

# KARNATAKA ANTIBIOTICS AND PHARMACEUTICALS LTD.

(A GOVT. OF INDIA ENTERPRISE)

Materials Dept.: Arka The Business Centre, Plot No 37 ,NTTF Main

Road, Peenya Industrial Area, 2nd Phase Bengaluru-560058

CIN No: U24231KA1981GOI004145 PHONE 080 23571590

Website: [www.kaplindia.com](http://www.kaplindia.com)



Invitation of “Tender Enquiry” for Rate Contract for Artwork and designing consultants for Marketing departments.

E-Tender under Two bid stage Part-1: Technical Bid and Part-2: Financial Bid is invited from Artwork and designing consultants to KAPL Marketing Department as per terms & conditions for the period of Two years.

Bidders will have to participate in bidding process through website [www.tenderwizard.com/KAPL](http://www.tenderwizard.com/KAPL)

<b>Expression of interest Ref.:</b>	<b>PMT/MKTG/1308/2024-25</b>
<b>Mode of Tender</b>	E-Procurement System (Online Part I – Technical Bid & Part II–FinancialBid)through <a href="http://www.tenderwizard.com/KAPL">www.tenderwizard.com/KAPL</a> . The intending bidders are required to submit their offer Electronically through e-tendering portal. No physical tender is acceptable.
<b>Date &amp; Time of NIT Available to parties to download</b>	<b>09.09.2024 at 14.00Noon</b>
<b>Last date and Time to participate</b>	<b>16.09.2024 at 23.59 Hrs</b>
<b>Evaluation Start time and date</b>	<b>17.09.2024 at 09.00 Hrs</b>
<b>Place of BID Submission &amp; Opening of Bids</b>	<b>KAPL E-Procurement portal</b>
<b>Offer(EoI) validity</b>	60 days or such extension sought for by KAPL by modification issued in this regard.
<b>Contract Duration</b>	Successful bidder(s) will be empanelled with KAPL for the period of TWO years from the date of Issuance of Letter of Intent & can be extended thereafter for a further period of one year, as per existing terms & conditions.
<b>Email ID for communication</b>	<a href="mailto:purchase@kaplindia.com">purchase@kaplindia.com</a>
<b>Web Address</b>	<a href="http://www.kaplindia.com">www.kaplindia.com</a>

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## Annexure-A

### Important Instructions for E-Tender

**Bidders are requested to read the terms and conditions of this tender before submitting your online tender.**

Process of E-Tender:

A) Registration: The process involves vendor's registration with KAPL e-procurement portal which is **free of cost**. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet.

KAPL is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE: THE BID HAS TO BE SUBMITTED ON-LINE AT**

[www.tenderwizard.com/KAPL](http://www.tenderwizard.com/KAPL)

1). Vendors are required to register themselves online with [www.tenderwizard.com/KAPL](http://www.tenderwizard.com/KAPL) e-Procurement of KAPL. Register as Vendor -- Filling up details and creating own user ID and Password. Submit.

2. After successful registration send request mail with acknowledgement slip to [purchase@kaplindia.com](mailto:purchase@kaplindia.com) for account activation.

3). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact KAPL, (before the scheduled time of the E-tender). Contact person (KAPL): Dealing Officer: Manager – Materials  
Phone no. 080-23571590/707 E-mail:- [rmpurchaseincharge@kaplindia.com](mailto:rmpurchaseincharge@kaplindia.com)

Contact person : Mr. Ramesha B HOD-Materials – [hodpurchase@kaplindia.com](mailto:hodpurchase@kaplindia.com) (contact no: 9880758688).

Vendors should upload the below mentioned supporting documents (based on their type of Organization) during registration process:

1. PAN Card.
2. Certificate of Incorporation (for Indian organizations)
3. GST Certificate.
4. An Address proof is also to be submitted in case of Individuals.
5. If the firm is registering in joint venture, they also need to upload deed agreement.

#### **NOTE 1:**

- 1) Uploaded copy of all these supporting documents must be self-attested by authorized signatory. Attested signature shall also be verified by Tender Wizard Helpdesk for further authentication process.

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- 2) Tenderer digital signature on the E- Tender form will be considered as their confirmation that they have read and accepted all the conditions laid down in the tender documents, unless specific deviation is quoted in the techno- commercial offer form.

