

CB/PUB/2015-16/4/2

27/07/2015

**TENDER NOTICE**

Separate sealed bids, under two bid system, are invited for printing and supply of Coir Board's diary and calendar for 2016. Interested and experienced parties may submit their bids to the undersigned at the above address on or before 3.00pm on 18/08/2015. The technical bids will be opened on the same day at 3.30pm at Coir Board Office, Kochi-16.

The undersigned reserves the right to accept/reject any or all the bids without assigning any reason whatsoever.

For further details of the work, EMD, terms and conditions, delivery schedule etc, contact Marketing and Publicity Officer during office hours.

Sd/-  
Secretary

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27/07/2015

## **QUOTATION FOR PRINTING OF DIARY AND CALENDAR – 2016**

Competitive quotations under two bid system are invited in separate sealed covers from well – experienced parties for printing and supply of the Board’s Diary and calendar for the year 2016 with the following specifications and terms and conditions.

### Diary 2016 : 5000 Nos

Size	: 24.5 x 18.5
Material	: 70 gm maplitho, 2 <sup>nd</sup> & 3 <sup>rd</sup> Page (Multi colour).
Page layout	: As per Coir Board’s design in Bilingual, single day a page, Saturday and Sunday clubbed 16-20 pages standard Information and 20 pages for Additional information.
Page additions	: 1 page in multi colour at Beginning of every month in 70 gsm art paper containing Pictures of different coir Products -12 sheets. Art work Will be issued by the Board. Should be prefect binding with Sewing.

### Calendar 2016 : 5000 Nos

Paper	: 150 gms art paper
Size	: width 39cm x 55.5 height
Page layout	: 6 leaf for twelve months both side multi Colour pictures
Front Leaf	:100 gsm maplitho with one side printing In single colour
Binding	: Metal spiral with support hard board.

1. The intending bidders should have 10 year experience of executing similar nature of work and having annual turnover of rupees 2 crore. Samples of Diary and calendar printed by the party have to be furnished along with testimonials / records

showing past experience, proof of turnover. These documents shall essentially included in the Technical bid.

2. The rate may be quoted after inspecting the specimen available at Coir Board Head Office (Publicity Department), Ernakulam during office hours (Monday to Friday between 9am -5.30pm).
3. The work should be completed and requisite numbers of Diary and Calendar have to be supplied to the Board within 30 days from the date of issue of work order.
4. The Diary and Calendar printed and supplied should be strictly as per the specification. Deviation from the approved specifications, terms and conditions, delivery schedule etc will not be allowed under any circumstances. No payment will be made in respect of supplies not conforming to the specifications, designs and conditions prescribed.
5. The rate should be inclusive of paper cost, layout, designing, printing and all taxes, charges and incidentals if any.
6. Coir Board's name and emblem should be printed on cover on diary and calendar, in addition to the insignia of the Ministry of MSME as per the instructions.
7. A book mark (rider) thread should be provided in each copy of the diary.
8. The diary and calendar should be delivered to the places/parties as per the list furnished by the Coir Board in good condition. The places to be delivered are all over India including Jammu and Kashmir and North Eastern India. However maximum number of copies would have to be delivered in different places in Kerala followed by New Delhi. The actual postage/courier charges will be paid separately. The modalities and other arrangements for despatch of the material will be intimated to the successful bidder separately.
9. The quotation along with documentary evidence to prove the credentials should be addressed to the Secretary, Coir Board, Kochi – 68/2 016 in sealed covers in two bid system, ie.... Technical bid as well as price bid. Separate technical and price bids have to be submitted for each work.
10. The technical bid cover should contain the following:

- a) EMD @ Rs.10,000/- (Rupees Ten thousand only) for each work. DD should be drawn on a scheduled commercial bank in favour of the Secretary, Coir Board and payable at Ernakulam.
- b) The design, page layout, paper specification, size, material, wrapper, binding, front leaf, etc of the calendar and diary.
- c) The detailed work schedule
- d) Time schedule
- e) Minimum contract period
- f) The depiction of advertisement of Coir products in the calendar as well as diary.
- g) Copies of document proving previous experience, financial stability and any other material which is relevant.
- h) Specimen copy of the earlier work done.

