



Local Self Government Department

Principal Directorate

Nanthancode, Kawdiar P O,

Thiruvananthapuram-695003

Phone : 0471- 2323286, 2786322, Email- ge.pdlsgd@kerala.gov.in

No. LSGD/PD/3034/2024-GEB4

Date:25/01/2024

e-TENDER DOCUMENT

For the Supply of 2800 Duffle Trolley Bag and 700 Backpack

Local Self Government Department of Kerala invites online tender bids in single cover system from competent Manufacturers or their distributors/ dealers (herein referred to as “Bidder” till the award of Contract and therein on award of contract, referred to as “Vendor/contractor/Supplier/Successful Bidder”) for the “**Supply of 2800 Duffle Trolley Bag and 700 Backpack**”. The bidders are advised to study the e-tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The bidder should be able to bid and supply the items of the e-tender and ensure the quality of the Items supplied. The tender timeline is available in the critical date section of this tender published in **www.etenders.kerala.gov.in**.

Tender No. with LSGD/PD/3034/2024-GEB4 Rs. 55,00,000/-

Document sale start date : 25/01/2024

Document sale end date : 03/02/2024

Bid Submission start date : 25/01/2024

Last date & time of receipt of e-Tender : 04/02/2024 - 5.00 PM

Quality evaluation of Sample : 05/02/2024 3PM

Date & Time of opening of e-Tender : 06/02/2024 – 11AM

(For those who have passed in the quality evaluation of sample)

Cost of e-Tender (online submission) : Rs.8500+18% GST (9% CGST+ 9% SGST)

Date up to which the rates are to remain firm for acceptance : 31/03/2024

E.M.D. : 1% of PAC (Rs 55000-) through online payment

Security Deposit : 5% of the total contract amount inclusive of EMD is to be furnished on receipt of supply orders

Period of Supply : Within 3 days of receipt of supply order

The cost of e-tender shall be received only through online payment - SBI / NEFT payment from other banks.

Contents to be included:

*Scanned copy in pdf format of all documents should be uploaded online and **original should be submitted directly to this office before the last date of receipt of the tender.***

Thee-tenders submitted by the competent dealer/suppliers should contain:

- 1. Bid covering letter in Annexure-I.**
- 2. Signed copy of eTender Document.**
- 3. Compliance Statement in Annexure-II.**
- 4. Detailed Specification of the product along with catalogue and two advance samples of the quoted. Samples will not be returned.**
- 5. Proof showing successful Supply of minimum 2500 Trolley Travel bags at a time by the bidder in the past.**
- 6. Scanned copy of the Agreement Annexure-III in the prescribed format in GoK Stamp Paper worth Rs.200/**
- 7. Bidder Self Introduction in Annexure-IV.**
- 8. Documentary evidence to prove current BIS/ISI/ISO registration if any (such as attested Copies of the documents).**
- 9. Documents to prove EMD exemption if eligible.**
- 10. Evidence of exclusive distributorship/dealership from Principals Foreign/Indian shall be provided along with offers for Overseas /Indian products quoted.**

Submit the BOQ in excel format through the website <https://etenders.kerala.gov.in>

[Financial bids Sent through any other method will not be accepted]

The BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and values only.

SCHEDULE OF ITEMS TO BE SUPPLIED

SL.NO	Name of the item with specification	Quantity Required(Approximate)	Unit
1	Duffle Trolley Bag with 2 wheels	2800	Nos
2	Premium Back Pack	700	Nos

Specifications

1. Duffle Trolley Bag with 2 wheels
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Material- Polyester

Capacity – 50-55 Litres

Product dimension – L -53cm x 27cm x 30 cm and above
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One year warranty

<i>Preferable brands – VIP, American Tourister, Safari, Wild craft,</i>

Features

Main compartment -1

side compartment -1 or 2

Wheels- 2

Side handle

Closure type- ZIPPER

2. Premium Backpack Bag

Colour- Black

Material- Nylon

Features

<i>Laptop and iPad compatible, 2 front pockets, Organizer, 1 Mesh pocket, 1 Body fabric pocket, Padded handle and bottom, Rain cover</i>
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Warranty – One year

Capacity – Above 34 litres.

