



Ernakulam Regional Co-operative Milk Producers' Union Limited

Head Office, Edappally, Kochi 24, Kerala.

Ph: 0484 2541193, 2556863 Fax : 2558741

Web: www.ercmpu.in, www.milma.com E-mail: ercmpupur@milma.com,

TENDER REF No.EU/PUR/32/2026-27

**E-TENDER NOTICE FOR
DESIGN, PRINTING & SUPPLY OF
MEDIUM EXECUTIVE DIARY AND
POCKET DIARY 2027**



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Head Office, Edappally, Kochi-24 Kerala,

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NOTICE INVITING TENDER (NIT) **E-TENDER NOTICE**

1. The Ernakulam Regional Co-operative Milk Producers' Union Limited invites e-tenders from reputed printing presses/ suppliers for design, printing and supply of Medium Executive Diaries and Pocket diaries for the year 2027. Interested eligible Bidders may obtain further information from the office of the Ernakulam Regional Co-operative Milk Producers' Union Limited, Edappally.
2. The bid shall be submitted in two cover system consisting of technical bid and price bid. The price bid of those who qualify in the technical bid only will be opened.
3. Detailed terms and conditions as well as technical specifications are contained in the bidding document of the above work which is uploaded in the Kerala Government e-portal www.etenders.kerala.gov.in,

a. Tender Reference No.	: No.EU/PUR/32/2026-27/3045
b. Tender ID	: 2026_KCMMF_860329_1
c. Estimated Cost	: ₹ 11 Lakhs
d. Tender Download	: Can be downloaded from the Website www.etenders.kerala.gov.in .
e. EMD	: ₹ 10,000.00
f. Cost of Tender Form	: ₹ 1,000.00 (Including tax)
g. Documents Publish Date	: 13.07.2026
h. Documents Download Start Date	: 13.07.2026, at 04.30 PM
i. Pre bid meeting Date	: 21.07.2026, at 11.00 AM
j. Pre bid meeting Venue	: ERCMPU Ltd, Head Office, Edappally
k. Bid Submission Start Date	: 13.07.2026, at 04.30 PM
l. Bid Submission Closing Date	: 05.08.2026, at 04.30 PM
m. Bid Opening (Technical)	: 06.08.2026, at 04.30 PM
n. Time of Completion	: 15 days against approval of art work
o. Bid Validity	: 6 (Six) Months from the date of opening of tender.


MANAGING DIRECTOR
ERCMPU LTD.

Copy to: All Notice Boards
Head(FIN)

Sr. Manager , Ernakulam / Dairy Manager, Kottayam/Thrissur/ Products Dairy
Website, Mf/Oc



General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for work / supplying of items as mentioned in the Invitation to bid. The tender is invited in two 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 the 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,

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. 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 0471-2577088/188/388 or 0484-2336006, 2332262 or 0497-2764788, 2764188 or 0483-273294 or through email: etendershelp@kerala.gov.in, or helpetender@gmail.com, 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. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre-bid Meeting:
- iii. Publishing of Corrigendum: All corrigenda shall be published on www.etenders.kerala.gov.in, and shall not be available elsewhere.
- iv. 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. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. In case bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser along with the query shall be e-mailed by the bidder to the help desk (helpetender@gmail.com/ etendershelp@kerala.gov.in), for resolution of the problem. At the same time, problem must be intimated to the concerned Tender Inviting Authority via email.
- vi. The time taken to ascertain, evaluate and suggest a solution for the problem reported by bidder may vary from case to case. Hence bidders are advised to submit the bid at least 2 working days before the due date and time of bid submission to avoid any last-minute issues that may come up.
- vii. 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.
- viii. 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 1 cover or 2 cover tender system):
Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:
 - i) Copies of Purchase Orders
 - ii) Letter from Customers to prove eligibility criteria
 - iii) Details of experience and past performance of the bidder on supply of similar item within the past three years and details of current contracts in hand and other commitments; (Contract reference, Name and detailed postal address of client, value of Supply Order, are to be furnished).
 - iv) Reports on financial standing of the Bidder such as Profit and Loss statements, Balance Sheets and Auditor's Report of the past three years etc.
 - v) Copy of latest Income tax clearance certificate and PAN card & GST Registration Certificate.



