printers for the Printing and Supply of 3500 Nos. of BOOK per month for One Year. Detailed Specifications are furnished below.

Printing & Supply of “Revenue Bhoomika Magazine” as per the specifications given below :

Sl. No.	Magazine Specification	Quantity
1	Size : 19 x 26.5 cm No. Of Pages : 48 + 4 (Cover) Paper Printing : 80 GSM Map Litho paper Binding : Multi Color - Two sides : Stapling	3500/- Per Month

Contents of Matter : e-mail
Delivery at : ILDM,PTP Nagar Campus, PTP Nagar, Thiruvananthapuram
Tender No. : Tender No.ILDM/56/2023/C4
Time of Completion : Within 07 days from the date of work Order
Tender Fee : NIL
EMD Amount : 2 % of bid amount
Security Deposit : Rs.150,000/-
Due Date & Time of tender / bid submission (online) : 18/07/2023
Date & Time of tender / bid opening (online) : 20/07/2023 at 2.30 PM
Details of work appended

Sd/-
Director



INSTITUTE OF LAND AND DISASTER MANAGEMENT
(An Autonomous body constituted by Revenue Department, Govt of Kerala)
P.T.P Nagar, Thiruvananthapuram 38.

(Tender No. ILDM/56/2023/C4 dated 30.06.2023)

1. Schedule and Terms and Conditions for the Printing and Supply of
“Revenue Bhoomika Magazine”

Institute of Land and Disaster Management, an autonomous organization under the Govt. of Kerala invites application from well established, large size reputed printing presses with experience of “Printing & Supply of BOOK” with the following specifications.

Printing & Supply of “ Revenue Bhoomika Magazine” as per the specifications given below :

Sl. No.	Magazine Specification	Quantity
1	Size : 19 x 26.5 cm No. Of Pages : 48 + 4 (Cover) Paper : 80 GSM Map Litho paper Printing : Multi Color - Two sides Binding : Stapling	3500/- PM

Contents of Matter : e-mail
Delivery at : ILDM Campus, PTP Nagar. Thiruvananthapuram
Tender No. : Tender No. ILDM/56/2023/C4
Time of Completion : Within 07 days from the date of work Order

Tender Conditions

- All tenders/bid shall be accepted only through online mode (<https://etenders.kerala.gov.in>) and no manual submission of the same shall be allowed.
- The Director ILDM will have the full right to award the work in full or in part and the delivery of the Printing & supply of “ Revenue Bhoomika Magazine” should be within 07 days of the receipt of the work order, and it should be delivered in ILDM Campus, PTP Nagar, Thiruvananthapuram failing which penalty would imposed for the late delivery as follows. Also the firm will be liable for all the loss sustained to the ILDM on account of the delay in fulfilling the requirement of the ILDM in addition to the penalty.

1-2 days	-	5% of the total billing amount
3-5 days	-	10% of the total billing amount
6-10 days	-	25% of the total billing amount
11-15 days	-	50% of the total billing amount
16-20 days	-	75% of the total billing amount
21-30 days	-	100% of the total billing amount
- No outsourcing will be permitted. The firm shall be self equipped with the facilities required for the work as detailed herein. The bidder shall convince the authorities concerned of this requirement and Tender Evaluation committee of the ILDM may inspect the infrastructure if found necessary.
- Print Production capacity of the firm shall be such as that it would be at par with workload involved so far as this work is concerned.
- Sample materials shall be enclosed.
- An EMD to the sum of 2% of the Bid amount and Security Deposit of Rs.150000/- (One Lakh Fifty Thousand Only)in the form of Bank Security should be submitted along with application.

