



III Floor, Norka Centre, Thycaud
Thiruvananthapuram

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E-mail-mail@norkaroots.net, [URL:www.norkaroots.net](http://www.norkaroots.net)

TENDER NOTICE

Sub: Printing & Supply of Identity cards to Norka Roots.

Sealed tenders are invited from reputed printers with printing facility within Kerala for Printing & Supply of Identity cards to Norka Roots for a period of 2 years with Registered office at 3rd Floor, Norka Centre, Thycaud, Tvpm-14. The tender document form duly completed in all respect in accordance with the instructions mentioned here-under should reach this office on or before 31.8.2018 at 3.00 PM. The tenders shall be opened on 31.08.2018 at 3.30 P.M. in the presence of the bidders or their authorized representatives who may like to be present at their own expenses. In case date of opening of tender happens to be a closed holiday, the tender will be opened on next working day at the stipulated timing.

Important Instruction:-

The Tenderers are advised to go through the tender documents, terms & conditions thoroughly and must sign all the pages as a token of their acceptance. The Tenders duly completed in all respect must be submitted along with all relevant terms and conditions, failing which the tenders are liable to be rejected. The tenderers are advised to collect relevant information in advance before placing their quotes. Parties or companies with a minimum experience in similar work in government / reputed bodies for a period of 5 years will be preferred.

Scope of Work

i) Printing & Supply of Identity cards to Norka Roots

- | | | |
|--|---|------------------------------|
| i. Last Date and Time for receipt of Tenders | : | 31.08.2018 upto 03pm |
| ii. Date of opening of the Tender | : | 31.08.2018 at 03.30pm |

Technical Specification

<u>Printing & Supply of Identity cards</u>		
Sl No	Item Name and Specification	Quantity
1	Printing & Supply of ISO standard personalized data-cum-photo & sign printed PVC with teslin ID cards of size 54x86 mm having 0.73 mm thickness with round corner edges in the colour and design as approved by NORKA-ROOTS. EPSON EB- X14 or Equivalent	20,000 to 50,000 yearly

GUIDELINES TO THE CONTRACTOR

1. Intending Tenderers may collect relevant information from the Norka-Roots Head Office between 01.00 pm and 5.00 pm. (Contact no: 0471-2770581)
2. Price should be inclusive of all transportation costs and taxes
3. Tenderer should enclose all the literature of technical specs, catalogue, customer list etc with the tender document
4. All technical details must be supported by relevant documents, brochures, pamphlets, technical literature. Any tender submitted without all technical details will be rejected.
5. The tenderers are advised to go through the complete tender documents, terms and conditions, schedule of quantity thoroughly and must sign in all the pages of documents for the token of going through them, failing which the tenders are liable to be rejected.
6. The tenderers are required to quote both in figures and in words without any cutting/over writing etc. in case of any discrepancy the lowest rate quoted shall be considered.
7. The successful firm shall be responsible for printing & supply of the identity cards as per the specification mentioned above and the design approved by NORKA-ROOTS.

In case, if the agency wish to offer some rebate. It must be unconditional rebate so offered by the agency along will be considered.

8. The quantities of items indicated are subjected to variation depending on the time to time requirement.
9. The tenders are valid for 90 days from the date of opening of tender.
10. The sealed Envelope containing the filled tender must be superscribed with "Printing & Supply of Identity Cards to Norka Roots".
11. The Firm should be in the business of Printing & Supply of Identity cards at least for the last 5 years, please furnish documents i.e. copy of orders in support of the same. The supporting orders should be of the Govt. organizations only.
12. Just by quoting the lowest rate does not entitle the agency for the award, the decision on rate reasonability fixed by Norka-Roots will be final and binding.

13. Chief Executive Officer, Norka-Roots reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
14. It is the responsibility of the agency to submit the tender within specified date and time and Norka-Roots is not bound to entertain the tender received late due to any reason.
15. Non-compliance of all or any of the condition in the Tender document will result in the rejection of tenders summarily.
16. All pages of tender form should be duly signed.
17. All hardware and software must be supplied with their original and complete printed documentation.
18. The tenderer reserves the right to quote the items in part/individually the items specified in the Bid.
19. The tenderer reserves the right to purchase the items in part/individually the items specified in the Bid.