E- Tender form is not transferrable and the same is to be submitted with digital signature/ signed & scanned copy by the pre-authorized personnel of the bidder. Tender is to be submitted through e-tender-mode only at website [www.tenderwizard.com/KAPL](http://www.tenderwizard.com/KAPL) along with scanned copies of credential papers.

- 3) For what so ever reasons, if any part of KAPL tender document is not uploaded/ submitted by the bidder, other than financial and technical offers and requisite Pre-Qualifying credentials, in that case the missing part of the tender document shall be treated as read and acceptable to bidder.
- 4) Tenders completed as per instructions will be submitted through e-tendering mode only in the website [www.tenderwizard.com/KAPL](http://www.tenderwizard.com/KAPL) as per the prescribed date and time mentioned in the tender notice and tender will be opened on the prescribed date and time in the presence of tenderers or their authorized representative who may wish to be present. Only one representative of each tenderer, who has submitted the tender, will be allowed.

## **NOTE 2: Bidding in e-tender:**

- a) The process involves Electronic Bidding for submission of Bids.
- b) The vendor(s) should submit their Technical Bid and Financial Bid through internet in KAPL website [www.tenderwizard.com/KAPL](http://www.tenderwizard.com/KAPL).
- c) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same.
- d) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- e) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- f) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- g) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
- h) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- i) Buyer 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.
- j) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.  
Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

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## **No deviation to the technical and commercial terms & conditions are allowed.**

The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

## **Annexure-B**

### **General Terms & Conditions**

1. Mere participation in e-tender will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
2. Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.
3. If eligible for the supply, the benefits as per prevailing norms will be extended to MSEs registered with NSIC as per New Public procurement Policy as notified by the Government of India, Ministry of Micro, small & medium enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. It is not obligatory on the part of the Trustees to accept of Lowest Tender. They reserve the right to accept a Tender in full or in part and/or reject a Tender without assigning any reason thereof.
4. Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
5. Due date of submission of tender may be extended as per KAPL's discretion by releasing corrigendum in website of KAPL.
6. SCOPE OF WORK: As per E-Tender Document
7. The Terms and Conditions of E-Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other Documents forming part of this Contract wherever the Contract so requires.
8. Validity: Two years from the date of Letter of Intent.
9. EVALUATION CRITERIA: As per relevant clause of Tender Document and Only Technically qualified bidders Financial bid will be opened.
10. PAYMENTS: 30 Days Credit after receipt and acceptance.
11. In case of a dispute between the Bidder & KAPL , all possible attempts should be made to settle such dispute activities by & between the parties. Arbitration any disputes arising out of and in relation to this agreement will be settled to arbitrator appointed DF/MD of KAPL. The arbitration would be conducted and governed by and under the provisions of Arbitration Act 1996. Any legal dispute will be subject to jurisdiction of Bengaluru Courts and no other Court shall have the Jurisdiction.
12. JURISDICTION OF COURT: The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of Bengaluru.
13. The relatives of KAPL Employees shall in no way be connected with carrying out business activity as per the terms and

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conditions of the tender documents without prior permission of KAPL management.

14. KAPL may at any time terminate the contract for any reason by giving the bidders a 3 month's prior notice of termination.
15. KAPL management has the right to match L1 rates with L2 and L3 vendors. In case the Quantity is more the order shall be split at the ratio of 60:40 or 40:30:30 subject to approval of Competent Authority.

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## **COMPANY BACKGROUND:**

Karnataka Antibiotics & Pharmaceuticals Limited (KAPL) (A Govt. of India Enterprise), Bengaluru, Karnataka-560058 is engaged in manufacturing and marketing of various Pharmaceutical /Ayurvedic / Veterinary and Agro-chemical products since 1984.

## **Invitation of “Tender Enquiry” for Rate Contract for Artwork and designing consultants for Marketing departments.**

Karnataka Antibiotics & Pharmaceuticals Limited (KAPL) is a PSU and pioneer in Pharmaceuticals under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India. KAPL is involved in the production and marketing of Pharmaceutical products at affordable prices to the consumers in India and outside India.