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

(ii). The Second Stage (Financial Cover or as per tender cover system):

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.

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

The Bidder shall pay a tender document fee and Earnest Money Deposit or 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

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in e Procurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		



28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
B) Internet Banking Options (Corporate)			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoVithal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	Karur Vysya Bank		
20	Kotak Bank		

During the online bid submission process, bidder shall select SBI MOPS option and submit the page, to view the Terms and Conditions page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely SBI and Other Banks* will be shown. Here, Bidder may proceed as per below:

- SBI Account Holders shall click SBI option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- Other Bank Account Holders may click Other Banks option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-

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.

E). 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, 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, 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.



TERMS & CONDITIONS

1. Bid Security (Earnest Money Deposit)

- a. The Bidder shall furnish, as part of its bid, bid security for the amount as specified in the invitation for bid through **ONLINE MOPS** as indicated in the E-tender notice.
- b. The bid security is required to protect the ERCMPU against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- c. The bid securities of the unsuccessful bidders shall be refunded as promptly as possible, but not later than 30 days after the expiry of the period of bid validity as prescribed in these documents through **ONLINE NEFT TRANSACTION**.
- d. No interest shall be paid by ERCMPU on the bid security furnished by the bidder.
- e. The bid security may be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or in the case of successful Bidder, if the Bidder fails:
 - I. To sign the contract
 - II. To furnish performance security

2. Eligibility Criteria

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this bidder shall meet the following qualification criteria as a minimum.

- a. The bidder should have experience in printing & supply of Diaries / pocket diaries/ Executive wallets for a minimum period of last three years prior to July 2026. (Copy of purchase orders, copy of invoice or letter from customers can be uploaded as proof)
- b. The bidder should submit samples of quoted item at ERCMPU Ltd., Head Office, Edappally on or before **04.08.2026, 03.00 PM**. Bid -without submission of sample/ late submission of sample/ samples which non-compliance of technical specifications in this tender will be rejected.
- c. The bidder should have valid GST registration certificate
- d. The bidder should also upload this tender document after signing at the bottom of each page as a token of acceptance of the terms and conditions and specification.
- e. Proof of the above may be uploaded along with the tender, failure of which will lead to disqualification of the bidder.

3. Documents:

The documentary evidence of the Bidder's qualifications to perform the Contract if the bid is accepted shall be established to the ERCMPU's satisfaction. To this end, all bids submitted shall include the following information.

- a. Documents, Copies of Purchase Orders, Copy of GST invoices, Letter from Customers to prove eligibility criteria mentioned above.
- b. Details of experience and past performance of the bidder on supply of similar item within the past three years and details of current contracts in hand and other commitments; (Contract reference, Name and detailed postal address of client, value of Supply Order, are to be furnished).
- c. Reports on financial standing of the Bidder such as Profit and Loss statements, Balance Sheets and Auditor's Report of the past three years, banker's solvency certificates etc;
- d. Copy of latest Income tax clearance certificate and PAN card & Bank account details& GST Registration Certificate.
- e. Address Proof in case of Individual - Aadhar Card/Election Identity Card/Driving License/ Indian Passport Address Proof in Case of Proprietorship/Partnership firm or any institution/ company registered under Companies act – Copy of registration certificate issued by any competitive authorities of Kerala/Central Government.



4. Price Basis:

The bidder shall quote their rates in the standard BOQ provided indicating the breakup details. The quoted rate shall be inclusive of all applicable taxes, duties, packing and forwarding, freight, insurance, expenses for design & printing of items & supply at Head Office, ERCMPU. No incidental expenses will be allowed. **Separate evaluation shall be made for each item (item wise evaluation).**

5. Validity:

The offer should remain valid for acceptance for a period of 6 (Six) months from the date of opening of bids. The Managing Director, ERCMPU has the right to extend the validity for maximum 3 months at the same rate, terms and conditions.

