



**THIRUVANANTHAPURAM REGIONAL COOPERATIVE MILK  
PRODUCERS' UNION LTD.**

**KSHEERA BHAVAN, PATTOM, THIRUVANANTHAPURAM – 695 004**

**Bid Ref. No. 110/TRU/P&I/CAL(D)/2024-'25/TEND-1  
E-Tender ID: 2024\_KCMMF\_689922\_1**

**TENDER FOR  
Printing & Supply of Medium Executive Diary– 2025**

**2024**

## BID FORM

1. Registered Name of Bidder :

2. Address :

3. Telephone

i) Land phone :

ii) Mobile :

iii) E-mail :

iv) Fax :



**THIRUVANANTHAPURAM REGIONAL COOPERATIVE MILKPRODUCERS' UNION LTD.**  
**KSHEERA BHAVAN, PATTOM, THIRUVANANTHAPURAM – 695 004**  
**Phone Nos. 2558850, 2446845 Fax: 2449567, E-mail ID-trcmpupi@gmail.com**

**NOTICE INVITING TENDER**

The Managing Director, Thiruvananthapuram Regional Cooperative Milk Producers' Union Ltd. (TRCMPU Ltd) invites online bids from reputed Printers for printing and supply of Medium Executive Diaries 2025

1.	Tender No. E-tender ID & Date	110/TRU/P&I/CAL(D)/2024-'25/TEND-1 E-tender ID: 2024_KCMMF_689922_1 <b>Dated 07/09/2024</b>
2.	Item of Work	Printing and Supply of Medium Executive Diaries – 2025
3.	Specification	See attached <b>Annexure - 1</b>
4.	Quantity Required	Diary - 20000 No's ( $\pm 10\%$ )
5.	Tender Value	<b>Approximately ₹ 16,00,000/-</b> (Rupees Sixteen Lakh only)
6.	Bid Submission Fee	₹ 500/- (Rupees Five Hundred only)
7.	Earnest Money Deposit	<b>₹ 20,000/-</b> (Rupees Twenty thousand only)
8.	Date and Time of Publication of e- tender.	<b>07/09/2024 10:00 AM</b>
9.	Date of Submission of e-tender	<b>07.09.2024, 10.00 AM to 19.09.2024 , 12.00 PM</b>
10.	Date and time of opening of e-tender	<b>20.09.2024, 2.00. PM</b>
11.	Place of Opening	TRCMPU Ltd., Ksheera Bhavan, Pattom Thiruvananthapuram - 695004.
12.	Bid Validity (Total Number of Days up to which the rates are to be firm)	120 Days
13.	Delivery time	As specified in Purchase Order

**Sd/-**  
**MANAGING DIRECTOR**  
**TRCMPU LTD.**



## Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for supply of items as mentioned in the Invitation to Bid. The tender is invited in two cover system from the registered and eligible parties through e-procurement portal of Government of Kerala (<http://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 Bidders 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, 2577188, 2577388 or 0484-2336006, 2332262 or 1800-3070-2232 – through e-mail: [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) from the date & time of publication of e-tender, till the last date & time for online submission of e-tender. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document. Downloading of tender documents will not be possible after the date specified above.
- ii) **Pre-bid Meeting:** NA
- 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 to [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v) **Opening of Technical bid and bidder short-listing:** Technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualification. All documents in support of technical qualification shall be submitted (online) within the due date and time. Failure to submit the documents will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi) **Opening of financial bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in the critical date's section.

**C) Documents comprising bid:**

**i) First Stage (Pre-qualification or Technical cover based on 1 cover or 2 cover tender system):**

Pre-qualification or technical proposal shall contain the scanned copies of the documents mentioned in the Terms & Conditions (Clause 1. Eligibility and qualification requirements) which every bidder has to upload.

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 fee and Earnest Money Deposit or Bid Security as given in the Tender Inviting Notice. The Bid security 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 eProcurement System.

<b>A) Internet Banking Options (Retail)</b>			
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	KarurVysya 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	ShamraoViththal 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	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	KarurVysya 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/-*

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. **The suppliers /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. No other mode of submission shall be accepted and such tenders will be rejected outright.

For page-by-page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click "Bidders Manual Kit" link on the home page.

**It is necessary to click on "Freeze bid" line/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.**



## **TERMS & CONDITIONS**

### **1) Eligibility & Qualification Requirements**

- a. The bidder shall furnish Scanned copy of GST registration certificate.
- b. The bidder shall upload the details of previous work undertaken with full address and contact telephone number.

