



कयूर बोर्ड Coir Board

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

कयूर हाउस, एम.जी.रोड., कोची - 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

No:l-21013(12)/1/2017-PUBLICITY

22.09.2017

TENDER NOTICE

Separate sealed quotations, under two bid system, are invited for printing and supply of Coir Board's Organizer and Calendar (Wall and Desktop) for 2018. Interested and experienced parties may submit their bids to the undersigned at the above address **on or before 3.00pm on 13.10.2017**. 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.

A pre bid meeting will be held at the above address at 2 pm on 05.10.2017. Any extension of time, modifications, alterations, addendum etc. to this notice will not be published in news paper and instead, will be notified only through the official website of the Coir Board, www.coirboard.gov.in. All concerned may therefore regularly visit the website for updated information.

For further details of the work, EMD, terms and conditions, delivery schedule etc, contact the Marketing and Publicity Officer (Phone:0484-2371195), Coir Board during office hours.

Sd/-

Secretary



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
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No:l-21013(12)/1/2017-PUBLICITY

22.09.2017

QUOTATION FOR PRINTING OF ORGANIZER AND CALENDAR – 2018

Competitive quotations under two bid system are invited in separate sealed covers from well – experienced agencies for printing and supply of the Board’s Organizer and calendar for the year 2018 with the following specifications and terms and conditions.

1. ORGANIZER6000 Nos.

	Details	Sheets	Pages
1	Diary (1page/2day)	92	184
2	Planner	13	26
3	Telephone Index	11	22
4	Notes	15	30
5	Common information	5	10
6	Additional Information	13	26
	Total Normal pages	149	298
	Total multi colour printing pages	14	28
	Front & Back pages(without printing) (130 gsm art paper)	2	
	Rider pages	5	
	Outer Jacket	PU leather cover	

Size of the sheets in the Organizer : 17 x 10 cm
Specification of Normal pages : White 70 gsm (pearl white) paper
Specification of colour pages : 100 gsm art paper
Specification of rider pages(colour Print) : 130 gsm art paper
Closed Jacket size : 19.5 x 14 cm
Spine Thickness : 2.5cm
Specification of Jacket : Good quality PU leather Cover with Board name and emblem embossed and magnetic lock. The width of the flap should be less than 2.5 cm.
Card holder : 5 pockets
Pen Holder
Note: The Spiral and holes should be well aligned.

2. WALL CALENDAR 6000 Nos.

	Specifications	
1	Size	Width 39 cm x height 55.5 cm
2	Paper	150 gsm art paper
3	Page layout	6 leaf for twelve months both side multi Colour pictures
4	Front leaf	100 gsm maplitho with one side printing in single colour
5	Binding	Metal spiral with support hard board

3. DESKTOP CALENDAR 6000 Nos.

	Specifications	
1	Size	DUMMY 1/8 TH
2	Paper	220 gsm art paper
3	Page layout	1 leaf for 1 month both side multi Colour pictures + 1 additional leaf
4	Binding	Metal spiral with support hard board
5	Hard Board	Thick white Hard Board 400 gsm

Note: Artwork will be issued by Coir Board.

Terms and Conditions

1. The intending bidders should have at least 3 years experience of executing similar nature of work and having annual turnover of rupees 2 crores or more. Samples of Organizer and calendar printed by the party have to be furnished along with testimonials / records showing past experience, proof of turnover. These documents shall essentially be 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 Organizer and Calendar have to be supplied to the Board within 30 days from the date of issue of work order.
4. The Organizer 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 embossed on front cover of Organizer and printed on calendar, as per the instructions.
7. **The quotation along with documentary evidence to prove the credentials should be addressed to the Secretary, Coir Board, Kochi – 682 016 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. (formats enclosed)**
8. 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, jacket, front leaf, etc of the calendar and Organizer.
 - c) The depiction of advertisement of Coir products in the calendar as well as Organizer.
 - d) Copies of document proving previous experience, financial stability and any other material which is relevant.
 - e) Specimen copy of the earlier work done.