6. Pre bid meeting:

A pre-bid meeting is arranged for clearing doubts, if any and for clarifying specification and other allied technical details of the equipment projected in the tender document. The date, time and place of pre-bid meeting is indicated in the Page No.2 of this NIT document.

7. Delivery:

- a. The Diaries (full consignment) as specified in the purchase order shall be supplied within 15 days from the date of receipt of approved artwork to our unit. The supplier shall submit draft of the artwork of each item to this office for approval within 7 days on receipt of the supply order. The item shall be transported and delivered without any damage and all safety precautions shall be ensured. Ensuring supply in time is the essence of this contract. ERCMPU shall not be responsible for any loss occurred to the supplier due to late supply of the material.
- b. ERCMPU will provide cover design, color page artwork to the supplier after issuance of the Purchase Order.
- c. The details of directory pages will also be shared by ERCMPU. The format of date pages, Personal memoranda, 3-year calendar, dates to be remembered, Monthly planner, etc. shall be given by the supplier within 10 days of receipt of the purchase order. The ERCMPU officials will share the changes/ approval for the same.
- d. After receipt of cover design, color page artwork, directory pages and approved date pages, Personal memoranda, 3-year calendar, dates to be remembered, Monthly planner formats, a full set of Diary shall be submitted to ERCMPU in soft copy and hard copy within 10 days of approval of the above. Any delay due to errors in printing will be counted as **delay** from the supplier.
- e. After receipt of approval from ERCMPU, the supplier can commence printing. And the whole supply shall be completed within 30days from the date of approval of the full set of the Diary.
- f. Final quantity will be specified in the purchase order. The item shall be transported and delivered to ERCMPU Head office, Edappally without any damage and all safety precautions shall be ensured by the supplier.
- g. Diaries if found with any kind of mistakes or if not meeting the specifications will either be rejected or fined or combination of both.
- h. Ensuring supply of diaries as per the tender & Purchase order terms and conditions, specifications and approved art work in time is the essence of this contract. ERCMPU shall not be responsible for any loss occurred to the supplier due to late supply of the items.



8. Payment:

100 % of the total contract price shall be paid from the concerned units within 15 days on receipt of the items in the above destination in good condition.

9. Liquidated Damage Clause:

If the supplier fails to deliver any or all of the goods or perform the contract within the time period specified in the contract, ERCMPU Ltd shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to

- a. 0.5 % of the unexecuted contract value for each week of delay. The total amount so deducted shall not exceed 5% of the contract value. Once the maximum is reached, we may consider the termination of the contract.
- b. Any incidental taxes and levies on account of delay in performance of the contract by the supplier shall be at his account.

However genuine reasons if any will be given due consideration, on production of documentary evidence before operating the liquidated damages clause.

10. Rejection:

If any of the Medium Executive Diaries or pocket diaries supplied is found damaged with regard to under size, underweight or with wrong dimension and specification shall be summarily rejected, leading to the imposition of penalty and withholding the invoiced amount. The Union shall not be held liable for damages for rejection on the above grounds.

10. Art work

Basic artwork for Front and Back cover page, Advertisements and DTP of the addresses and the other matters of printing will be provided from this office after placing order.

11. Agreement

The successful bidder should execute an agreement on a non-judicial stamp paper of Kerala state worth ₹200/- incorporating the terms and conditions of the contract within 7 days from date of placement of order for the satisfactory fulfilment of the contract. The successful Bidder shall obtain membership with ERCMPU by paying a nominal membership fee of Rs. 90.00.