The following annexures are attached to this document and bidders are required to submit the same in the technical Bid.

- **List of Annexure attached-Technical Bid**

**Annexure-I: Scope of work (Page No: 10 to 11 )**

**Annexure-II: Check List (Page No: 12**

## **List of Annexure attached-Financial Bid**

**Annexure-I: Financial Bid (Page No: 13 to 14 )**

The Tender enquiry will be opened as scheduled in the presence of the bidders, who with to be present on bid opening date. In the event of the date being declared as a holiday for KAPL, the due date for submission of bid and opening will be the following working day at the appointed time.

## **Asst General Manager (Materials)**

**Arka The Business Centre**

**Plot No 37,NTTF Main Road**

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## **Terms & Conditions:**

1. **Selection Criteria:** Only bidders qualified in all parameters identified and mentioned as **Eligibility criteria** (Page No: 8) will be considered for **“Financial Bid opening”**.
2. **Price:** Bidders should quote their C/F prices to KAPL.
3. **Payment Terms:** Against 30days credit from the date of receipt of Services. However, payments to MSME Units will be released as per MSME payment guidelines.
4. **Agreement:** Empanelled Bidders will have to enter into an agreement with KAPL for two years which may be further extended for a period of another year with the existing terms & conditions.
5. Vendors who are awarded Work Orders for Artwork and designing have to complete all delivery to KAPL Marketing Department within the Lead Time mentioned in Work Order.
6. **Risk Purchase:** In case of non-supply against the Work Order Risk Purchase will be applicable.
7. **If a Bidder is debarred/delisted by any Central/ State Government Department/ Institution/ Subordinate office or Public Sector Enterprise, the said Manufacturer/Bidder will be disqualified for participation in the empanelment EoI.**  
**All bidders must enclose an Ink Signed declaration on their letter head that they were not debarred/delisted by any Central/State Government Department/Institution/Subordinate office or Public Sector Enterprise.**
8. **RIGHTS OF KAPL:**
  - (i) KAPL reserves the right to accept / reject the offers received without assigning any reasons whatsoever, or may call for any additional information / clarification if so required.
  - (ii) KAPL reserves the right to limit or delete any item mentioned in this document and extend the last date of submission of the bid.
  - (iii) KAPL reserves the right to modify the Bid, Terms & Conditions, etc. before the last date of submission of applications and thereafter extend the due date and the same shall be published in the Company's website. KAPL also reserves the right to cancel either in part or whole Bid without assigning any reason whatsoever.
  - (iv) Decision of KAPL will be final.
9. **COURT JURISDICTION:** This shall be subject to the exclusive jurisdiction of courts at Bengaluru, India.
10. **Dispute Resolution:**- In case of a dispute between the Bidder & KAPL ,all possible attempts should be made to settle such dispute activities by & between the parties. **In case the dispute could not be settled mutually by & between the parties the same would be settled by an Arbitration Proceeding strictly in compliance with the Arbitration & Conciliation Act, 1996.**  
**The Managing Director of KAPL reserves exclusive right to appoint the Arbitrator & the decision of the Arbitrator will be final & binding on all the parties.**

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## 11. Eligibility Criteria for Selection of Contract manufacturer under Loan License: (Fill up the chart & upload, with all relevant documents with technical Bid as per indicated below).

Parameters	Min Eligibility Criteria
1. Experience	Minimum 2 years relevant Pharmaceutical Domain Experience in Artwork and Desinging.
2. Other statutory Documents	Copies of GST Certificate, Pan, Aadhar etc.(All Should be As on date valid) to be enclosed
3. Accepted Bid Document	This tender document to be accepted with duly signed stamped in all the pages and to be uploaded.  For any Clause found not acceptable, bidders to submit deviation statement separately.