The technical bid cover should be separate for Diary and Calendar, duly sealed, and super scribed as “technical bid for the quotation for printing and supply of Calendar / Diary 2016”, as the case may be.

11. The price bid should contain the following:

All inclusive cost per copy of Table calendar and Diary separately, including design, layout, printing etc.

The price bid should also send in two separate covers for diary and calendar, duly sealed and super scribed as “price bid for the quotation for printing and supply of calendar and diary 2016” as the case may be.

The technical bid and price bid covers for the printing and supply of Diary duly sealed shall be put in a large sealed cover duly super scribed “Quotation for the printing and supply of Coir Board Diary 2016”.

The technical bid and price bid covers for the printing and supply of the Calendar 2016 duly sealed shall be kept in a large sealed cover super scribed “Quotation for the printing and supply of Board’s Calendar 2016”.

The name, address and telephone number of the printer shall be mentioned in the left bottom side of all the envelopes.

12. The decision of the Board shall be final

13. Conditional tenders and will not be considered.

**General Terms.**

1. The invitation for Bids is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.
2. Coir Board reserves the right to withdraw this invitation of Bids if it determines that such action is in the best interest of the Board.
3. Timing and sequence of events resulting from this invitation shall ultimately be determined by Coir Board.
4. The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this invitation of Bids or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
5. Applicants who are found to canvass influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
6. By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
7. The bidders' proposals in the bid document will be evaluated as per the requirements specified in the invitation of Bids and adopting the qualification criteria spelt out in this invitation.
8. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the price

bids. Submission of more than one bid by the same party will be a disqualification.

9. The rates quoted should be all inclusive and price bids with condition discounts will not be entertained. The price quote should be expressed in words and figures. Correction / overwriting etc. have to be avoided. Bids submitted through fax, e-mail etc. will not be accepted.
10. Deduction of taxes / levies as applicable from time to time will be made at source by the Board while releasing payment.
11. The selected agency will have to enter into an agreement in stamp paper with Coir Board.
12. A pre-bid meeting will be held at Coir Board Head Quarters, Kochi at 05/08/2015 for providing clarifications/additional information to the intending bidders.
13. All the inner and outer covers containing the bids should be sealed with the address of the sender and recipient mentioned.
14. Bidder should not have been blacklisted by Departments / Ministries of the Govt. of India or PSUs for which Declaration has to be submitted in the specified format as provided in Tender Document.
15. The EMD will be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid and / or on submission of false documents / undertaking.
16. A bid received without EMD shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.

17. Bid will be rejected and returned to the bidder, if EMD is found to be of lesser amount or EMD is not submitted in the manner prescribed therefore.
18. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
19. The bid security of the unsuccessful bidder will be returned to them within 30 days after finalization and award of the tender without any interest.
20. Conditional tenders and tenders with conditional offers will summarily be rejected.
21. The bidders will have the right to raise questions on the tender process/ tender papers.
22. The terms and conditions in this bid document and to contract will be interpreted in Indian Laws and will be subject to Jurisdiction of Courts at Kochi, Kerala.

For any further clarification/details required contact Coir Board, Coir House, M.G Road, Cochin, Phone No: 0484-2351788, 2351807 during office hours on all working days.

The quotations indicating all inclusive rates (separate sealed covers) should accompany a DD towards EMD of Rs.10,000/- drawn in favour of Secretary, Coir Board payable at Ernakulam. The DD should be enclosed in the envelope of technical bid. The last date of receipt of quotations at the office of the undersigned will be at **3.00pm on 18/08/2015**. The technical bid will be opened on the same day at 3.30pm in the presence of bidders in any. More details can be had from the Board's office during working hours. Ph: 0484-2351900. The price bids will be open on a date after

evaluation of the technical bids and presentation before the duly appointed committee short listing of bids.

The undersigned reserves the right to accept or reject any or all the quotations either in part or full without assigning any reason whatsoever.

SECRETARY