



## कयूर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)  
Ministry of MS&ME, Govt. of India)

कयूर हाउस, एम.जी.रोड., कोच्ची - 682016  
Coir House, M.G. Road, Kochi - 682016  
तार/ Gram : COIR BOARD  
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788  
फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल/ E-mail : coir@md2.vsnl.net.in  
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

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30.06.2016

### **QUOTATION FOR PRINTING OF PAMPHLETS**

Competitive quotations are invited in sealed cover from well – experienced parties for printing and supply of pamphlets with the following specifications and terms and conditions.

#### Size

1. : 28x21 cm – 3 folding – 16 Nos.(approximate)
2. : 24x18 cm – 2 folding – 5 Nos. ( “ )
3. : 56x21 cm – 3 folding - 1 No. ( “ )

Material : 170 gsm art paper  
(Multi colour).

Page layout : As per Coir Board's design

No. of copies of each size : Minimum 10000 Nos.

1. The printer must have an office/contact place in Kochi, Kerala.
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 within 5 days from the date of issue of work order.
4. The pamphlets 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 conditions prescribed.
5. The rate should be inclusive of paper cost, layout, designing, printing and all taxes, charges and incidentals if any.

6. The quotation along with documentary evidence to prove the credentials should be addressed to the Secretary, Coir Board, Kochi – 682 016 in sealed cover.
7. The quotation should contain the following:
  - a. **The rates for the printing work as per the format enclosed**
  - b. Proof of sound financial background (Balance sheet, certified bank statements etc)
  - c. Track record in undertaking Printing work. (Copies of past work orders/appreciation letters etc)
  - d. Income tax- PAN, Service Tax Registration, VAT Registration, Udyog Aadhar registration (copies)
  - e. Annual turnover minimum Rs.50 lakhs of the last 3 financial years. (Copies profit & loss A/c, Income Tax Returns etc. )
  - f. Turnover/ profit for the last three years. (Profit and loss A/c, Income Tax Registration)
  - g. Similar work experience with Government Departments/PSUs etc. (Copies of work order)
  - h. Details if Infrastructure available with the printing.( Details of office, Press, Machineries, staff etc )
  - i. Such other information which can be considered on merit.
  - j. EMD of Rs.10,000/- (Rupees Ten thousand only) should be taken as DD drawn in favour of the Secretary, Coir Board and payable at Ernakulam.

The quotation should be in sealed cover duly superscribed “Quotation for the printing of pamphlets”.

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

The last date for receipt of the quotations at the office of the Coir board at Kochi will be at **11.00 A.M. on 05.07.2016**. The quotations will be opened on the same day at 11.30 S.M. at Coir House, M.G.Road, Kochi in the presence of bidders.

8. The decision of the Board shall be final
9. 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. 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. Bidder should not have been blacklisted by Departments / Ministries of the Govt. of India or PSUs.
13. 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.
14. A bid received without EMD shall be rejected as non-responsive at the bid opening stage and returned to the bidder.
15. 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.
16. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
17. 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.
18. The bidders will have the right to raise questions on the tender process/ tender papers.
19. 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: 0484-2351900 during office hours on all working days.

The quotations indicating all inclusive rates should accompany a DD towards EMD of Rs.10,000/- drawn in favour of Secretary, Coir Board payable at Ernakulam. The last date of receipt of quotations at the office of the undersigned will be at **11.00 AM on 05.07.2016**. The bid will be opened on the same day at 11.30 AM in the presence of bidders in any. More details can be had from the Board's office during working hours. Ph:0484-2351900

The successful bidder have to enter into an agreement with the Board in a stamp paper worth Rs.100/-.

Further details, if any, can be had from the Coir Board, Coir House, M.G. Raod, Ernakulam, Kochi – 682 016 on all working days between 09.00 a.m. to 05.30 p.m.(tele: 0484- 2351900)

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

**Coir Board**  
(Ministry of MSME)  
M.G.Road, Kochi-682016

**QUOTATION FOR PRINTING OF PAMPHLETS**

Name & Address of the party :  
(with phone No., email, address etc.)

Sl.No.	Size of the Pamphlets (170 gsm art paper) (Double side printing) Rate should be all inclusive	Rate for 5000 copies	Rate for 10000 copies	Rate per 1000 copies above 5000 copies
1.	28x21 cm – 3 folding			
2.	24x18 cm – 2 folding			
3.	56x21 cm – 3 folding			

Signature of the party with seal