

केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कॉम्प्लेक्स, बी.टी.एम. लेआउट,
मडिवाला, बेंगलूर - 560 068.



CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,
Madiwala, Bangalore-560 068.

No.CSB-12(11)/2022-23/PS

Date: 25.05.2022

SPEED POST

TENDER DETAILS

Sub: Supply of customized mementos – reg.

Central Silk Board (CSB), a statutory body under the administrative control of the Ministry of Textiles, Government of India intends to procure customized mementos for issuing to its retiring employees and invites quotations in two cover system (technical and financial bids) from reputed memento manufactures/suppliers based in Bengaluru equipped with requisite infrastructure, facilities and experience, as per the specifications enclosed.

A complete set of tender documents (two bid system) containing technical specifications, terms and conditions, proformae for technical and financial bid is enclosed herewith. The tender document can also be downloaded from the websites www.csb.gov.in and eprocure.gov.in. A two-stage tender evaluation will be followed to award the above said job. Interested parties may submit their technical and financial bids in the prescribed proformae in separate sealed covers **superscribing (i) Technical Bid for manufacture and supply of Customized Mementos and ii) Financial Bid for manufacture and supply of Customized Mementos.**

Both these covers should be kept in a single bigger SEALED cover superscribing “**Tender for manufacture and supply of Customized Mementos**” addressed to the Member Secretary, Central Silk Board, CSB Complex, BTM Layout Madiwala, Bengaluru-560 068 and marked Kind Attention: Deputy Director (Publicity) and dropped in the Tender Box kept in the Publicity Section at 6th Floor on or before 15.06.2022 upto 3.00 pm at the office of the Central Silk Board at the above address. The Technical Bids will be opened on the same day i.e., 15.06.2022 at 4.00 pm in the presence of the bidders or their representatives, as may choose to be present. Technical Bids must also accompany samples of the work done by the party along with the non-interest bearing EMD of Rs.3000/- (refundable) payable by Demand Draft drawn on any nationalized bank in Bengaluru in favour of the Member Secretary, Central Silk Board, Bengaluru. The EMD of the successful party will be held till the successful execution of the work order. Financial bids of the technically qualified parties will be opened subsequently after the evaluation of the technical bids under intimation to the concerned in the presence of bidders or their representatives as may choose to be present and evaluated based on the rates quoted. A Committee constituted by Member Secretary, Central Silk Board will evaluate the technical capability/efficiency of the bidders on the basis of their sample and facilities for undertaking the job, their annual turnover and clientele list. The Board is not bound to accept the lowest quotation and reserves the right to reject any or all the tenders without assigning any reason, thereof. For further details or clarifications, if any, please contact the Publicity Section (080-26282616/26282617), between 10.00 am and 5.00 pm on any working day. The decision of the Member Secretary, Central Silk Board in all the above matters shall be final.

(R.K. Sinha)

Deputy Director (Publicity)

To



पो.जा.सं. / P.B. No. : 6825
वेबसाइट / website : <http://csb.gov.in>



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फैक्स / Fax : +91-80-26681511
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TERMS AND CONDITIONS