The technical bid cover should be separate for Organizer, Wall Calendar and Desktop Calendar, duly sealed, and super scribed as “technical bid for the quotation for printing and supply of Wall Calendar/Desktop Calendar / Organizer 2018”, as the case may be.

9. The price bid should contain the following:

All inclusive cost per copy of Wall Calendar, Desktop Calendar and Organizer separately, including design, layout, printing etc.

The price bid should also be furnished in three separate covers for Wall Calendar, Desktop Calendar and Organizer, duly sealed and super scribed as “price bid for the quotation for printing and supply of wall calendar/desktop calendar/Organizer 2018” as the case may be. The price bid for Organizer should contain separate rate for Leather jacket Organizer and good quality rexine jacket Organizer.

The technical bid and price bid covers for the printing and supply of Organizer duly sealed shall be put in a large sealed cover duly super scribed **“Quotation for the printing and supply of Coir Board Organizer 2018”**.

The technical bid and price bid covers for the printing and supply of the Wall Calendar 2018 duly sealed shall be kept in a large sealed cover super scribed

“Quotation for the printing and supply of Board’s Wall Calendar 2018”.

The technical bid and price bid covers for the printing and supply of the Desktop Calendar 2018 duly sealed shall be kept in a large sealed cover super scribed

“Quotation for the printing and supply of Board’s Desktop Calendar 2018”.

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

10. The total number of Organizers and Calendars required by the Board may vary by 1000 Nos.
11. Conditional tenders will not be considered.
12. The decision of the Board shall be final.

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 / over writings 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 14.00 hrs on 05.10.2017 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 Marketing and Publicity Officer, Coir Board, Coir House, M.G Road, Cochin, Phone No: 0484-2371195, 2351900 during office hours (9.00 am to 5.30 pm) on all working days (Monday to Friday).

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 13.10.2017**. 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 opened on a date after evaluation of the technical bids by a duly appointed committee for 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

COIR BOARD

(Ministry of MSME, Govt. of India)
M.G.Road, Kochi-16

Tender for*

*write appropriate item from the set (Organizer /Wall Calendar/Desktop Calendar)

TECHNICAL BID

1.	Name of the tenderer	
	Address	
	Telephone No.	
	Email ID	
	Contact Person: Mobile No.	
2.	Company particulars (Copies of all Registration, PAN, GST etc. should be attached)	
	Constitution/Company profile (Detailed profile of the firm should be enclosed)	
	If the company is proprietary/ Partnership, give the name and address of proprietor/ Partners/ Directors	
	The State in which Registered	
	Registration No.	
	PAN	
	GST No.	
3.	Any other certification of the company. (eg. ISO)	

4.	Financial Data			
	(Audit statement should be attached)	2014-15	2015-16	2016-17
	Turn over for the last 3 years			
	Profit after tax for the last 3 years			
5.	Annual Volume of similar work (Calendar/Organizer) done			
6.	The details of EMD enclosed	DD No.		
		Date		
		Amount		
7.	Enclosures 1. Records showing past experience in printing of Calendar/Organizer/Diary 2.. Samples of the calendar/organizer printed by the party earlier 3. Samples of paper for the Calendar/organizer with specification 4. Samples of the Jacket of the Organizer with specification 5. Samples of the Hard Board for Desktop Calendar with specification			

Date
Place

Signature (Authorized signatory):

Name:
Designation
(Seal)

Note:

1. All requisite information shall be given in the format with reference to the item specified. Where space is insufficient, additional pages may be added with reference to the related paragraph.
2. Wherever enclosures are specified in the format, the same shall be enclosed.
3. Coir Board reserves the right to verify any of the statements enclosed along with the technical bid. Any additional information/documents required shall be furnished. False statement shall disqualify the Tenderer.

COIR BOARD
(Ministry of MSME, Govt. of India)
M.G.Road, Kochi-16

Tender for*

FINANCIAL BID

1.	Price per piece of * (Inclusive of all taxes, delivery charges to Coir Board HO and all other charges)	
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*write appropriate item from the set (Organizer/Wall Calendar/Desktop Calendar)

Date
Place

Signature (Authorized signatory):
Name:
Designation
Name of the firm:

(Seal)