NORKA-ROOTS

(A Government of Kerala Undertaking)

3rd Floor, Norka Centre, Thycadu

Thiruvananthapuram – 695 014



TENDER

Containing General Conditions of Contract and Schedule for the supply of

.....

Name of Tenderer :

Address :

Signature of Tenderer :

Last date and time for the receipt of tender :

Date of opening of Tenders :

Form of Tender

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by NORKA-ROOTS at the rates quoted.

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:

Address:

Date:

To be scored off in cases where no Earnest Money Deposit is furnished.

GENERAL CONDITIONS

Sealed tenders are invited for the supply of the materials as specified in the schedule attached.

1. The tenders should be addressed in the prescribed form to the officer mentioned below in a sealed cover with the tender number and name of the tender duly superscribed on the cover. **Tender Form can be obtained on payment.**

2. **Duplicate copies of tender forms will also be issued at the rate specified below. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency.**

3. Intending tenderers should send their tenders so as to reach the officer mentioned below, on due date and time (noted below). No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned below. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

4. Every tenderer should send along with his tender, an Earnest Money Deposit @ of 2.5 % of the value of the equipments/items offered. The amount may be paid by Demand Draft (crossed) on the local branch of State Bank of Travancore / State Bank of India drawn in favour of the Chief Executive Officer, NORKA-ROOTS, Thiruvananthapuram. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled; but that of the successful tenderers will be adjusted towards the security that will have to be deposited for the satisfactory fulfillment of the contract. No interest will be paid for the earnest money deposited.

5. If any tenderer withdraws from his tender before the expiry of the period fixed the rates firm for acceptance, the earnest money, if any, deposited by him will be forfeited to NORKA-ROOTS or such action taken against him as the company think fit.

6. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for the supply of articles tendered for.

7. (a) The tenderers shall clearly specify whether the articles offered bear Indian Standards Institution Certification Mark or not. In such cases, they shall produce copies of certification mark along with their tenders in support of it.

(b) Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. Chief Executive Officer, NORKA-ROOTS reserves the right to reject offers for import of goods if the Import Trade Control policy in force at the time of award of the contract prohibits or restricts such imports.

8. The final acceptance of the tenders rests entirely with the Chief Executive Officer, NORKA-ROOTS who does not bind himself to accept the lowest or any tender. The CEO reserves the right to reject any tender without assigning any reason, thereof.

9. **In the case of materials of technical nature the successful tenders should be prepared to guarantee satisfactory performance for a definite period under a definite penalty.**

10. **The successful tenderer shall execute an agreement for the due fulfillment of the contract within a period specified in the letter of acceptance. The tenderer 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 will entail the penalties set out in para 11 below.**

11. (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 per cent of the value of the contract as Security for the satisfactory fulfillment of the contract. The amount of security may be deposited in the manner prescribed in clause 4 supra. Deposit Receipts for State Bank of Travancore / State Bank of India endorsed in favour of the Chief Executive Officer, NORKA-ROOTS. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to NORKA-ROOTS and the contract arranged elsewhere at the defaulter's risk and any loss incurred by NORKA-ROOTS on any account of**

the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm their registration is liable to be cancelled.

12. The security deposit shall, subject to the conditions specified herein, be returned to the tenderer within three months after the expiry of the contract but in the event of any dispute arising NORKA-ROOTS shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined, the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from NORKA-ROOTS to the tenderer. In all cases where there are guarantee for the goods supplied, the security deposit will be released only after the expiry of the guarantee period.

13. (a) All payments to the contractors will be made by the NORKA-ROOTS in due course:

- (i) By cheques payable at the State Bank of India
- (ii) By cheques or drafts on the State Bank of India and any other National Bank (at any of their Principal Branches in India)
- (iii) In the case of supplies from abroad by drafts as may be arranged between the contracting parties

(b) All incidental expenses incurred by the NORKA-ROOTS, for making payments outside the District in which the claim arises shall be borne by the contractor.

14. The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days / within one month of taking delivery of stores.

15. Payments will be made only after the suppliers are actually verified and taken in to stock. In exceptional case payments against satisfactory shipping documents will be made up to 90 per cent of the value of the materials at the discretion of Chief Executive Officer, NORKA- ROOTS. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firm will produce stamped pre – receipted invoices in all case where payments (advance/final) for release of railway receipts shipping documents are made through banks. In exceptional case where the stamped receipts of the Firms are not received for the payments (in advance) in unstamped receipts of the bank (ie. Counterfoils of pay-in-slips issued by the bank) alone may be accepted as a valid proof for the payments made.

