



**The Kerala State Financial Enterprises Limited**

**NOTICE INVITING TENDER**

**E-TENDER FOR PRINTING AND SUPPLY OF EXECUTIVE DIARY FOR THE YEAR - 2025**

**TENDER NO: KSFE/8224/EXE.DIARY/2025**

**DATED:09.08.2024.**

E-Tenders are invited from reputed Multicolour Web/Sheet Offset Printers having own press at Kerala or Tamil Nadu for printing and supply of 6000 Nos. ( Six Thousand Numbers only) company **Executive Diary year 2025**. The tenderer should have experience in the printing field for a minimum period of **3 years**. The Companies/Firms which are blacklisted by the Govt./Public sector Undertakings are not eligible for participating in this Tender. The executive diaries should be printed as per the specification given by the company. Prices should be inclusive of **GST and all other taxes, transportation, loading, unloading and delivery at KSFE Head Office at Thrissur.**

Bid publishing date	:	18.00 hours on 09.08.2024
Bid download submission start date	:	18.30 hours on 09.08.2024
Bid submission closing date	:	16.00 hours on 29.08.2024
Date & time of opening of E- tender	:	11.00 hours on 31.08.2024

The Company reserves the right to accept /reject any tender without assigning any reason whatsoever.

Thrissur  
09.08.2024.

Sd/-  
MANAGING DIRECTOR

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**E-TENDER FOR PRINTING AND SUPPLY OF  
EXECUTIVE DIARY FOR THE YEAR - 2025  
TENDER DOCUMENT**

TENDER NO: KSFE/8224/EXE.DIARY/2025  
DATED:09.08.2024

**The Kerala State Financial Enterprises Ltd.**  
**(A Government of Kerala undertaking)**  
**Regd. Office: "Bhadraatha", Museum Road,**  
**P.B.No: 510, Thrissur – 680 020, Ph: 0487-2332255,**  
**CIN: U65923KL1969SGC002249**  
**GSTIN No. 32AABCT3817A1Z0**  
**E-mail: gad@ksfe.com**  
**Web site: www. ksfe.com**

**TENDER NOTICE No: KSFE/8224/EXE.DIARY/2025 DATED 09.08.2024.**  
**FOR THE SUPPLY OF EXECUTIVE DIARY FOR THE YEAR - 2025**

e-Tenders are invited from reputed Multi-colour Web/Sheetfed Offset Printers having own press at Kerala or Tamil Nadu for printing and supply of **6000 Nos. ( Six Thousand Numbers only)** company Executive Diary for the year 2025 to KSFE Ltd. The bidder should have experience in the printing field for a minimum period of 3 years. The Companies/Firms which are blacklisted by the Govt./Public Sector Undertakings are not eligible for participating in this Tender. The Executive diaries should be printed as per the specification given by the company. The successful bidder shall supply the entire items within **15 days** from the date of final proof approved by the company at their own expense and responsibility in the First or Second Floor at our **Head Office at Thrissur. Prices quoted should be inclusive of GST and all taxes, transportation, loading, unloading and delivery at Head Office at Thrissur.** The company has the liberty to cancel the entire order without any prejudice if any deviation is seen in the quality of paper, design, size, colour, font etc and the company has also the right to reject the item or to impose FINE to the satisfaction of the company as the case may be. **A penalty of 1% shall be imposed for each one day of delay of total estimated cost of the Executive diary.**

Tender forms can be down loaded from website **www.etenders.kerala.gov.in.** Cost of tender form **Rs.1350/- (Rupees One Thousand Three Hundred Fifty only)** and EMD of **Rs.7,600/- ( Rupees Seven Thousand Six Hundred only)** being 1% of the total PAC may be remitted online through e-tender web site. The successful bidder should deposit a sum equivalent to **5%** of the value of the contract as security for the satisfactory fulfilment of the contract.

Bid publishing date	:	18.00 hours on 09.08.2024
Bid download & Bid submission start date	:	18.30 hours on 09.08.2024
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Date & time of opening of E- tender	:	11.00 hours on 31.08.2024

The Company reserves the right to accept /reject any tender without assigning any reason whatsoever.

**Seal and signature of the bidder**

**The Kerala State Financial Enterprises Limited**

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**Tender for printing and supply of Company Executive Diary - 2025.**

To

THE ASSISTANT GENERAL MANAGER  
GENERAL ADMINISTRATION  
THE KERALA STATE FINANCIAL ENTERPRISES LTD  
CORPORATE OFFICE "BHADRATHA", P.B. NO.510, MUSEUM ROAD,  
THRISSUR – 680 020, KERALA.

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the items referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Company, at the rates quoted against the item. The items will be delivered within the time and at the places specified in the schedule.