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## **Bid Form**

(General information of the Artwork Designer)

Name & Address of the Party	
Telephone No with STD code	
Email Address	
Name of the Contact Person	
Whether Proprietary/Partnership/Limited Company	
Years of Experience (Please attach documentary proof)	
Details of Tax Registration	
a) GST No with Certificate	
b) PAN Card	
c) TIN No with certificates	
Name & Address of your Bankers	
Bank A/C NO : with IFSC Code	
Number of Technical Person	
Technical Skill	Y/N
Creativity & Innovation	Y/N
Time Management(Timely completion of Job)	Y/N
Sound knowledge in English Language	Y/N

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## Annexure I Details of Scope of Work

### ANNEXURE-1

#### DESIGNING & ARTWORK SPECIFICATIONS MARKETING (FY 2024-25 & FY2025-26)

S. NO	ITEM DESCRIPTION	Accepted/Not Accepted
1	VISUAL AIDS [Line artwork + Color artwork] a. A4 size [per page] b. A3 size [ per page]	
2	PRODUCT PACKSHOT a. Per pack b. Group shot [combination of products]	
3	LEAVE BEHIND CARDS Line artwork + color artwork Size: 1/8 <sup>th</sup> Standard [Per page]	
4	PRESCRIPTION PADS a. Standard size, color job	
5	CATCH COVER / MONO CARTON a. Line artwork + color artwork [per page] b. Standard size, 4 color job	
6	CARTON MAKING a. Line artwork + color artwork b. Dummy design & carton making	
7	PLAIN / BLISTER ALU FOIL / ALU-ALU FOIL, SHIPPER / VIAL LABEL Line artwork [single / two / three colors]	
8	DIGITAL COLOUR PROOF a. A4 size b. A3 size	
9	ARTWORK ADPTATION CHARGES	
10	B/W [GREY SCALE] PRINTOUTS a. On paper – A4 [Per copy] b. On paper - A3 [Per copy]	
11	SINGLE COLOUR / DUO TONE ARTWORK	
12	LITERATURE COLOUR ARTWORK Dummy 1/4 <sup>th</sup> size per page	
13	POSTER ARTWORK	
14	BANNER ARTWORK	
15	Promotional Item Concept Designing Professional charges	

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S. NO	ITEM DESCRIPTION	Accepted/Not Accepted
16	SPECIAL CATEGORY ARTWORK FOR i. Product catalogue per page charge ii. Corporate brochure: a. Concept, Designing & Professional charges b. Corporate brochure front cover – color artwork with special effects, image editing and system charges etc. c. Corporate brochure inside pages layout / text artwork – color artwork with special effects, image editing and system charges etc [per page]	
17	CREATIVE FEE – MEDIA a. Original – up to 100 CC  b. Original – 101 CC to 400 CC  c. AV script – length – 7 min [approx] d. Audio – spot/jingle/song development for master version e. Audio visual with entire shoot [7 min approx] f. PPT based animation (video up to 2 min)	
18	LOGOS a. Brand logos b. Corporate logos	
19	PROFESSIONAL COPYRIGHT CHARGES PER A4 PAGE SIZE	
20	CORPORATE PROFESSIONAL PHOTOGRAPHY ASSIGNMENT a. Half day b. Full day	
21	ARTWORK CORRECTION CHARGES [Per page]	
22	IMAGES – EDITING & SYSTEM CHARGES ETC FOR EACH IMAGE	
23	FINAL ARTWORK CD / DVD BURNING CHARGES [Per CD / DVD]	
24	SPECIAL CATEGORY GIFT ITEMS DESIGNS FOR DIWALI / DUSSHERA / NEW YEAR GREETINGS Cartons / greetings / gravure packaging artworks etc	
25	Book designing <ul style="list-style-type: none"><li>• Black &amp; white page design A4 size</li><li>• Color Page design A4 size</li><li>• Graphs &amp; tables</li></ul>	
26	Product Leave behind card (Visiting card size, shape may vary)	
27	Power Point Presentation	

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## **Annexure - II**

### **CHECKLIST**

S/N	Particular of Document	Attached/ Not	Page No	Remarks
1.	Forwarding letter indicating the submission of Bid documents along with check list of document			
2.	Tender Document duly Signed and Stamped in all Pages along with Corrigendum (if Any)			
3.	Duly filled in chart & Bid Form			
4.	PAN No			
5.	ISO Certificate if any			
6.	GST No			
7.	Dully filled in Annexure -I (Scope of work)			
8.	Annexure -II: Checklist			
9.	Non Debarment /black list certificate as per point no 07 of terms and conditions of tender document.			
10.	Financial bid			
11.	Attachment List if any			

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**END OF DOCUMENT**