16. The tenderer shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The tenderer shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Chief Executive Officer, NORKA-ROOTS who shall have absolute power to refuse such consent or to rescind such consent (if given) at anytime if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the tenderer or the sub tenderer upon such revision. Provided always that if such consent be given at any time, the tenderer shall not be relieved from any obligation, duty or responsibility under this contract.

17. In case the tenderer becomes insolvent or goes into liquidation, or made or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders, for the administration of his estate are made against him, or in case the tenderer shall commit any act of insolvency or in case in which under any clause or clauses of his contract the tenderer shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall thereupon, after notice given by the Chief Executive Officer to the tenderer be determined and Company may complete the contract in such time and manner and by such persons as the Company shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the NORKA-ROOTS against the tenderer or his sureties in respect of any breach of contract therefore committed by the tenderer. All expenses and damages caused to NORKA-ROOTS by any breach of contract by the tenderer shall be paid by the tenderer to NORKA-ROOTS and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

18. (a) In case the tenderer fails to implement the system within the time provided for delivery of the same, or in case the tenderer commits any breach of any of the covenants, stipulations and agreements herein contained, and in his part to be observed and performed, then and in any such case, it shall be lawful for NORKA-ROOTS (if it

shall think fit to do so) to arrange for the Purchase of the said articles/to authorise other contractors and things from elsewhere or on behalf of the NORKA-ROOTS by an order in writing under the hand of the Chief Executive Officer put an end to this contract and in case the NORKA-ROOTS 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 and other moneys as shall for the time being be payable by the tenderer 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 in Thiruvananthapuram district.

19. Any sum of money due and payable to the tenderer (including security deposit returnable to him) under this contract may be appropriated by the NORKA-ROOTS or any other Person authorized by NORKA-ROOTS and set off against any claim of the NORKA-ROOTS for the payment of a sum of money arising out of or under any other contract made by the Tenderer with the NORKA-ROOTS or any other person authorized by the NORKA-ROOTS. Any sum of money due and payable to the successful tenderer or contractor from NORKA-ROOTS shall be adjusted against any sum of money due to NORKA-ROOTS from him under any other contracts.

20. Every notice hereby required or authorized to be given may be either given to the tenderer personally or left at his residence or last known place of abode or business, or may be handed over to his agent Personally or may be addressed to the tenderer by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the Tenderer on the date on which, in the ordinary course of post a letter so addressed and posted would reach his place of abode or business.

21. The tenders shall undertake to supply materials according to the standard sample and /or specifications.

22 (a). No representation for enhancement of rates once accepted will be considered.

(b). In the case of imported goods/services/services, which the price accepted in the ex-site price quoted by the tenders, the benefit of any reduction in the e.i.f price should accrue to the purchasing department of Government.

23. Any attempt on the part of the tenderer, or their agents to influence the contract in their favour by personal canvassing with the officers concerned will disqualify the tenderers.

24. 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.

25. Sample should be forwarded if called for an unapproved samples got back by the tenders at their own cost. Sample sent by V P Post or' freight to pay will not be accepted. The approved samples may or may not be returned at the discretion of the undersigned. Samples and by post, Railway or plane should be so dispatched so as to reach the NORKA- ROOTS not later than the date on which the tenders are due. In the case of samples sent by Railway, the Receipt should be sent separately and not along with the tender will be opened only on the appointed day and demurrage will have to be paid if th Railway parcels are not cleared in time. NORKA ROOTS will not be responsible if any sample is found missing at any time due to the non – observance of the provisions of this clause. Tenders whose samples are received late will not be considered. Samples should be forwarded under separate cover duly listed and the corresponding number of the item in the tender schedule should also be noted in the list of samples. Tenders for the supply of materials are liable to be rejected unless sample, if called for of the materials tendered for are not forwarded.

26. Telegraphic quotations will not be considered unless they give details of prices and are immediately followed by confirmation with full relevant details posted before the due date of the tender.

27. (a) The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin supply or delivery during the course of execution of the contract.