I/We am/are remitting/have separately remitted the required amount of ` ..... as earnest money.

Yours faithfully,

Signature.....

Name.....

Address.....

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Phone No.....

Email .....

Date.....

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**Special Conditions**

1. The entire quantity of Executive Diary should be printed and supplied within **15 days** from the date of final proof approved by the company at Head Office, Thrissur through a separate vehicle by the successful printer/ vender /bidder as per our specification.
2. The entire designing cost of Executive Diary should be borne by the successful bidder including DTP charges. The Company will arrange a designer for designing the Executive Diary. The cost for designing will be paid by the company and the same will be deducted from the final bill of the vendor
3. Due to time limitation and we need to give the Executive Diaries to our customers from branches (684 Nos all over Kerala) from 1<sup>st</sup> December 2024 onwards itself, the entire supply must be completed within **15 days** from the date of final proof approved by the company. Unless, the delayed quantity may be rejected by the customers. Hence, time is the essence of this e-tender.
4. The entire proof item will be provided within 7 days by the company and the same should be returned to the company within 5 days. If there are any corrections it should be done as per the direction of the company immediately.
5. For each day of delay from the above stated time period, there will be fine of 0.5% of total estimated cost of Executive Diary (i.e for each day of delay).
6. The successful bidder/supplier/printer should agree to all the suggestions regarding the designing and related matters in the Executive Diary and must respond to our telephone /e-mail with immediate effect.
7. After opening the tender, the successful bidder will be invited for final negotiation at our Head Office at Thrissur within a day for fixing the final rate. At that time, the bidder shall be suggested to bring the sample paper 4 Nos full sheets in our Executive Diary size of the 4 stated companies along with the office seal and put signature of the bidder for approval of paper.(WC,TNPL,JK,ITC as per our specification – Natural Shade paper {pale yellow colour}) along with PCP (100 Nos different designs and colours for selection).
8. The entire supply should be completed within **15 days** from the date of final proof approved by the company. The delayed quantity of Executive Diary to be supplied after the above stated period may be rejected by the company.
9. Any conditions provided by the bidder will not be accepted
10. Those bidders who are agreed to comply the above Special Conditions as well as General Conditions in the Tender Document of this e-tender need to be applied for this tender.

**Seal and Signature of the bidder**

**GENERAL CONDITIONS**

**E- Tenders** are invited for the supply of the items as specified in the schedule given below.

1. Bidders are advised to study the Tender Document and additional documents carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
2. Tender forms can be obtained from web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). The cost of tender forms once paid will not be refunded. Further clarification/corrigendum in this regard, if any, will be put up only on the above site. Bidders should regularly visit the above web site to keep themselves updated.
3. The eligible bidders must have GST registration and the rates quoted must be inclusive of all taxes, duties and cesses prevailing and likely to be levied in future by the State Govt. / Central Govt.
4. The bill must contain the GSTIN No. of KSFE ( GSTIN No. of KSFE is **32AABCT3817A1Z0** ) with address as follows The Kerala State Financial Enterprises Ltd, Bhadratha, Museum Road, Chembukkavu, Thrissur – 680020, registered in Kerala.
5. Cost of tender form **Rs.1350/- (Rupees One Thousand Three Hundred Fifty only)** and **EMD of Rs.7,600/- ( Rupees Seven Thousand Six Hundred only)** being 1% of the total PAC may be remitted online through e-tender web site. **The cost of tender form once paid will not be refunded.**
6. If any bidder withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if any, deposited by him will be forfeited to Company or such action taken against him as Company think fit.
7. The final acceptance of the tenders rests entirely with the Company who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
8. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful bidder shall also execute an agreement, for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified would entail the penalties set out in Para: 8 below.
  - 8.(a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to **5 % of the value of the contract as security** for the satisfactory fulfilment of the contract which will be refunded after three months of completion of contract.
  - (b) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the Purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Company shall thereby together with such sums as may be fixed by the Company towards damages, be recovered from the defaulting tenderer.

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- (c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
- (d) If the contractor fails to deliver all or any of the stores or goods or perform the service within the time/period (s) specified in the contract, the company shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages , a sum equivalent to **1% for every day of delay** of the total estimated cost of the contract price i.e. executive diary.