2) The Bidder shall pay a tender fee, Bid security or Earnest Money Deposit as mentioned in tender notice. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

3) Approved artwork and DTP of the addresses and the other matters of printing will be provided.

4) The rate quoted shall include all expenses for printing of items & supply at our stores at Thiruvananthapuram, Kollam, Mannar and Pathanamthitta (inclusive of all taxes, packing & forwarding, transportation and all other overheads). No incidental expenses will be allowed. Specimens of the item are available at this office for inspection. Rates shall be quoted for supply of items of similar specifications and quality.

5) **Samples of the Medium Executive Diary with three (3) different artwork for the cover page shall also be submitted to this office on or before 19/09/2024, 12.00 PM.**

Sample for the Medium Executive Diary and proof of work experience shall be submitted to this office super scribing "E-TENDER FOR MEDIUM EXECUTIVE DIARY – 2025 ". **E-tenders without samples will not be accepted.**

6) No alteration in the approved paper quality as per the sample will be allowed after acceptance of order. In case specifications are found altered, the consignment will be summarily rejected and the Union shall not be held responsible for any loss suffered by the party.

7) The full material, duly packed as specified in the Purchase order shall be supplied at the respective district offices (4 districts – Thiruvananthapuram, Kollam, Alappuzha and Pathanamthitta) within 30 days of providing the artwork.

8) **Supply of Medium Executive Diaries should be completed on or before the date of supply mentioned in the purchase order, failing which, penalty of 0.5% of the order value will be levied for each day of delay in supply. Ensuring supply in time is the essence of this contract.** TRCMPU shall not be responsible for any loss occurred to the supplier due to late supply of the material.

9) Proof of having undertaken such large work earlier and successful execution shall merit consideration in selection of the firm to whom the work will be entrusted. The details have to be included while submitting e-tender.



10) **Successful bidder shall execute an agreement in non-judicial stamp paper (Kerala) worth Rs. 200/- for satisfactory completion of work. The firm shall remit 10% of the order value as Security Deposit to this office or should submit Bank guarantee for the amount, valid for a period of 3 month**

11) The Managing Director reserves the right to reject all or any of the tenders without assigning reasons whatsoever.

12) **Terms of payment**

100% of the order value shall be released within 30 days on supply of the items at the mentioned destinations.

**Note to Bidders:**

1. Bidders are advised to note the Tender Id and Tender No. & Date for reference.
2. All uploaded documents shall contain the signature and the office seal of the bidder/authorized persons and should be digitally signed while uploading. Documents uploaded without digitally signing shall entitle rejection of the Tender.
3. The TRCMPU does not bind itself to accept the lowest offer and reserve the right to accept any offer without assigning any reason. The bidders shall not have any claim in this regard.
4. Bidder should have sufficient experience in the relevant field. The work will be awarded based on their previous experience, inspection of previous work by TRCMPU Officials, credentials received from other clients of bidders, etc.
5. **The selection of the successful bidders will be made based on the Rate quoted as well as the Quality of the sample furnished. (Rate alone will not be the selection criterion)**

**GENERAL TERMS & CONDITIONS**

**1. Delivery**

The stipulated delivery time given in the Purchase Order is the essence of this contract. You must therefore, strictly adhere to the delivery schedule mentioned below.

**2. Billing Address: -**

The items along with original invoices have to be dispatched to the following addresses.

Sl No	Address for Billing & Despatch	Account Details
1	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., Thiruvananthapuram Dairy, Ambalathara, Poonthura P. O., Thiruvananthapuram, Kerala, PIN – 695026. Ph: 0471-2381410, 2382562	GSTIN:32AAAAT9795J3ZV Central Bank of India, Milma Branch, Thiruvananthapuram A/C No.: 1498800241 IFSC Code: CBIN0284154 PAN No.: AAAAT9795J

2	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., Kollam Dairy, Thevally, Kollam, Kerala, PIN – 691009. Ph: 0474-2794556, 2794884, 2797991	GSTIN: 32AAAAT9795J4ZU Canara Bank, Anandavalleeswaram, Kollam A/C No.: 0815201000939 IFSC Code: CNRB0000815 PAN No.: AAAAT9795J
3	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., P&I Office (MILMA), Mannar, Alappuzha, Kerala, PIN – 689622. Ph: 0479-2312562	GSTIN: 32AAAAT9795J2ZW State Bank of India, Mannar, Alappuzha A/C No.: 67091741309 IFSC Code: SBIN0070088 PAN No.: AAAAT9795J
4	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., Pathanamthitta Dairy, Mamoodu, Nariyapuram P. O., Pathanamthitta, Kerala, PIN – 689513. Ph: 0468-2350801	GSTIN: 32AAAAT9795J5ZT State Bank of India, Nariyapuram, Pathanamthitta A/C No.: 67108221658 IFSC Code: SBIN0070512 PAN No.: AAAAT9795J