(b). In case payments of customs/ excise duty is to be made by the NORKA- ROOTS the NORKA- ROOTS will pay the duty on the unloaded invoice price only in the first instance, any difference being paid when the tenders produces the final assessment orders later.

28. The tenders will invariably furnish the following certificates with their bills for payment.

“ Certified that the goods/ Services/ Services on which Sales tax has been charged have not been exempted under the Central Sales Tax Act of the State Sales Tax Act or the rules made there under and the charges on account of Sales Tax on these goods/ Services/ Services are correct under the provisions of the relevant Act or the rules made there under. Certified further that we (or our Branch or Agent.....
(Address)
.....
Are registered a dealers in the State of under
Registration No..... for purpose of sales Tax”

29. Final payments will be made only on production by tenderers the tax clearance certificate relating to Agricultural Income Tax, Sales Tax and Income Tax.

30. Special conditions, if any, of the tenderers attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

31. (This applies only to the case of supply contracts where works such as erection and construction have also to be done. This may be scored out when not applicable). In the event of any question or dispute arising under these conditions or any special conditions of this contract or in connection with this contract the same shall be referred to the award of an arbitrator to be nominated by, the Company and an arbitrator to be nominated by the contractor or in case of the said arbitrators not agreeing then to the award of an umpire to be appointed by the arbitrators in writing before proceeding on the reference and the decision of the arbitration in the event of their not agreeing of the umpire appointed by them shall be final and conclusive and the provision of the Indian Arbitration Act, 1940 and of the rules thereunder and any statutory modifications thereof shall be deemed to apply to and be incorporate in this contract. Upon every and any such reference the assessment of the costs incidental to their reference and award respectively shall be in the discretion of the arbitrators or in the event of their not agreeing of the umpire appointed by them The venue of arbitrations shall be the place from which the acceptance of tender is issued or such other place as the purchaser at his entire discretion may determine.

32. The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp paper worth Rs. 50. A specimen form of agreement is given as annexure to the tender. Tender without the agreement in stamped paper will be rejected out-rightly.

Tender No.3558/H/2012/Roots

Dated: 07.08.2018

Tender No. : No.3558/H/2012/Roots
Superscription : **Printing & Supply of Identity cards to Norka-Roots**
Due date and time for receipt of tender :
Date and time for opening of tender :
Date upto which the rates are to be firm :
Price of tender form(by cash / separate DD, if downloaded) : 500/-
Price of duplicate copy : 500/-
Address of officer from whom tender forms are to be obtained and to whom tenders are to be sent : General Manager,
Norka Center, Thycadu,
Thiruvananthapuram-14
Name of Office : NORKA-ROOTS
Name and designation of Purchasing Officer : Chief Executive Officer
Station and date : Thiruvananthapuram

Technical Bid Form

<u>Printing & Supply of Identity cards</u>			UNIT PRICE	TOTAL PRICE	REMARKS
Sl No	Item Name and Specification	Quantity			
1	Printing & Supply of ISO standard personalized data-cum-photo & sign printed PVC with teslin ID cards of size 54x86 mm having 0.73 mm thickness with round corner edges in the colour and design as approved by NORKA-ROOTs.	20,000 to 50,000 yearly			

Other special conditions (if any)

ANNEXURE

Agreement

Articles of agreement executed on this the day of Two thousand and..... between the Chief Executive Officer, NORKA-ROOTS (hereinafter referred to as the Company) of the one part and Shri. (The name and address of the tenderer) (herein after referred to as 'the bounden') of the other part.

WHEREAS in response of the Notification Nodated the bounden has submitted to the NORKA-ROOTS a tender for the specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the Company a sum of Rsas earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Company.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the Company and the contract for is awarded to the bounden, the bounden shall withindays of acceptance of his tender, execute an agreement with the Company incorporating all the terms and conditions under which the Company accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the Company shall have power and authority to recover from the bounden any loss or damage caused to the Company by such breach as may be determined by the Company by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the Company under or by virtue of this agreement shall be recoverable from the bounden and his properties, movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as Company may deem fit.

In witnesses where of Shri(HE name and designation) for and on behalf of the NORKA-ROOTS, and Shri the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri (date)

In the presence of witness

- 1.
- 2.

Signed by Shri (date)

In the presence of witness

- 1.
- 2.