7. If the firm awarded with the work fails to execute the work, the E.M.D will be forfeited and also proceedings will be initiated to recover the loss/damages sustained to the ILDM.
8. Online tenders/bids are to be accompanied with a preliminary agreement executed on a Kerala Stamp Paper worth Rs.200/-(format enclosed). The scanned copy of the preliminary agreement duly signed by the contractor shall be submitted online and subsequently the original in a separate cover by registered post/speed post or physically reach in this office on or before the date and time of opening the tender/bid. Tender/bids received online without scanned copy of the preliminary agreement and sample paper items and subsequently the original in a separate cover by registered post/speed post or physically will not be considered and shall be summarily rejected.
9. The successful tenderer has to execute after final agreement in Kerala Stamp Paper worth Rs. 200/- or else it shall lead to cancellation of work order.
10. The Director shall have the full right to cancel, reject or amend the tender and norms as and when necessary.
11. Payment shall be effected only after the completion of the work or on expiry of 30 days from the date of the invoice. No advance payment in this regard will be entertained. The rate quoted shall be inclusive of material and labour cost and it shall be borne by the bidder at his risk.
12. The firm should execute an affidavit in non-judicial Kerala stamp paper of Rs.200 stating that no case is pending against the Printer under Copy right Act and the Printer has never been black listed by any Autonomous organization.
13. The tenders are to be submitted in two cover system.
14. The Bid should consists of
 - a) Preliminary agreement in Rs. 200/- Kerala Stamp paper
 - b) Copy of Notice Inviting Tender with sign and seal
 - c) Price Bid of the item
 - d) Affidavit in Rs. 200/- Kerala Stamp paper
 - e) Certificate of Customer Appreciation.(Minimum 3 Clients)
 - f) Bank Statement – (Last Three Months)
15. The last date for submission of tender documents is on 18.07.2023 at 05.00 PM. The bid will be opened on 20.07.2023 at 2.30 PM.
16. Hardcopy of the entire set of filled in tender documents may also be forwarded to the Director, ILDM which will be opened immediately after the opening of the e-tender.
17. Bids of printers found substantially incomplete will not be considered.
18. The matter will be supplied in the form of e-mail.
19. The tenders/bid shall be opened online at ILDM, PTP Nagar, Thiruvananthapuram on the prescribed date and time.
20. The rate quoted must be both in figures and words and it must be firm for the supply period
21. All rules and regulations of the Tender/bid shall be in accordance with the Store Purchase Manual of the Govt. of Kerala.
22. All the disputes arising out of or any way connected with this tender/order/contract shall be deemed to have arisen in Thiruvananthapuram and within the jurisdiction of Courts in Thiruvananthapuram districts which shall determine such disputes.
23. The Director ILDM reserves the right to accept or reject any bid in whole or any part without assigning any reason thereof. Any revision in price/terms and conditions of the tender submitted after opening of the tenders shall not be accepted by the ILDM.
24. If the Bidder fails to execute the work in the stipulated time failing which the work order will be cancelled at the cost of bidder. The tender inviting authority will not consider the status of production of the order at the time of cancellation of the tender and will forfeit the EMD and Bank Guarantee of the failed tenderer, since the delivery within the scheduled time is the essence of this tender.

Sd\
Director

E-Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the Printing and Supply of “Revenue Boomika Magazine” The tender is invited in Two 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.

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, 2577188, 2577388 or 0484 – 2336006, 2332262 - through email: 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. 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 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 Bids: The bids will be opened, evaluated and selected as per the eligibility and technical qualifications and the financial bids. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification.

C) Documents Comprising Bid:

- (i). The First Stage (Pre-Qualification or 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: The technical bid cover should contain

- a) Preliminary agreement in Rs. 200/- Kerala Stamp paper
- b) Copy of Notice Inviting Tender with sign and seal
- c) Price Bid of the item
- d) Affidavit in Rs. 200/- Kerala Stamp paper
- e) Certificate of Customer Appreciation.(Minimum 3 Clients)
- f) Bank Statement – (Last Three Months)

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

1.BOQ

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, Earnest Money Deposit 2% of the Bid amount. The Bid security of Rs.150000/- is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: 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)** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT 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 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.

NEFT payment should be done according to following guidelines:

- i. **Single transaction for remitting EMD:** Bidder should ensure EMD is remitted as one single transaction.
- ii. **Account number as per Remittance Form only:** Account no. entered during NEFT 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 EMD is remitted only to the account number given in the Remittance form provided by e- Procurement system for that particular tender.

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 remittance.

- iii. **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.

- iv. Amount as per Remittance form: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- iv. UTR Number: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- v. One Remittance Form per Bidder and per Bid: 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/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 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.

Sd\
Director