Dimensions- 40cm x 34 cm x 21cm or above
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<i>Preferable brands – VIP, American Tourister, Safari, Wild craft,</i>

Destination of supply:

1. **Duffle Trolley Bag – Kottarakkara, Kollam District**
2. **Backpack Bag - Kottarakkara, Kollam District**

The rate quoted should include all taxes including GST, loading and unloading charges, cost of transportation to the destination, and warranty period.

Tenders in prescribed forms should be submitted through <https://etenders.kerala.gov.in> the e-tender web site of the Government of Kerala before due date.

1.Quantity shown in the tender notice is approximate .The successful Bidder is bound to supply the actual quantities shown in the supply order (which may be more or less than the published quantity) during the contract period at the accepted rates and conditions. Director LSGD Rural has all rights to cancel the item from indicated purchase list even after the tender process or at the time of giving supply orders.

2.The exact Specifications, Details of make, Batch number, Date of Manufacture, Working Life, Name of Manufacturers etc of the items offered must be clearly specified.

3.The rates to be quoted online by using BOQ form in excel format published in the web site <https://etenders.kerala.gov.in>. Price documents submitted through any other mode will not be accepted.

4.The undersigned is at liberty to test and satisfy the quality supplied and the supplier is liable to replace any item demanded during such testing at his cost.

5. The Bidder or his agent should be present at the time of supply of Duffle Travel Trolley bags and Back Pack and should entrust the officers concerned at the offices mentioned in the supply order.

6. Violation of any rules/special conditions /directions of supply order by the supplier will lead to rejection of his bid. The materials should be supplied within the stipulated time as in the tender conditions and any delay in this regard from the part of the supplier will be considered as the violation of the conditions. A specific percentage of the total payment to the supplier will be forfeited for the delay.

7.In case of any disputes the decisions of the Director, LSGD Rural , Swaraj Bhavan Thiruvananthapuram, Kerala-695003 shall be the final.

8.The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.

9.All terms and conditions governing the purchase of stores by the Government of Kerala will apply in this case also.

10. The Price bids of only the technically acceptable offers are to be opened for further Scrutiny, evaluation ranking and placement of contract.

General Conditions of eTender

A. 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. Once, the DSC is obtained, bidders have to register on 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 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.eov.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 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 and manual bids shall not be accepted under any circumstances.
- iv. Opening of Bids and Bidder short-listing: The bids will be opened, evaluated and shortlisted as per the eligibility and qualifications. All documents in support of qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification.
- v. The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

The Bidder shall complete the Price bid as per format given for download along with this tender. 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.

C.Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees and Earnest Money Deposit and Bid Security. 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:

- a. 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.

- b. **NEFT/RTGS** : If a bidder holds bank account in a different **bank**, then, during the online bid submission **process**, bidder shall select NEFT / RTGS option. **An online remittance** form would be generated, which the bidder can use for transferring amount through NEFT / RTGS 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 / RTGS 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.

For RTGS the timings that the banks follow may vary depending on the type of the bank branches and settlement from RBI. Bidders are advised to exercise RTGS mode of payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT / RTGS payment should 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.
 - a. Account no. entered during NEFT/RTGS 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.
 - b. 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 / RTGS remittance.
- ii. Account to Account transfers, State Bank Group Transfers (GRPT), Payments from NRE Accounts, SWIFT Transfers, IMPS or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT or RTGS (for above 2 lakhs payments as per RBI guidelines) transaction only and specially instruct the banks not to convert the payment type to GRPT or any other payment mode.
- iii. Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- iv. UTR Numnber: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the e-Procurement system for tracking the payment.

- v. The remittance form provided by e- Procurement system shall be valid for that particular bidder and bid and should not be reused 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 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.

D.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 bid online on 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 etenders.kerala.gov.in and check "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 or opening during bid opening process.

(S/d)

V.R.Premkumar

Director (Rural)

Local Self Government Department

Accepted the terms and Conditions of this tender

Date

Signature:

Name:

Authorized Signatory of the tender submitting firm along with office and designation seals