



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5554481
Dated/दिनांक : 28-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-11-2024 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-11-2024 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	45 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Micro Small And Medium Enterprises
Department Name/विभाग का नाम	Ministry Of Micro Small And Medium Enterprises
Organisation Name/संगठन का नाम	Coir Board
Office Name/कार्यालय का नाम	Head Office Kerala
Item Category/मद केटेगरी	Paper-based Printing Services - As mentioned in Scope of Work; Wall Calendar; As mentioned in Scope of Work
Contract Period/अनुबंध अवधि	1 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	2 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण

Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	320000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	3

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Secretary Coir Board
Coir House ,M G road,Pallimukku,Kochi
(The Secretary Coir Board)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Additional customization details:[1730106753.pdf](#)

Sample image of desired product:[1730106973.pdf](#)

Paper-based Printing Services - As Mentioned In Scope Of Work; Wall Calendar; As Mentioned In Scope Of Work (5000)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Printing	As mentioned in Scope of Work
Category of Printing	Wall Calendar
Mode of Printing	As mentioned in Scope of Work
Single/ Double Sided	As mentioned in Scope of Work
Colour of Printing	As mentioned in Scope of Work
Printing Content	As mentioned in Scope of Work
Paper Material	As mentioned in Scope of Work
Standards of Paper	As mentioned in Scope of Work
Size of the Paper (in cm)	As mentioned in Scope of Work
Thickness of Paper in GSM	As mentioned in Scope of Work
Inserts	As mentioned in Scope of Work
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	As mentioned in Scope of Work
Language	As mentioned in Scope of Work
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
1	P V Thankachan	682016,Coir House, M.G.Road, Pallimukku Junction GST No - 32AAAGC3241G3Z2	5000	<ul style="list-style-type: none"> Number of pages per Item : 14

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

The Secretary Coir Board
payable at
Ernakulam

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

The Secretary Coir Board

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

Scope of Work

PRINTING OF WALL CALENDAR for – 2025

Competitive bids are invited from well experienced parties for printing and supply of the Board's Wall Calendar for the year 2025 with the following specifications and terms and conditions.

Total No. of Wall Calendar to be printed - 5000 Nos.

	Specifications	
1	Size	Width 39 cm x height 55.5 cm
2	Paper	170 gsm art paper
3	Page layout	6 leaf for twelve months both side multiColour pictures + 1 front leaf both side multi colour printing.
4	Wiro Binding with wire-o hanger and support hard board	Good quality Metallic wire (gauge – 1.2 mm) 3:1 pitch, size 6 mm
		Wire-o calendar hanger: gauge –2.3 mm, length 35 cm
		White hard board 1.5mm thickness Width 39 cm and height 6 cm
		Thumb cut : 2 cm diameter

Note: 1. The Rings and holes should be well aligned.

2. Artwork will be issued by the Board.

General Terms and Conditions

1. The intending bidders should have at least 3 years experience of executing similar work and should have experience of printing wall calendars. Company profile, the record showing past experience (work order and completion certificate should be attached) and the list of and photographs of wall calendars printed by the party have to be furnished along with technical bid.
2. The Company should have a well established printing press and a well-trained in-house team to undertake the work. Proof of the same to be submitted along with the technical bid.
3. The company should have turnover of Rs.2 lakhs or more, for each of the three financial years (2020-21, 2021-22&2022-23). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard. Signed Copies (Chartered Accountant/Cost Accountant) of the Balance Sheet and IT return of above 3 years should be attached.
4. Copies of Articles of Association (in case of registered firm)/ Bye laws and certificate of registration (in case of registered cooperative societies)/ Partnership deed (in case of partnership firm) should be submitted along with the technical bid (**Annexure A**).
5. The bidder must submit a self certificate that his firm has not been blacklisted by any Govt. agency since its inception.
6. By submitting a proposal, each bidder shall be deemed to acknowledge that he/she has carefully read all the terms & conditions and limitations.
7. The rate may be quoted after inspecting the specimen available at Coir Board Head Office (Publicity Department), Ernakulam during office hours (Monday to Friday between 9 am -5.30pm) and after a detailed study of scope of work and terms and conditions. The photographs of the specimen are uploaded in Board's website also. The rate should be inclusive of paper cost, layout, designing, printing and all taxes, charges, delivery charges and incidentals if any.
- 8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.**
9. The quotation along with documentary evidence to prove the credentials should be uploaded.