1. The bidder should read the tender document and fill up the proformae carefully. He should avoid overwriting and corrections. In case of a correction, it should be duly countersigned with seal by the authorized person signing the document. However, no alteration or modifications is permitted after submission of bids
2. The quotation proformae should be duly signed and complete in all aspects and all relevant columns should be filled in, while the columns that are not applicable should be indicated NA. Rates for each item of work are to be quoted in both figures and words and in case of any discrepancy; rate indicated in words would prevail.
3. Technical Bids without requisite Earnest Money Deposit will be summarily rejected. The EMD does not attract any interest.
4. The Technical bids should also accompany samples of mementos matching the specifications.
5. On the acceptance of the rates quoted, the successful bidder will have to abide by the terms and conditions specified in the Enquiry letter/Work order letter, which form a part of these terms and conditions.
6. The successful bidder should execute the job in clear and legible type, form & style and in a good workmanship manner in accordance with the specifications and time schedule fixed by the Central Silk Board.
7. The successful bidder shall take every care to ensure that the information supplied do not fall into unauthorized hands and are returned to the Board, intact, after completion of the Job
8. Delivery of the mementos should be made ex CSB office. CSB Complex, BTM Layout, Madivala, Bengaluru-560 068 by the successful bidder at his/their cost. If they fail to deliver the mementos within the specified time, each week's delay or part thereof will attract a penalty of 0.5% of the total cost of the job entrusted to him, subject to a maximum of 5%.
9. The Central Silk Board shall pay rates for different items of work executed by the successful bidder as per schedule, is required to be performed, rates, agreed upon. However, if any item of work not provided for, in the rate schedule, is required to be performed, rates for the same shall be determined separately by mutual consent. Payment shall be made against Credit Bills (Subject to deduction at source, of income tax or any other tax applicable at the prescribed rates), after the delivery of the goods. The credit bills in duplicate should be supported with the delivery challan.
10. In case of any minor deviation in the actual work order, payment will be made for actual supply, on pro rata basis

11. In case of cancellation of the job due to unavoidable circumstances or *force majeure* conditions, beyond the control of the Board, the liability for the payment by the Board will be restricted to the portion of the work already executed by the party.
12. Before the tender is finally accepted, it may be necessary to inspect the unit, if required. On such occasions, the bidders should provide every facility to the representatives of the Board visiting the unit to see its machinery equipment and actual working. The Inspection will be made within one month of opening of the tender, if required.
13. The Bidder should have the state of the art equipments and facilities and trained manpower required for executing the said job. Besides, they should have broadband internet connection for sending/receiving the soft copy of the material/proof etc.
14. Mere submission of the tender will not give the bidder any right to claim his stake in the absence of sufficient infrastructure/facilities/experience for executing the said job.
15. The Central Silk Board reserves the right to accept or reject any or all the tenders.

TECHNICAL SPECIFICATIONS FOR SUPPLY OF CUSTOMIZED MEMENTOS

1	Quantity required during the year 2022-23	42 nos
2	Size	a. Silver coated brass plate of 8'' dia b. Wooden base of 5 ¼ inch height and black finish
3	Stickers	Three numbers of multicolour stickers: a. Round sticker of CSB building and text with silver background to be pasted on the plate b. Rectangle sticker with photo and details of employees to be pasted on the front portion of the wooden base. c. CSB Vision Statement sticker to be pasted on the back of the wooden base. The base design/material will be supplied by CSB.
4	Packing	Shrink lamination
5	Delivery	Within 10 days after placing the indent as per the list furnished by CSB
6	Payment	Payment will be made for the supplies made against credit bills

CRITERIA

Location: The bidder should be a regular manufacturer/supplier of mementos located in Bengaluru.

Infrastructure: The bidder should have adequate facilities for procurement/preparation of mementos and designing of the stickers.

Performance and experience: The bidder should have a minimum of five years of experience. The technical personnel should be skilled, technically qualified and adequately experienced in the trade.

Turnover: The annual turnover of the bidder (firm) should be a minimum of Rs.20 lakh.

Basis for selection: Scrutiny of the technical bids will be based on the technical competence, infrastructural facilities and experience of the bidder and list of major clients for whom similar works have been executed. Samples of mementos as per specifications enclosed will facilitate the evaluation. Financial Bids of only those bidders will be opened whose Technical Bids are accepted. Final selection will be based on the lowest rates quoted in the Financial Bid.

