

COIR BOARD, COCHIN-16

INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT AS PRINTERS

Coir Board proposes to empanel Printers having reputation, financial stability and proven track record, during the last three years for awarding the printing works from time to time for the next three years.

Scope of the work:- Printing of Board's publications, Notices, Pamphlets, Brouchers, Booklets, Folders, Leaflets, Posters etc.,

Agencies possessing the eligibility criteria and willing to get empanelled as Printers may respond with documents to prove their credentials. The selection will be made after a short listing based on the responses received. The short listed parties may have to make presentation before a committee constituted if found necessary for the purpose for further short listing, selection and empanelment.

Documents to prove the following should accompany the E.O.I.

1. Proof of sound financial background (Balance sheet, certified bank statements etc)
2. Track record in undertaking Printing work. (Copies of past work orders/appreciation letters etc)
3. Income tax- PAN, Service Tax Registration, VAT Registration, Udyog Aadhar registration (copies)
4. Annual turnover minimum Rs.50 lakhs of the last 3 financial years. (Copies profit & loss A/c, Income Tax Returns etc.)
5. Turnover/ profit for the last three years. (Profit and loss A/c, Income Tax Registration)
6. Similar work experience with Government Departments/PSUs etc. (Copies of work order)

7. Details if Infrastructure available with the printing.(Details of office, Press, Machineries, staff etc)
8. Terms & Condition if any,
9. Such other information which can be considered on merit.

Other information:

General eligibility: The printer must have the capability to provide all printing services. An office/contact place of the printer should be available at Kochi, Kerala.

Selection: Bids not conforming to the requirements will be prima facie rejected. The printer selected will have to sign an integrity pact and enter into an agreement with the Coir Board for execution of the work as per the terms and conditions and TOR stipulated from time to time.

The responses from the interested parties in sealed envelope with all supporting documents should reach Secretary Coir Board, Cochin-16 on or before 3.00pm on 17/06/2016 and will be opened on the same day at 3.30pm.

Further details, if any, can be had from Marketing and Publicity Officer during office hours on all Central government working days.(Phone No. 0484 2351900)

The Secretary, Coir Board reserves the right to accept or reject any or all of the offers either in full or part, without assigning any reason, and no further communication to the parties whatsoever.

SECRETARY