10. **The invitation for Bids is not an offer and is issued without any commitments. Coir Board reserves the right to withdraw the invitation and change or vary any part thereof at any stage if it determines that such action is in the best interest of the Board.** Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage. The decision of the Board shall be final.
11. The price bid should contain all inclusive cost per copy of Wall Calendar, including printing and delivery charges.
12. The total number of Wall Calendar's required by the Board may vary by 1000 Nos.
13. Timing and sequence of events resulting from this invitation shall ultimately be determined by Coir Board.
14. The bidders shall have no claims whatsoever against Coir Board arising out of or relating to this invitation of Bids or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
15. Bidders who are found to canvass/ influence or attempt to influence in any manner during the qualification or selection process shall be disqualified from the process at any stage.
16. The bidders' proposals in the bid document will be evaluated as per the requirements specified in the invitation of Bids and adopting the qualification criteria spelt out in this invitation.
17. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the financial bids. **Submission of more than one bid by the same party will be a disqualification.**
18. The rates quoted should be as per the format.
19. Deduction of taxes / levies as applicable from time to time will be deducted at source by the Board while releasing payment.
20. The selected agency will have to enter into an agreement(**Annexure B**) in stamp paper worth Rs.200/- with Coir Board.

21. Exemptions and preference will be allowed to MSME & MSME(SC/ST) registered agencies as per prevailing Rules.

22. Startups and Micro & Small enterprises have allowed relaxation on Prior Experience and Prior turnover as per M/o MSME Policy Circular No.1(2)(1)/2016-MA dated 10th March 2016.

23. Conditional tenders and tenders with conditional offers will summarily be rejected.

24. The successful bidder should submit a **performance security** equal to 5% of the value of the contract. The performance security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank within 7 days of issuing work order. On receipt of performance security, Bid Security will be refunded to the Bidder. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier

25. **Arbitration:** The terms and conditions in this bid document and the contract will be interpreted in Indian Laws. In the event of any dispute/litigation between the Agency and the Coir Board in respect of any of the conditions/provisions of this agreement/work order, the decision of Chairman, Coir Board shall be final and binding on both the parties and any litigation arising out of this document/agreement shall be subject to Jurisdiction of Courts at Kochi, Kerala

26. Agency's Obligations

- a) The work should be completed and requisite numbers of Wall Calendar have to be supplied to the Board within 15 days from the date of approval of the design.
- b) The Wall Calendar should be printed and supplied strictly as per the specification. Deviation from the approved specifications, terms and conditions, delivery schedule etc will not be allowed under any circumstances. No payment will be made in respect of supplies not conforming to the specifications, designs and conditions prescribed.

27. **Indemnity:** The Bidder shall be responsible to compensate any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- a. Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract; or
- b. Any breach of any of the terms of the Bidder's Bid as agreed, the Tender and this Contract by the Bidder,
- c. The indemnity shall be to the extent of 100% in favour of the Coir Board.

28. **Risk- Purchase :** If the bidder after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, Coir Board will have the right to:
- a) Recover any loss sustained due to non-conforming service and delayed delivery by way of penalty.
 - b) Failure to supply the wall calendars within the stipulated period shall entitle for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid grounds before expiry of delivery period.
 - c) Failure to print the Wall Calendar as per specifications shall entitle Board for the imposition of penalty without assigning any reasons. Payment will be released accordingly.
 - d) If the work is not made as per the time schedule stipulated in the work order/tender notice and due to that account Board is forced to execute the work through alternate sources at a higher price, the agency will have to pay the incremental value so incurred to Coir Board or will be recovered by the Board through appropriate means.
 - e) Terminate the contract of the agency and further blacklist the agency.
 - f) Invoke the Earnest Money Deposit and Performance Guarantee.
29. **Agency's Integrity:** The selected Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract. An Integrity Pact to be filled and signed in the enclosed format (**Annexure C**) and submitted along with Technical Bid.
30. **Permits and Licenses:** Permits and licenses for release of materials which are under Government control will be arranged by the selected agency. The Owner will render necessary assistance, sign any forms or applications that may be necessary.
31. **Termination:** Coir Board may terminate the Contract of the agency in case of the occurrence of any of the events specified below:
- a) If the Agency becomes insolvent or goes into compulsory liquidation.
 - b) If the Agency, in the judgment of Coir Board, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
 - c) If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Coir Board.
 - d) If the agency does not execute the contract to the satisfaction of the Coir Board then the Board may invoke any or all of the following clauses:-
 1. Forfeit the Performance / Security Deposit
 2. Terminate the contract without any liability of Coir Board towards the selected agency.
32. **Force Majeure:** For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

33. Payment terms

- a) Our normal payment terms are 100% within one month on receipt and acceptance of Wall calendars without any damage at Coir Board, Kochi, Kerala.

