



**KERALA STATE CENTRE FOR ADVANCED PRINTING AND TRAINING (C-apt)**  
**Head Office Complex, Vattiyoorkavu, Thiruvananthapuram**  
**Phone: 0471 – 2365685, 2365678, 2365415**  
**www.captkerala.com email: materials@captkerala.com**

No. CAPT/509/2024-M2(MTL)

11.04.2024

**E- tender Notice for Tender No 009/2024-25/MTL**

Kerala State Centre for Advanced Printing & Training, an autonomous organization under the Govt. of Kerala, (herein as referred as C-apt) invites e-tenders (2 cover system) from the manufacturers/Paper dealers/Paper Distributors for the supply of following items for the centre.

Sl. No.	Name of Item	Quantity	Unit
1	70 gsm 51 cm OBA Free Paper (TNPL or equivalent)	300	MT

Cost of Tender Fee : Rs. 35,000/- (inclusive of 12% GST)  
EMD Amount : Rs. 2,50,000/-  
Due Date & Time of tender / bid submission (online) : 20.04.2024 up to 10.30 am  
Date & Time of tender / bid opening (online) : 22.04.2024 up to 11.00 am

## **Terms & Conditions:-**

1. All tenders/bid shall be accepted only through online mode and no manual submission of the same shall be entertained.
  2. The tenders/bid shall be opened online at C-apt, Head Office Complex, Vattiyoorkavu, Thiruvananthapuram on the prescribed date and time.
  3. Tenders/bid must be quoted in English Language only.
  4. The rate quoted must be both in figures and words and it must be firm for the supply period.
  5. The Sample Papers with the Tenderer's seal , Signature and Brand details should be sent to the Managing Director, C-apt, Head Office Complex, Vattiyoorkavu, Thiruvananthapuram on or before the date and time of opening of the tender/bid. **The samples received after the stipulated time will not be accepted. Failure to submit the Sample as stipulated above will result in rejection of Tender**
  6. On line tenders/bids are to be accompanied with a Preliminary agreement executed on a Kerala Stamp Paper worth Rs.200/-. 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 of the tender/bid. Tender/bids received online without scanned copy of the Preliminary agreement and subsequently the original in a separate cover by registered post/speed post or physically will not be considered and shall be summarily rejected.
  7. Every tenderer shall furnish along with EMD. No bidder (except SSI units within the state registered with the stores purchase department or equivalent) shall be exempted from remittance of EMD/Bid security vide GO (P) No.448/05/Fin dated 13.10.2005. The Tender Cost and EMD amount should be remitted online as per the instructions given below.
  8. **Rate should be quoted for delivery including unloading charges at C-apt, Head Office Complex, Vattiyoorkavu, Thiruvananthapuram and should be valid for six months from the date of opening of tender.**
  9. All rules and regulations of the Tender/bid shall be in accordance with the **Store Purchase Manual** of the Govt. of Kerala.
  10. Paper items with superior specification will also be considered for purchase.
  11. Payment will be made on submission of invoices (GST Bill) to the concerned after satisfactory supply of items.
  12. The firm should deliver the item at anywhere in Head Office Complex, Vattiyoorkavu, Thiruvananthapuram at their own cost including of unloading charges.
  13. **The material should be supplied in 12 lots of 25 MT (Total 300 MT) each in every 15 days from the date of receipt of supply order. If the item is not delivered within the stipulated time the order will be cancelled by forfeiting the EMD amount.**
  14. The selected firm has to execute a final agreement in Kerala Stamp Paper worth Rs. 200/- for the contract period and deposit an amount @ 5% of the value of the quoted items as Security Deposit by DD/Bank Guarantee in favour of Managing Director, Kerala State Centre for Advanced Printing and Training (C-apt).
  15. The Price quoted should be firm for a period of 6 months. The quoted price should be inclusive of all taxes duty and should be inclusive of GST.
- Further details, if any, can be had from the office of the undersigned during office time.

Sd/-  
**Managing Director**  
**Tender inviting Authority**

## General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the purchase of **300 MT 70 gsm 51 cm OBA Free Paper**. The tender is invited in **Two bid 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](http://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](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 - through email: [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). 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](http://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](http://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 Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- v. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

### 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

1. Preliminary Agreement
2. Copy of NIT with Sign and Seal
3. Affidavit

(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.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

**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 fees of **Rs. 35,000/-** (Rupees Thirty five thousand only) and Earnest Money Deposit or Bid Security of **Rs. 2,50,000/-** (Rupees Two lakh fifty thousand only). 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:

- 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 Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are 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 tender document fees and EMD are 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.
- v. **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.
- vi. **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 to 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.

#### **C). 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.

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" 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.**

Further details, if any, can be had from the office of the undersigned during office time.

**Sd/-  
Managing Director**