

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

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No.C-DIT/WSD-IDC/2021-22/T286

Date : 14.02.2022

**TENDER NOTICE**

**SUPPLY OF ID CARDS, LANYARDS AND EVOLIS RIBBON**

Sealed tenders are invited for the printing and supply of ID cards and lanyards. The envelopes containing the tender should bear the superscription “*Tender for supply of ID cards, lanyards and Evolis Ribbon* “ and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **22.02.2022, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 22.02.2022** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website [www.cdit.org](http://www.cdit.org)

Thiruvananthapuram

14.02.2022

Sd/-

REGISTRAR

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Date: 14.02.2022

**FORM - A**

**TENDER FOR THE SUPPLY OF ID CARDS, LANYARDS AND EVOLIS RIBBON**

This tender is invited for the printing and supply of PVC ID cards, lanyards and Evolis Ribbon, cleaning cards and Tcards as per the tender specifications.

C-DIT reserves the right to cancel any or all the tenders without assigning any reason whatsoever.

**ELIGIBILITY CRITERIA OF TENDERER**

1. To qualify for award of the work, the intending bidder must be a legally constituted firm, who possess required licenses and registration as per Indian law valid at least 12 months from the date of opening the tender.
2. The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. An undertaking in this regard may please be submitted.
3. There should be no case with the police/Court against the proprietor /Firm/Partner or the Company and also not blacklisted by any institutions/agencies of State/Central government.
4. The bidder shall have a valid PAN Number, GST registration and Registration with the various statutory bodies as necessary for carrying out the business. Copy of the same shall be provided along with the bid.

**SCOPE OF WORK**

Printing and supply of PVC ID cards, lanyards and Evolis Ribbon cartridge, cleaning cards and Tcards adhering to the specifications mentioned in the tender.

## **REQUIREMENT AND TECHNICAL SPECIFICATIONS**

<b>ITEM</b>	<b>SPECIFICATION</b>	<b>QUANTITY</b>
Pre printed PVC ID Cards	<ul style="list-style-type: none"><li>➤ Length 86 mm</li><li>➤ Width 54 mm</li><li>➤ Thickness 30 mil</li></ul>	12000 Nos
Digital Multicolour Lanyards with print and steel Hook	<ul style="list-style-type: none"><li>➤ Length 93 cm</li><li>➤ Width 16 mm</li><li>➤ Side lever steel Hook</li></ul>	12000 Nos
Ribbon with cartridge	Evolis Primacy High Trust Ribbon with cartridge	65 Nos
Cleaning card	Evolis Primacy cleaning card	5 Nos
T card for cleaning	T card for cleaning	3 Nos

### **GENERAL TERMS AND CONDITIONS**

1. The bidders will be responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
2. **There may have different categories of PVC ID cards and Lanyards. The design layout including the textual and image content may vary based on the category type. The number of ID cards and Lanyards in each category is different and can only be provided prior to printing.**
3. **The quantity of requirement of pre printed ID cards and lanyards may vary depending on demand. In case additional quantity is required the vendor shall have to supply the item with in four hours of placing the orders by C-DIT.**
4. **The bidder shall be responsible to supply additional quantities of items as per the demand from C-DIT from time to time.**
5. **Pre printed PVC card shall have printing on both sides.**
6. **The required soft copies for printing of both PVC ID cards and Lanyards will be provided by C-DIT. This shall be communicated through e-mail.**
7. **No advance payment will be made against supplies.**

8. **The rate quoted by the bidder shall be inclusive of all applicable taxes, including transportation charges and supply at site.** Tenders which do not indicate this essential information will not be considered. Rates quoted by the bidder shall be valid for a period of 6 months from the date of opening of the tender.
9. **The supplier shall submit the price offers in "FORM B" in a sealed envelop.**
10. The rate quoted shall be firm and no enhancement will be allowed under any circumstances.
11. Printed items shall be delivered at C-DIT city office at Statue, Thiruvananthapuram.
12. Delivery period shall be specifically indicated in the tender and strictly adhered to. The supply shall be arranged within **10 days** on receipt of the firm order. Any delay in the delivery period after the supply order is placed may result in cancellation of the supply order or payment of liquidated damages @ ½% per day subject to a maximum of 10% of contract price.
13. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to provide the service at the rates quoted. C-DIT reserve the right to split the contract among one or more bidders, at the sole discretion.
14. C-DIT also reserves the right to reject any bid which in its opinion is non-responsive or violation any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
15. The required quality of supplied materials as per specification given in the job requirement shall be checked by C-DIT officials. In case of any deficiency /variation being found, C-DIT at its discretion would return the materials in whole or in part for getting them re-printed at the cost of the bidder. Quality is also measured based on the readability of the content.
16. Penalty : In case of non compliance of the terms and condition of the contract the C-DIT, reserve the right to impose penalty or forfeit the deposit whichever is higher.
17. Payment: 100% payment shall be made against supply of full quantity of materials and submission of invoice .

18. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation Act(Amended), 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
19. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site [www.cdit.org](http://www.cdit.org). Prospective bidders are advised to regularly visit the website: [www.cdit.org](http://www.cdit.org) to keep track of corrigendum, if any.
20. In case of doubt: If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Sri Biju S B HoD(WSD), in Mobile Number: **9895076082**

**The last date for submission of tender 22.02.2022 at 3.00 PM.**

**The tender will be opened on the same day at 3.30 PM**

Sd/  
REGISTRAR, C-DIT  
Dated 14.02.2022

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**FORM - B**

**TENDER FOR THE SUPPLY OF ID CARDS, LANYARDS AND EVOLIS RIBBON**

Sl. No	ITEM	Quantity	Unit rate	GST%	Rate incl.GST	Total Amount (in ₹)
1	Pre printed PVC ID Cards	12000 Nos				
2	Digital Multi colour Lanyards with print and steel Hook	12000 Nos				
3	Evolis Primacy High Trust Ribbon with cartridge	65 Nos				
4	Evolis Primacy cleaning card	5 Nos				
5	T card for cleaning	3 Nos				
Total						

Signature

Name of the Bidder/Firm/Agency

Address (including Phone number, Mobile number and e-mail id)

Office Seal