



## **UNIVERSITY OF KERALA**

**Thiruvananthapuram, Kerala, India - 695 034.**

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act 1974 passed by the Kerala State Legislative Assembly)  
Re-accredited by NAAC with 'A' grade

### **E - TENDER DOCUMENT**

FOR

Supply of Printing Materials to School of Distance Education,  
University of Kerala, Senate Hall Campus, Palayam,  
Thiruvananthapuram 695034

(TENDER NO: **SDE/ADMN/2/SLM/PRN/17** )

**06/07/2017**

## **PART A: Notice Inviting Tender**

### **Tender Notice:**

**School of Distance Education, University of Kerala invites open tenders through e-Procurement (one cover) from reputed manufacturers/authorized distributors/agents with sound technical and financial capabilities to, supply the following items as per attached Technical specification and Bill of Quantity (BoQ).**

<b>Tender No.</b>	<b>SDE/ADMN/2/SLM/PRN/17</b>
<b>Name of Item</b>	<b>Supply of Printing Materials</b>
<b>Location of Supply</b>	Kerala University Press, University of Kerala, Senate Hall Campus, Palayam, Thiruvananthapuram 695034
<b>Sale of Tender documents</b>	From <b>06.07.2017 to 27.07.2017</b> . Tender documents can be obtained from e- procurement website <b><a href="https://etenders.kerala.gov.in">https://etenders.kerala.gov.in</a></b>
<b>Tender Submission Fee</b>	<b>Rs.7896/-</b> (Rupees Seven thousand eight hundred and ninety six only) (including GST)
<b>Earnest Money Deposit</b>	<b>Rs.47000/-</b> (Rupees Forty seven thousand only)
<b>Notification of amendments</b>	Corrigendum /amendments etc., if any, will be notified only on the e-tender website and no separate advertisement will be released for the same. Prospective bidders are therefore advised to regularly visit the e-tender website portal for any such updates.
<b>Submission of Bids</b>	Under the One bid system, the Financial bid is required to be uploaded on the Portal.

<b>Website for Online bid submission</b>	<b><a href="https://etenders.kerala.gov.in">https://etenders.kerala.gov.in</a></b>
<b>Last date and time for submission of tender on-line</b>	<b>27.07.2017 5 PM (BID DUE DATE)</b>
<b>Last date and time for submission of tender off-line</b>	<b>27.07.2017 5 PM (BID DUE DATE)</b>
<b>Date and time of opening tender</b>	<b>01.08.2017 11.30 AM</b>
<b>Hard copies of sealed tenders to be submitted</b> (along with sample of Map litho printing paper and Art Card as per specification) <b>to the office of</b>	<b>The Director, School of Distance Education, University of Kerala, Palayam, Thiruvananthapuram- 695034 Kerala.</b>
<b>For contact</b>	<b>The Director, School of Distance Education, University of Kerala, Palayam, Thiruvananthapuram. Ph. No. 0471-2386120</b>

KINDLY NOTE THAT ONLY ONLINE BID WILL BE CONSIDERED AGAINST THIS TENDER. Further, requests for postponement will not be entertained. Bids send by post/Fax/email without applying online bids shall be rejected straightway. The undersigned reserves the right to accept/ reject any or all tenders either in part or in full without assigning any reasons thereof.

**Sd/-  
DIRECTOR  
School of Distance Education  
University of Kerala**

Note: In case of any clarification with regard to submission of bids please contact Dr.K.S.Zeenath, Director, School of Distance Education ( Tel : 0471 2386120).

## **Part B: BoQ**

<b>Sl.No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>
<b>1</b>	<b>Maplitho printing paper (white) (58.5 x 91 cm, 80 gsm)</b>	<b>Ream</b>	<b>2500</b>
<b>2</b>	<b>Art Card (58.5 x 91 cm, 300 gsm)</b>	<b>Nos.</b>	<b>30000</b>
<b>3</b>	<b>Art Card (58.5 x 91 cm, 220 gsm)</b>	<b>Nos.</b>	<b>10000</b>

## **PART C: Bidder/ OEM Eligibility criteria**

1. The Bidder should be Authorized Dealer/Distributor of the offered product (Bidder to submit documentary proof).
2. The Bidder should have a clean Track record, i.e. The Bidder its sister concern/ any group company should not have been black listed by any Govt. or Quasi-Govt. / Govt. Under taking companies in India at any point of time. (Declaration in this regard to be submitted along with Financial bid).

## **PART D: Instruction to Bidders**

### **Special Instructions:**

1. University reserves its rights to amend any of the terms and conditions of this tender document. Such amendment shall be published on e-tender website only and will not be published in newspapers.
2. Successful bidder shall perform all the obligations specified in accordance with the terms and conditions laid down in the RFP. . All details provided by the Bidder should be specific to the requirements specified in this RFP. Detailed clarification may be provided by Bidder, if so desired by University.
3. Sample of the Map litho printing paper and Art Card as per specification should be attached along with the hard copy of the tender.

## **Part E: General Instructions**

1. Tender should be uploaded on or before the Bid due date stated in the notice inviting tender (NIT). Tender received after the bid due date/incomplete tender will not be considered.
2. The tender should clearly specify delivery schedule.
3. Any taxes, statutory levies payable should be shown separately; otherwise quoted price will be treated as all inclusive.
4. The Bidder is required to quote for the complete BoQ. Partial quote is liable to be rejected.
5. The Bidder of the accepted tender shall execute an agreement with the University regarding the supply of above items for a period 6 months at the same rate.
6. The rate should be inclusive of tax, transportation, loading and unloading and any other incidental charges.
7. The items should be delivered at the University Press, Kerala University Campus, Palayam , Thiruvananthapuram-34.
8. Make, grade, Specification of the items should be noted in the tender.
9. Payment will be released only after the quality verification of the item supplied is completed.
10. The bidder should inform acceptance of purchase order within 15 days of receiving the order.
11. In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
12. The undersigned reserves right to reject the tenders received without assigning any reason thereof.

**Sd/-**  
**DIRECTOR**  
**School of Distance Education**  
**University of Kerala**