34. Coir Board will have the right to drop any agency without assigning any reason whatsoever. Coir Board also reserves the right to modify the terms and conditions.

For any further clarification/details required contact Marketing & Publicity Officer, Coir Board, Coir House, M.G Road, Cochin, Phone No: 0484-2371195, 2351900 during 9.00 am to 5.30 pm on all working days (Monday to Friday).

The last date of receipt of quotations in **GEM Portal** will be at **10.00am on 19.11.2024**. The technical bid will be opened on **19.11.2024** at 10.30am. More details can be had from the Board's office during working hours. Ph: 0484-2351900. The price bids will be opened after evaluation of the technical bids by a duly appointed committee for short listing of bids.

The undersigned reserves the right to accept or reject any or all the quotations either in part or full without assigning any reason whatsoever.

SECRETARY

Annexure A**COIR BOARD**

(Ministry of MSME, Govt. of India)
M.G.Road, Kochi-16

Tender for Printing and delivery of Wall Calendar**TECHNICAL BID**

1.	Name of the tenderer	
	Address	
	Telephone No.	
	Email ID	
	Contact Person: Mobile No.	
2.	<u>Company particulars</u> (Copies of all Registration, PAN, GST etc. should be attached)	
	Registration No.	
	PAN	
	GST No.	
	MSME Udyam/Start Up Registration No	
	Constitution/Company profile (Detailed profile of the firm should be enclosed)	
	If the company is proprietary/ Partnership, give the name and address of proprietor/ Partners/ Directors	
	The State in which Registered	

3.	Any other certification of the company. (eg. ISO certification)			
4.	Financial Data			
	(Audit statement should be attached)	2020-21	2021-22	2022-23
	Turn over for the last 3 years (Rs. In lakhs)			
5.	Annual Volume of similar work (Wall Calendar) done (Rs.in lakhs)			

Enclosures

<ol style="list-style-type: none"> 1. Copy of the Registration Certificate of firm 2. Copy of PAN 3. Copy of GST 4. Constitution/Company profile.(The details should be uploaded as single pdf file from (a) to (e) <ol style="list-style-type: none"> a. Company profile b. Details of the Printing Press c. Copy of MSME Udyam/Startup certificate, if registered. d. Any other certification of the company. (eg. ISO certification) e. Photographs of the Wall Calendar printed by the party earlier 5. Annual volume of similar works (Wall calendar) 6. Records showing past experience in printing of Wall Calendar. (work order, completion certificate) 7. Turn over for the last 3 years 8. Balance sheet and IT return for last 3 years 9. A self certificate that it has not been blacklisted by any Govt. agency since its inception 10. Specification of paper for the Wall Calendar. (The below details should be uploaded in a single pdf file) <ol style="list-style-type: none"> i. Specification of paper ii. Specification of the hard board of the wall calendar iii. Specification of the wire-o binding coil iv. Specification of the wire-o calendar hanger 	
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Signature (Authorized signatory):

Date
Place

Name:
Designation
(Seal)

Note:

1. All requisite information shall be given in the format with reference to the item specified. Where space is insufficient, additional pages may be added with reference to the related paragraph.
2. Wherever enclosures are specified in the format, the same shall be enclosed.

3. Coir Board reserves the right to verify any of the statements enclosed along with the technical bid. Any additional information/documents required shall be furnished. False statement shall disqualify the Tenderer.

AGREEMENT

Agreement executed between _____,
_____ and the **Coir Board**, Ministry of Micro Small and
Medium Enterprises, Govt. of India, Coir House, M.G. Road, Kochi
-16.