9. (a) In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and, performed, then and in any such case, it shall be lawful for Company (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the Company by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the Company shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other moneys shall then or any time during the continuance of this contract be payable by the contractor to the Company from and out of any moneys for the time being payable or owing to the contractor from the Company under or by virtue of this contract or other wise to pay and reimburse to the Company all such costs, damages and expenses they may have sustained, incurred or been put to by reason or the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss costs, damages, expenses, and other moneys as shall for the time being be payable the contractor aforesaid.
- (b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.
10. The bidders will be informed by mail/sms about award of the contract. In addition, the bidders can see the award of the contract under “Tender Status” and also against results of the tender option in the web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)
11. The bidder shall undertake to supply materials according to the standard sample and specifications and should complete the supply within **15 days ( Fifteen days only)from the date of supply order after the approval of final proof approved by the company .**
- 12.No representation for enhancement of rates once accepted will be considered.
- 13.Any attempt on the part of the tenderers or their agents to influence the Company/Stores Purchase Department in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.
- 14.The successful bidder should also be prepared to supply additional executive diary at the same rate , if company requires.
- 15.Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.
- 16.The prices quoted should be inclusive of GST and all taxes, duties, cesses, transportation, loading, unloading charges and delivery at Head Office at Thrissur at First or Second Floor., which are or may become payable by the contractor under existing or future laws

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- or rules of the country of origin/supply or delivery during the course of execution of the contract.
17. Bad/unused/defective items will be returned for replacement.
18. The tenderer must have GST registration and the rates quoted must be inclusive of GST and all other taxes, duties and cesses prevailing and likely to be levied in future by the State Govt. / Central Govt.
19. **NO ADVANCE AMOUNT WILL BE PAID.**
20. **The Company will arrange a designer for designing the Executive Diary. The cost for designing will be paid by the company and the same will be deducted from the final bill of the vendor**
21. If the supply is delayed beyond the period specified above, the Company will have the liberty to either terminate the contract at the cost and risk of the contractor .
22. The successful bidder should deposit a sum equivalent to **5%** of the value of the contract as security for the satisfactory fulfilment of the contract. **Five percentage (5%)** of the value of the order in the form of Bank Guarantee/DD shall be furnished as Security Deposit by the successful bidder for proper fulfilment of the order. This will be returned within three months after the expiry of the agreement period.
23. Any deviation from the specification mentioned above, i.e. poor quality of work or material/printing/color fade will attract imposition of penalty to the satisfaction of KSFE besides rejection of the item partly/entirely including forfeiture of security deposit ,blacklist etc.
24. Proof reading should be done by the successful bidder before printing ,especially common matters and obtain approval from the company. Any difference or common mistakes or spelling mistakes if any seen in the content matter should be reported to the company in writing by e-mail before starting the printing.
25. The successful bidder should also be prepared to supply additional executive diary at the same rate approved by the company, if company requires.
26. Company reserves the rights to accept/reject any or all tenders.
27. The firm must have GST registration and bill must contain the GSTIN number of KSFE.
28. Those bidder who have quoted L1 rate will be invited for negotiation and the qualified L1 bidder after negotiation will be awarded the contract.
29. Those who are interested to comply with the terms and conditions stated above need be applied/participated in this tender.
30. Special conditions, if any, of the bidders attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
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31. Bid Prices:- Duly filled “ BOQ ” file should be uploaded in the e-tender website. The bidder shall indicate in the BOQ file the prices for the executive diary and shall upload this filled up BOQ file in the e-tender website. No hard copies of BOQ file or Bid prices should be submitted to KSFE offices.
32. The specified company paper 70 GSM A grade Natural Shade Paper (pale yellow colour) – WC /JK/ITC/TNPL.( Double side smooth for each sheet ) should be approved by the company before start printing obtaining with signature and seal of the successful bidder in the sample specimen paper.
- 33.The proof should be approved by the company before starting the printing of executive diary.
- 34.The soft copies of all the documents given below should be uploaded in our e-tender website <http://etenders.kerala.gov.in> and the bidder should submit hard copies of all the above documents within two days after the closure of the tender.
- 35. Preparation of Bids :-** Documents Comprising the Bids – Eligibility criteria. Pre-qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload **in our e -tender website** <http://etenders.kerala.gov.in> :
- 1.Sealed and signed copy of the Tender Document along with Special Conditions , Additional Document, and Notice Inviting Tender.
  - 2.Brief Company Profile in the letter head of the firm duly sealed and signed.
  - 3.Documents to prove 3 years experience in the printing field.(Sealed and signed copy of Balance Sheet or Audited Financial Statements)
  - 4.Proof of Bulk supply to Govt./Public Sector/Private Organizations/Banks during the last 3 years (Sealed and signed copy of supply order ) .
  - 5.Sealed and signed copy of GST registration of the firm
  - 6.Copy of **PAN** Card of the firm – sealed and signed
  - 7.See Special Conditions.
- 36.The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.
37. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
38. The successful bidder would be required to supply executive diary as per the tender document. If required, KSFE may increase / decrease the quantity at the per unit rate quoted in this bid subject to a maximum of 25% of the projected requirement.
39. KSFE has the right to increase or decrease quantities after awarding the bid.