### **3. Rejection:**

We reserve the right to reject the goods either in part or full if at the time of delivery, if it is noticed that the goods supplied do not conform to the specifications/description given in the Purchase Order. The rejection, if any, will be intimated to you in writing within a reasonable time. You will be liable to replace the rejected goods within the stipulated time. Till the replacement is made, the rejected goods shall be lying at your risk, cost and responsibility. If you do not arrange to replace the rejected goods within the period stipulated by us, we may dispose of such goods at your risk and in the manner which we think fit. We shall be entitled to retain the proceeds of disposal either in part or full towards the expenses incurred on storage, handling and disposal of the rejected goods. We shall also be entitled to recover the expenses made by us on storage and handling of such rejected goods till the goods are removed from our premises/stores.

### **4. Liquidated Damages and Recovery of Advance:**

The accepted delivery schedule of supply shall be governed by the Liquidated Damages and Recovery of Advance clause. The goods shall be delivered to destination not later than the delivery date specified in the purchase order. If you fail to deliver any of the goods within the time period(s) specified in the purchase order, TRCMPU shall without prejudice to its other remedies under this purchase order, deduct from the order price or the security deposit or any sum due to the supplier as liquidated damages, a sum equivalent to 0.5% of the full Purchase order value for each day of delay. The total amount so deducted shall not exceed 10% of the purchase order value. Once the maximum is reached the TRCMPU may consider cancellation/termination of purchase order.

This will be without prejudice to other remedies like risk purchase etc. Any incremental taxes, duties and levies on account of the delay in the execution of the purchase order by you will be to your account.

**5. Submission of Bills:**

Bills in duplicate under Registered Post, stating therein our Purchase Order reference along with necessary copies of Dispatch documents are to be sent to four district offices and head office of TRCMPU as per supply schedule. Unless otherwise stated the payment shall be made to you by Crossed Account Payee-at-par cheque / RTGS according to the terms of payment mentioned in the Purchase Order.

**6. Cancellation of Contract**

We shall be free to cancel our order either in part or full, in the case of non-delivery of material within the stipulated delivery period or breach of any of the clauses mentioned herein.

**7. Force Majeure**

The terms and conditions mutually agreed upon shall be subject to Force Majeure Clause. Neither the supplier nor the purchaser shall be considered in default in performance of his/their obligations here under if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic accident, fire, wind, flood, earthquake or because of any law and order proclamation, regulation or ordinance of any Government or any other cause whether of similar or dissimilar nature, beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling his/their contractual obligations by a state of Force Majeure lasting continuously for a period of six months, the two parties should consult each other regarding the future implementation of the contract/purchase order.

**8. Arbitration**

In case of any dispute, the Registrar of Co-operative Societies of Kerala State shall be the sole Arbitrator as per the provisions of Kerala Co-operative Societies Act 1969.

**9. Jurisdiction**

THIRUVANANTHAPURAM (KERALA) Only

**Sd/-  
MANAGING DIRECTOR  
TRCMPU LTD**

**Annexure 1.**  
**Details / Specifications**

Sl. No.	Description	Numbers
1	<p><b><u>Medium Executive Diary:</u></b></p> <ul style="list-style-type: none"> <li>• 24 x 18 cm Size</li> <li>• Two days per page (including Sundays)</li> <li>• TRCMPU's profile to be printed in the first 20 pages in double colour</li> <li>• 12 sheets for Monthly Planner at the beginning of every month</li> <li>• Natural shade - Single colour printing, 70 GSM</li> <li>• Multicolour sheets – 100 GSM art paper; three pages in front, three pages on back and one sheet at the beginning of each month for artwork (30 pages total)</li> <li>• Total pages 260 approximately</li> <li>• Cover - Hard bound with multi-colour printing on 170 GSM pinpoint texture paper Lamination as per sample approved by TRCMPU. TRCMPU name and emblem to be screen-printed on the cover paper + Spot UV on cover</li> <li>• Three (3) different samples to be provided with quotation</li> </ul>	<b>20,000</b>