_____ (hereinafter called the Printers) submitted a quotation to the Coir Board, Kochi (hereinafter called the Coir Board), through GeM, for printing and supply of 5000 copies of **Wall Calendar** conforming to the terms & conditions and specifications stipulated in Coir Board's **Bid Number: _____ Dated: _____** and the Coir Board has accepted the rate of Rs. ___/- (Inclusive of all taxes) for printing of 10000 copies of Wall Calendar of the said quotation of the printers with the Coir Board for effecting supply of items ordered for by letter **No: ___ dated _____** to the printers. The said letter, the above Bid document and scope of work also forms part of this agreement. It is hereby agreed as under.

1. The printers will undertake to print and supply 10000 Nos. of **Wall Calendar 2025** as per the specifications given and as per the rate of Rs. ___/- (Inclusive of all taxes) quoted in their quotation.
2. The bifurcation of the rate for printing 600 copies of Coir News is as given below:

S.No.	Details	Quantity	Rate	Amount
1	Printing & supply of wall calendar	5000 Nos.		
2	Taxes	%		
	Total			

3. The draft material for printing received from Coir Board may be layout within one week and sent to Coir Board for approval for final printing.
4. The proof of all pages, metal spiral and support hard board will be produced by the printer and got approved by the undersigned or any other officer authorized by him before final strike.
5. The final product which is not in conform with the specifications and or not in a presentable manner, that product will be summarily rejected and the cost will be deducted.
6. The photo graphs transparencies, art works/blocks or any other materials handed over to the printer for printing should be return to the Board after completion of printing.
7. 5000 copies of Wall Calendars should be supplied before ----- at Coir Board Head Office. Coir House, M.G. Road, Kochi -16.
8. The GST bill should be furnished in duplicate and would accompany a stamped pre-receipt. The payment will be made within one month of printing and supply of the Wall Calendar in full.
9. In the event of any dispute/litigation between the Printers and the Coir Board in respect of any of the conditions/provisions of this agreement/work order, the decision of Chairman, Coir Board shall be final and binding on both the parties and any litigation arising out of this document/agreement shall be subject to the Jurisdiction of Courts at Kochi, Kerala

For and on behalf of M/s. -----

For and on behalf of Coir Board

Witness 1.

2.

INTEGRITY PACT

General

This Pre-Bid Pre Contract Agreement (hereinafter called the Integrity Pact) is made on day on the month November, 2024, between, Coir Board established in 1954 by the Coir Industry Act, 1953 with its Head Office at Cochin acting through Marketing & Publicity Officer, Coir Board (on behalf of Secretary, Coir Board) (hereinafter called "The Buyer" which expression shall mean and include, unless the context otherwise requires, his successors in Office and assigns) on the first part and(Bidder name)represented by hereinafter called "The Bidder/Seller") which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) on the second part.

WHEREAS the BUYER proposes to engage the bidder as **"Printing of wall calendars for the year 2025"** and other related ancillary works as per the detailed scope of work, requirements and other relevant terms and conditions specified in the Tender Document No. I-21013(12)/2/2024 **dated.**

WHEREAS the BIDDER is a private company constituted in accordance with the relevant law in the matter and the BUYER is a PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to print the Calendars at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its official by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract
 - 1.2 The BUYER will, during the pre-contract stage treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford any advantage to that particular BIDDER in comparison to other BIDDERS.
 - 1.3 All the officials of the BUYER will report to the appropriate Government Office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of the Bidder

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair mean and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or any other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, reward, favour, any material or immaterial benefit or any other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.
- 3.3 BIDDERS shall disclose the name and address of agents and representatives.
- 3.4 BIDDERS shall disclose the payment to be made by them in connection with the bid/contract.
- 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original Printer and has not engaged any other individual or firm or company whether any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount being paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6 The BIDDER, either while presenting the bid or during the pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to Officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in the electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations

Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) to immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason thereof.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

- (iv) To recover all sums already paid by the BUYER, and with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover that aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five year, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

The BUYER will be entitled to take all or any of the actions mentioned at Para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention or corruption.

The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

6. Fall Clause

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

7. Independent Monitors

The BUYER has appointed independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given).

The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of the meetings.

As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

The BIDDER(s) accepts that the Monitor has the right to access without restriction to all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the BUYER/ BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

8. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER

10. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

11. Validity

The validity of this Integrity Pact shall be from the date of its signing and extend upto 1 year of the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12. The parties hereby sign this Integrity Pact at Kochi on day of April, 2022

BUYER

BIDDER

For and on behalf of **Coir Board**

For & on behalf of
Name of Agency

Witness

Witness

1.

1.

2.

2.