



कयर बोर्ड Coir Board

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

कयर 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)/1/2018-PUBLICITY

03.10.2018

TENDER NOTICE

Separate sealed quotations, under two bid system (Technical Bid and Price bid), are invited for printing and supply of Coir Board's Wall Calendar for 2019. Interested and experienced parties may submit their bids to **CPP Portal** (<https://eprocure.gov.in/eprocure/app>) **on or before 3.00pm on 24.10.2018**. 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 15.10.2018. 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 to this notice will NOT be published in news paper and instead, will be notified only through the official website of the Coir Board, www.coirboard.gov.in.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

CPP Portal reference

Tender ID

2018_COIR_390914_1



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No:l-21013(12)/1/2018-PUBLICITY

03.10.2018

QUOTATION FOR PRINTING OF WALL CALENDAR- 2019

Competitive quotations under two bid system (Technical Bid and Price bid) are invited from well experienced parties for printing and supply of the Board's Wall Calendar for the year 2019 with the following specifications and terms and conditions.

1. WALL CALENDAR6000 Nos.

	Specifications	
1	Size	Width 44.5 cm x height 69.5 cm
2	Paper	170 gsm art paper
3	Page layout	6 leaf for twelve months both side multi Colour pictures + 1 front leaf
4	Wiro Binding with wire-o hanger and support hard board	Good quality Metallic wire (gauge - 1.2 mm) 3:1 pitch, size 6 mm
		Wire-o calendar hanger: gauge - 1.5 mm, length 40 cm
		White hard board 1.5mm thickness Width 44.5 cm and height 6 cm
		Thumb cut : 2 cm diameter

Note: The Rings and holes should be well aligned.

Note:- Artwork will be issued by the Board.

Terms and Conditions

1. The intending bidders should have at least 3 years experience of executing similar work and having annual turnover of rupees 2 crores or more. Photographs of Wall Calendars 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). The photographs of the specimen are uploaded in Board's website also.
3. The work should be completed and requisite numbers of Wall Calendar have to be supplied to the Board within 30 days from the date of issue of work order.
4. The Wall Calendar should be printed and supplied 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, delivery charges and incidentals if any.
6. Govt. of India emblem and Coir Board's name & emblem should be clearly printed in the Wall Calendar.
- 7. The quotation along with documentary evidence to prove the credentials should be uploaded in the CPP Portal. Technical and price bids have to be submitted separately. (formats enclosed)**
8. The technical bid should contain the following:
 - a) Name, address, telephone, email id, contact person of the firm
 - b) Constitution/Company profile (Detailed profile of the firm should be enclosed)
 - c) If the company is proprietary/ Partnership, give the name and address of proprietor/ Partners/ Directors
 - d) Registration certificate of the firm
 - e) GST Registration Certificate
 - f) PAN
 - g) Turn over for the last 3 years (2015-16, 2016-17 and 2017-18, audited statement should be attached)
 - h) Annual volume of similar work (Wall Calendar)
 - i) Records showing past experience in printing of Wall Calendar (copies of work order etc.)
 - j) Photographs of the Wall Calendar printed by the party earlier
 - k) Specification of papers, hard board and wiro binding coil of Wall Calendar.
 - l) EMD @ Rs.10,000/- (Rupees Ten thousand only) for each work. The payment may be made by RTGS/NEFT in the Account: **Secretary, Coir Board A/c. No.57009832813, IFSC: SBIN0070261, SBI, Perumanoor,**

Ernakulam. (If no EMD is received by the prescribed time, it will be rejected directly)

9. The price bid should contain the following:

All inclusive cost per copy of Wall Calendar, including printing and delivery charges at Coir Board Head Office, Ernakulam.

10. The total number of Wall Calendar's required by the Board may vary by 2000 Nos.

11. 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 he/she 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 **15.10.2018** for providing clarifications/additional information to the intending bidders.
13. 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.
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 the 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 should accompany details of RTGS/NEFT transfer of amount towards EMD of Rs.10,000/- drawn in favour of Secretary, