

**Tender Notice for Empanelment of Agencies  
for  
the Designing and Printing Works for Digital University Kerala  
Retender**

**Ref No. KUDSIT/458/12/Emp. D&PW/2025-26**



Curating a responsible digital world

**KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY**

*(Established by Govt. of Kerala Vide Ordinance No: 9 of 2020 dated 18/01/2020)*

Technocity Campus, Kuracode Mangalapuram, Thonnakkal P O

Thiruvananthapuram – 695 317, Kerala

Ph: 0471-2788000

E-mail: [purchaseoffice@duk.ac.in](mailto:purchaseoffice@duk.ac.in)

Website: <https://etenders.kerala.gov.in>

|                                        |   |                            |
|----------------------------------------|---|----------------------------|
| Last date of Submission of online bids | : | 01.10.2025 up to 15.00 hrs |
| Date of Opening of Technical Bids      | : | 01.10.2025 at 15.30 hrs.   |

## **Tender Notice for Empanelment of Agencies for the Designing and Printing Works for Digital University Kerala**

The Registrar, Kerala University of Digital Sciences, Innovation and Technology, Thiruvananthapuram, invites competitive applications from reputed, interested and eligible firms for empanelment of agencies for Designing and Printing works for Digital University Kerala.

| Tender Due Dates |                                                         |                       |
|------------------|---------------------------------------------------------|-----------------------|
| 1                | Date for Availability of Tender Document on the website | 22.09.2025            |
| 2                | Last Date for Bid Submission                            | 01.10.2025 at 03.00pm |
| 3                | The date and time for opening of Bid                    | 01.10.2025 at 03.30pm |
| Tender Fee & EMD |                                                         |                       |
| 4                | Tender fee (Inclusive of GST)                           | Rs. 1180/-            |
| 5                | EMD                                                     | Rs. 5000/-            |

### **The proposed work includes:**

- Brochure designing & printing work
- Books designing & printing works
- Invitation/greeting cards designing & printing works
- Posters designing & printing works
- Diary/calendar designing & printing works
- Letter head/visiting cards/writing pads/ID cards designing and printing works
- Any other miscellaneous works related to design and printing, including event branding materials, certificates, signage, banners, standees, display panels, annual reports, etc.

### **Terms and Conditions**

1. The agency should have both Offset Printing and Digital Printing facilities and capabilities with High-quality printing for large volume jobs, ensuring colour accuracy and consistency. Capable of handling large volume printing with high precision and quality.
2. The agency shall be fully equipped with all facilities to handle the printing jobs in a given time frame. Agency should have in-house creative designing facilities. Agency must be capable of executing urgent jobs round the clock in case of exigency. The agency

entrusted with the job for printing shall execute the work in most professional manner maintaining high standards of Printing.

3. The agency entrusted with the Printing Job shall make arrangements to collect all material at his own cost and expense from the DUK immediately as and when intimated, including odd hours and holidays. The material after editing should be printed and delivered to the office of Digital University, Technopark Phase IV campus, Thiruvananthapuram or as directed by the officials of DUK.
4. Once the job is assigned to the agency, it cannot be refused by the agency. A penalty can be imposed on the agency if he fails to deliver the job in time beside other suitable action which will be ascertained in that particular situation. The job should be completed within the delivery schedule.
5. Payment will be made only after job is delivered completely in all respects. No part payment or advance payment will be made.
6. Data sharing is not allowed. An NDA must be signed with DUK in this regard.
7. DUK takes copyright infringement very seriously. Extraction/publication of any of the data not expressly authorised by DUK will be grounds for litigation.
8. The quality of the paper for cover/text/envelop as specified and approved should be maintained and should not be changed. Any change by using inferior quality will result in non-payment and cancellation of work order without any notice.
9. In the event of defective execution of work leading rejection of work, the selected firm will print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be admitted for such works.
10. Refusal to accept and execute the work orders shall be viewed as violation of the agreement and may lead to removal of such printers without any condition from the panel of printers.

11. Payment of works will be released within 15 days from the date of receipt of invoice and delivery of items as specified in the work order.
12. During empanelment period, DUK reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the DUK reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance. DUK's decision will be final and binding in this regard.
13. The University will take appropriate decision including penal action, if the selected agency fails to execute the work properly in the prescribed manner.
14. Any disputes arising in this connection will be only under the jurisdiction of the courts at Thiruvananthapuram.
15. The University reserves the right to reject any offer without assigning any reason, whatsoever.
16. DUK reserves its right to terminate the empanelment at any time without assigning any reason and call for a fresh empanelment.
17. DUK reserves right to approach vendors outside the panel of empanelled vendors in absence of proper response from empanelled partners.
18. No Agency shall submit more than one proposal. If an Agency submits or participates in more than one proposal, all the proposals submitted by the Agency shall be disqualified.
19. The selected agency will have to execute an agreement for the purpose in stamp paper with the University.

**Qualifying / Eligibility Criteria**

| <b>Sl. No.</b> | <b>Eligibility criteria</b>                                                                                                                            | <b>Document required for verification (Any Proof)</b>                                                                                                                                                                                                                                                                                                                                                  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.             | The Bidder should be a registered Corporate/ Firm/ LLP/ Proprietorship                                                                                 | <ul style="list-style-type: none"> <li>• Proprietorship firm: Udyog aadhar number.</li> <li>• Partnership firm: Certified copy of Partnership Deed.</li> <li>• Limited Liability partnership (LLP): Memorandum of LLP</li> <li>• Limited Company: Certified copy of Certificate of Incorporation / Certificate of Commencement of Business.</li> <li>• GSTIN/PAN/TIN – Proof to be attached</li> </ul> |
| 2.             | The agency should have a minimum of three years experience in the field of Printing and designing Works.                                               | Relevant work orders with GST bill of printing work with details to be submitted in this regard for each relevant year from PSU's, Govt. Companies / Boards / companies / corporates                                                                                                                                                                                                                   |
| 3.             | The bidder should have an average annual turnover of at least INR 15 lakhs during the last 3 financial years i.e 2022-2023, 2023-2024, 2024-2025       | Audited copy (including balance sheet and P&L) of the annual turnover for last 3 years should be submitted.                                                                                                                                                                                                                                                                                            |
| 4.             | The agency should have its proper setup and sufficient manpower and must having latest high quality printing machineries and other relevant equipment. | Documentary proof in this regard must be submitted.                                                                                                                                                                                                                                                                                                                                                    |

|     |                                                                                                                                                                                                      |                                                                                                                                                            |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.  | The bidder must not have been declared insolvent/bankrupt or should not have filed for insolvency/bankruptcy or in the process of being declared bankrupt before any designated authority.           | A self declaration regarding the bidder not being, or not having filed, or is not in the process of being declared, insolvent/bankrupt shall be submitted. |
| 6.  | The bidder should not have been blacklisted by any of the State/Central Government or organizations of the State/Central Government in India in the past three years.                                | Self-Declaration in this regard by the authorized signatory of the bidder.                                                                                 |
| 7.  | The agency should be agreeable to conduct/carry works in short notice (24 Hours) and the agency should be agreeable to accomplish the work as specified by DUK within the stipulated time frame.     | Undertaking in this regard must be submitted                                                                                                               |
| 8.  | The agency staffs should be ready to travel to Digital University Kerala, Technopark Phase IV campus, Thiruvananthapuram for any discussions regarding Printing as and when required by the company. | Self-declaration in this regard with recent address Proof must be submitted.                                                                               |
| 9.  | The agency shall have an active and permanent office in Thiruvananthapuram                                                                                                                           | Documentary proof in this regard must be attached.                                                                                                         |
| 10. | Agreeing to the terms and conditions of the tender document (by signing all pages of the copy of the tender document) is a mandatory requirement                                                     | Copy of signed tender document should submit along with the tender                                                                                         |

**Duration of Empanelment**

The term of empanelment shall be for a period of one year extendable by another one year depending on the performance of the agencies. Digital University Kerala however, reserves the right to take a final decision on this.

**Evaluation methodology:****Objective:**

- The objective of this evaluation methodology is to facilitate for empanelment of agencies for ensuring technically superior and professional services.
- Once empanelment process is over, whenever any programme is to be conducted, bids from the agencies empanelled by DUK shall be invited for works. Based on evaluation, the best fit agencies shall be awarded.

**Evaluation process:**

- DUK shall evaluate first the minimum eligibility criteria bid and based on its evaluation, technical presentation shall be undertaken for evaluation of those shortlisted at first stage.
- The evaluation will be undertaken by a committee of officials formed by DUK and its decision will be final.
- The bidders with the highest scores will be empanelled (Top five agencies or as decided by DUK).

**Representation of any with regard to the tendering process may be mailed to [purchaseoffice@duk.ac.in](mailto:purchaseoffice@duk.ac.in)**

For notices, the Purchaser's address is

Registrar,  
Kerala University of Digital Sciences Innovation and Technology,  
Technopark Phase IV Campus, Kuracode, Mangalapuram, Thonnakkal P.O,  
Thiruvananthapuram – 695 317, Kerala  
Telephone + Ph: + 91 471 2788000  
e-mail: [purchaseoffice@duk.ac.in](mailto:purchaseoffice@duk.ac.in)

**DECLARATION SHEET**  
**< Organization Letter Head >>**

*I, ..... hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the terms and conditions in details and agree to comply with the requirements. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.*

|                                                                                                                                                                                                                  |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| I, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.  | NAME & ADDRESS OF THE Agency |
| 1. Phone                                                                                                                                                                                                         |                              |
| 2. Fax                                                                                                                                                                                                           |                              |
| 3. E-mail                                                                                                                                                                                                        |                              |
| 4. Contact Person Name                                                                                                                                                                                           |                              |
| 5. Mobile Number                                                                                                                                                                                                 |                              |
| 6. TIN Number                                                                                                                                                                                                    |                              |
| 7. PAN Number                                                                                                                                                                                                    |                              |
| 8. GST Number                                                                                                                                                                                                    |                              |
| 9. Bank details of the bidder in the following format:<br><br>a) Name of the Bank:<br>b) Account Number:<br>c) Attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder |                              |

(Authorized Signature with Stamp)