12. Security Deposit

- a. The successful bidder shall remit 5% of contract value as Security Deposit to this office or should submit Bank guarantee for the amount (Valid for 6 months from the date of starting of contract) within 7 days from the date of placement of order. The Security deposit is required to protect the purchaser against risk of Bidder's conduct and performance, which would warrant the forfeiture if required.
- b. The security deposit will be released only after satisfactory supply of the items as per our order and necessary recommendation from our units.
- c. The security deposit will be forfeited in favour of ERCMPU Ltd., in case of any violation of the terms and conditions or abandoning of the contract by the contractor without due notice.



- d. If the performance of the contractor is not satisfactory or if the contractor tends to withdraw from the contract before maturity period, the ERCMPU Ltd shall have the right to terminate the contract and make an alternative arrangement and the additional loss there by incurred by the Dairy for the completion of the contract period shall be recovered from the contractor. In such cases the Security deposit remitted by the contractor will be forfeited in favour of ERCMPU Ltd.
- e. The bidder shall meet all the eligibility criteria specified above. In case, if it is found out that the bid Information/documents uploaded to this effect are false/incorrect/forged, after awarding contract, the tender inviting authority has the right to summarily reject their bid and the security deposit remitted by the party will be forfeited and will not be refunded.

13. Arbitration & Jurisdiction:

- a. In case of disputes arising out of this tender, an arbitrator as mutually acceptable to the supplier and union will be appointed by the Managing Director, ERCMPU Ltd. The arbitrator's decision shall be final, conclusive and binding on both the parties.
- b. In case if either supplier to the tender is aggrieved by the award of the arbitrator so appointed as per clause above or otherwise, the jurisdiction for the same will be Ernakulam District and as per the provisions of Kerala Co-operative Societies Act and Rules 1969.

14. Deviation Statement:

Non-compliance with even a minor technical requirement, terms and conditions should be specifically stated by the bidders in the technical deviation statement to be uploaded along with the bid.

15. Negotiation on Bids

For tender evaluation purpose, the bidder who has quoted the lowest total amount shall be considered as L1. If required, the Tender Inviting Authority may resort to negotiation with the L1 Bidder only, to explore the possibility of bringing down the high quoted rate items if any to an acceptable level.

16. Managing Director, ERCMPU reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part, as the case may be, without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection. The Ernakulam Regional Cooperative Milk Producers Union Ltd. will not be responsible for any kind of online delay.

17. Schedule of Requirement

Sl. No.	Item	Total Qty (Approx. Nos.)
1	Medium Executive Diaries	11000
2	Pocket Diaries	5000

The final quantity may vary +/- as per the actual requirement.



18. Technical Specifications -MEDIUM EXECUTIVE DIARY

Size

size – 24cm x 18 cm'

Cover Page

Hard Binding with Kappa Board, Four Color print Matt lamination with spot UV and Machine Binding as per approved artwork from ERCMPU.

Inside pages

- a) Total pages 208 (+/- 08) ,70 GSM, Natural Shade, single color with Watermark and Bookmark.
- b) Two days in a page (Half Page should be provided for Sunday also).
- c) ERCMPU's profile to be printed in the first 16 pages.
- d) 12 pages should be provided for monthly action plan in the beginning of every month.
- e) Front and back Asther Four color printing (6 Pages) in 170 GSM art paper
- f) Random insertion of four color printed 8 sheets.

19. Technical Specifications -POCKET /PERSONAL DIARY

Size

16 cm (H)x 9 (W) cm

Inside Pages

Three to Four days in a page. 12 pages should be provided for monthly action plan in the beginning of every month. Inside pages - ERCMPU's profile, calendar, important phone numbers, etc. are to be printed in the first 16 pages in single colour. Total pages 152 (+/- 08) approximately with single color, watermark and bookmark. Inside 70 GSM Natural shade –single colour printing. Matt laminated cover page with spot UV Multi-colour printing with Hard Board (Kappa)and Machine Binding as per sample approved by ERCMPU.

Signature Not Verified

Digitally signed by K S Saji
Date: 2026.07.13 16:07:28 IST
Location: Kerala-KL