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40. **Signing of Contract :- An agreement should be executed in the Kerala Stamp Paper worth as follows, "One rupee for every rupees 1000 or part thereof on the amount agreed in the contract, subject to a minimum of rupees 500 and a maximum of rupees one lakh".**
41. Performance Security :- Within 5 days after the receipt of notification of award of the contract from KSFE, the successful bidder shall furnish performance security to KSFE , which shall be equal to 5 percent (5 %) of the total bid price in the form of Demand Draft/ a bank guarantee from a nationalized bank as per the norms laid by the RBI.
42. The rates quoted by the bidder and accepted by KSFE and incorporated in the contract agreement shall remain applicable during the period of the contract.
43. KSFE shall not be liable for payment of any interest on any bill outstanding for payment for any reasons, whatsoever.
44. All payments shall be made from the KSFE Head Office.
45. Applicable Tax Deductions (TDS), if any , as per relevant provisions of Finance Act from time to time, will be deducted at the time of releasing the payments.
46. Original Receipt from the delivery centers should be produced at Head Office showing the details regarding number of supplied quantity, office seal and address of the collection centre all over Kerala for effecting payment along with original Tax Invoices.
47. KSFE shall make full payment only after the completed supply all over Kerala to the entire satisfaction of KSFE as per tender conditions and executed agreement.
48. Payment shall be made in Indian Rupees (INR) only.
49. The contract shall be interpreted in accordance with the Indian Laws. The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of courts at Thrissur.
50. The KSFE reserves the right to conduct negotiations with the successful bidder or all of the tenderers, if necessary, before finalizing the contract. No tenderes shall have right to insist on negotiation or challenge the process of negotiation.
51. The payment will be effected within 30 days after the completion of entire supply and producing original Tax Invoices along with original delivery notes received from the distribution centres spread all over Kerala (with signature and office seal).
52. The Security Deposit i.e 5% of the value of the contract will be released only after 4 months on warranty period of the Executive Diary i.e from the date of completion of entire supply.
53. **Prices :-** The prices quoted for the Executive Diary shall be firm throughout the period of contract and valid for 180 days from the date of execution of agreement and shall not be subject to any escalation.
54. Performance of services shall be within the norms specified in the Service Level Agreement (SLA) forming a part of the contract. In case contractor fails to meet the above standards of service, there will be a penalty as specified in the SLA.

**Seal and signature of the bidder**

## The Kerala State Financial Enterprises Limited

### SPECIFICATION OF ITEM

1.	Item	: <b>Executive diary</b>
2.	Quantity	: <b>6000 Nos ( Six Thousand Nos .only )</b>
3.	Size	: <b>24 cm X 18 cm ( in centimetres )</b>
4.	No of pages	: 264 Pages – Two day a page(4 days in a sheet) and for the general information printing as per the direction of the Company excluding end pages. Monthly planner.
5.	Paper	: 70 GSM A grade Natural Shade Paper (pale yellow colour) – WC /JK/ITC/TNPL.
6.	<b><u>Printing</u></b> 1) Inside pages 2) Cover page	: <b>1.Custom made printing – Two/Double colour in inside pages – Dark Blue and Green similar like KSFE Logo and Emblem as per the direction of the Company.</b> <b>2.Gold Foiling of Company Emblem/Logo/Year and 400Nos with names.</b>
7	Binding/cover case.	: Hard cover open automatic machine binding with1.6mm thick imported board, Covering Material imported PCP (Plastic Coated Paper), 2mm foam inserted on front cover and back cover , and silk Book marker . Emblem, Logo and year – Gold foiling .
8	Front End Sheet Back End Sheet	: One page pasted in the case/board (cover case) – 3 pages, multi-colour printing, 170 GSM Art Card. One page pasted in the case/board (cover case) – 3 pages, multi-colour printing ,170 GSM Art Card as per specimen.
9	Art work	: DTP ,Art and Design work should be done at suppliers cost as per the direction of the Company.
10	Packing	: Inserted in seal king cover and to be supplied bundles of <b>20 each. 400 Nos.</b> cartons with Company logo and Emblem screen printed for sending diaries by post.
11	Delivery period	: <b>15 days</b> from the date of receipt of final proof approved by the company.
12	Place of delivery.	: <b>KSFE Head Office,Thrissur</b>

**Seal and Seal and signature of the bidder**

**Specific conditions:-**

1. Cost of Tender Forms should be remitted as specified.
2. Full EMD as specified should be remitted.
3. Contract would be awarded to qualified L1 after negotiation.
4. Amount should be quoted only in the prescribed "BOQ" file in the website.

**Thrissur  
09.08.2024**

sd/-  
**MANAGING DIRECTOR** -