

कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार Ministry of MSME, Govt. of India) कयर हाउस / Coir House एम.जी.रोड / M.G.Road कोच्ची / Kochi-682 016

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

> दिनांक <u>26.12.20</u>17 Date:

नं_____ No:

QUOTATION NO. D-15015/1/2017-ADM(ESTABLISHMENT)

Sealed quotations are invited from interest parties for the printing and supply of various Stationery items for One year to Coir Board, M.G.Road, Kochi-16. The supplies of items are to be effected as and when required, based on orders placed from this office from time to time. The list of the items on the requirements and other details, if any can be had from this office during office hours on all working days and Coir Board Website.

Time upto quotation will	Date	Time	
be accepted	17-01-2018	3.00 P.M	
Opening the quotation	17-01-2018	3.45 P.M	

The quotations may be superscribed "Quotations for the Printing of Office stationery items" and addressed to Secretary, Coir Board.

The rate may be offered for each items/Unit in the format which will be supplied from this Office. Rs. 5000/- should be remitted in the form of DD/Multicity Bank Cheque drawn in favour of Secretary, Coir Board as EMD together with quotation. Other terms and conditions governing quotations are attached herewith.

& SECRETARY

То,	
	M/s
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Copy to:-Website with details of required items

TERMS & CONDITIONS

- 1. The quotation should be submitted so as to reach this office on or before the date specified. Incomplete quotation with specimen paper for printing and quotations received within the stipulated time will be summonly rejected.
- 2. The rate quoted will hold goods for three months from the date of the quotation. No conditional offers will be accepted. The questioners shall indicate their GST Registration and IT Pan details.
- 3. The rates quoted should be firm for a period of one year from the date of acceptance of the quotation at the first instance and can be extended for a period of 6 Months, if the services are found to be satisfactory on the same terms and at the sole discretion Competent Authority of the Coir Board and for a further period as agreed mutually. Successful questioners should supply Coir Board requirements also as per the rates agreed.
- 4. All deliveries are to be made at Board Office, Pallimukku, Kochi-682 016.
- 5. The quotationer will be required to remit Rs.5000/- towards EMD by DD/ Multi city Bank Cheque drawn in favour of Secretary, Coir Board, Kochi-16.
- 6. The EMD should be submitted together with the quotation.
- 7. In case the quotation fails to effect printing and supply of the item within the stipulated time or fails to fulfill the conditions for the printing and supply of any other manner or refrain from affecting the supply, the EMD remitted will be forfeited and he shall be liable to pay compensation to the Board for the loss or inconvenience caused thereby.
- 8. Failure to give delivery within the period stipulated in the printing and supply order will render the order liable to be cancelled without notice.
- 9. Failure to printing and supply as required will render them liable for removal from the list of suppliers considered for issuing quotation notice from this office.
- 10. The bill in duplicate together with a pre-stamped receipt should be furnished to this office for arranging payment after supply the items.
- 11. The mode of payment is only through e-transfer. The details of Bank, IFSC code A/c. No. may be indicated in the tender.
- 12. The Secretary, Coir Board reserves the right to accept or reject any quotation in the full or in part without assigning any reasons what so ever.

Declaration

All terms & conditions are as per Coir Board, contract of this order concluded. Please acknowledge receipt of this order and confirm acceptance.

Signature of the Authorized Signatory

Place:

Name:

Date:

Address:

Seal:

Sl.No.	NAME OF BOOK, REGISTERS, LEDGER AND PAD	PAGE	Require
11/27		INOL	Qty.
_1	CASH MEMO AS PER GST	100	500 No
2	CREDIT BILL BOOK AS PER GST	100	500 No
3	DELIVERY CHALLAN AS PER GST	100	200 No
4	SALES TAX REGISTER (AS PER GSTR- RETURN)	200	100 No
5	SALES TAX STATEMENT PAD (AS PER GSTR- RETURN)	100	100 No
6	CONSIGNMENT LEDGER	200	200 No
7	IMPREST PETTY CASH BOOK	200	50 No
8	SHOWROOM LEDGER	100	24 No
9	LEDGER FOR RECEIPTS	100	12 No
10	LEDGER FOR EXPENDITURE	100	12 No
11	POSTAGE STAMP A/C REGISTER	100	24 No
12	RENT REGISTER	200	24 No
13	SR JOURNAL	100	No. Village
14	FILE FOLDER	100	- 1 . 10
15	EXPENDITURE REGISTER	200	1000 No.
16	CONTINGENT BILLS	300 100	6 No.
17	(100 Nos. each Yellow and Pink colour) RECEIPT BOOK-HO	100	200 Nos
18	TA REGISTER	200	100 Nos
19		200	12 Nos
17	LETTER HEAD PAD BIG	100	1000 Nos

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