INSTRUCTION TO BIDDERS

1. Read the tender document and fill up the proformae carefully. All the pages including the formats submitted therein must be duly signed and stamped, failing which tender shall be liable for rejection. All the rates should be invariably filled in both numbers and words; and in case of any discrepancy, amount indicated in words shall be considered as FINAL. Avoid overwriting and corrections. In case of a correction, it should be duly countersigned with seal by the authorized person signing the document. However, no alteration or modification is permitted after submission of bids. Technical Bid and Financial Bid proformae should be complete in all respects and all relevant columns should be filled in, while the columns that are not applicable should be indicated accordingly- NA
2. Tender should be accompanied by samples of mementos matching the specifications of CSB, as a proof of quality and workmanship.
3. Tenders that are incomplete, unsigned and without requisite Earnest Money
4. Deposit will be summarily rejected.
5. Tender received after due date and time shall be rejected.
 - The sealed Technical Bid Must contain
 - Profile in the Technical Bid proforma
 - Two Samples
 - Demand Draft of Rs.3000/- towards EMD
 - Copy of latest IT Returns
 - List of leading clients during last two years
6. The bidder should have the requisite facilities and trained manpower required for designing, preparation and supply of the mementos as specified in the tender document.
7. Mere submission of tender will not give the printer/supplier any right to claim his stake in the absence of sufficient infrastructure/facilities/experience in the trade in time bound manner.
8. Canvassing in any form is prohibited and the tender submitted by the tenderers who resort to canvassing is liable for rejection.
9. The EMD shall be refunded to the unsuccessful parties after finalization of the tenders. The EMD shall be forfeited if the party withdraws his offer before finalization of the tender or fails to execute the work in time.

TECHNICAL BID - QUOTATION
For Manufacture and supply of Customized Mementos

1	Name and address of the Party	
2	Contact Person(s) Name/s: a. b. c.	Mobile No:
3	Contact No.	
	a. Office	
	b. Mobile	
	c. Fax	
	d. E-mail	
4	a. PAN No.	
	b. GST No.	
5	Annual turnover: Minimum of Rs.20 lakh per annum (Enclose copy of IT returns for last two years)	
6	Experience (minimum 5 years)	
7	List of leading clients during last 2 years	
8	Two Samples of Memento matching CSB requirements	Enclosed Yes/No
9	EMD Details	Bank: DD No. & Date: Amount: Rs.3000/-
10	Other information, if any:	

DECLARATION

I/we do hereby declare that I/we have read and understood the terms and conditions entailed in the tender notification, tender document and agree to abide by them. I/we also declare that the rates quoted by me/us are inclusive of all costs and are in accordance with the specifications, detailed in the document.

Place:

Date:

SIGNATURE AND SEAL OF THE PRINTER / AGENCY

**LIST OF LEADING CLIENTS DURING LAST 2 YEARS
(MINIMUM OF 5 PER YEAR)**

Sl. No.	Year	Client
1	2020	
2		
3		
4		
5		
6	2021	
7		
8		
9		
10		

FINANCIAL BID- QUOTATION

For manufacture and supply of Customized Mementos

Note: Please keep your Financial Bid in a **separate sealed** cover superscribing Financial Bid for supply of Customized Mementos and keep in a bigger cover along with the sealed cover of Technical bid. Do not attach the Financial Bid with Technical Bid

1	Name and address of the Party	
2	Contact Person(s) Name/s: a. b. c.	Mobile No:
3	Contact No.	
	a. Office	
	b. Mobile	
	c. Fax	
4	a. PAN No	
	b. GST No	

RATE SCHEDULE

ITEMS	RATE
5. RATE PER MEMENTO prepared using silver coated Brass plate of 8" dia with wooden base of 5 ¼ inch height and black finish, three numbers of multi-colour stickers: <ul style="list-style-type: none"> • Round sticker containing the memento text and multi-colour photo of CSB Building with silver background • Rectangle sticker for the base with photo and details of retiring employee • CSB Vision statement sticker in multi-colour on the back side of wooden base and shrink lamination, inclusive of all costs 	In Figures- Rs..... In words-Rupees..... only
6. RATE PER MEMENTO FOR additional quantity, over and above the supply order indicated	In figures- Rs..... In words- Rs.....
7. GST, If any (%)	

DECLARATION

I/we do hereby declare that I/we have read and understood the terms and conditions entailed in the tender notification, tender document and agree to abide by them. I/we also declare that the rates quoted by me/us are inclusive of all costs and are in accordance with the specifications, detailed in the document.

Place:

Date:

SIGNATURE AND SEAL OF THE PRINTER/AGENCY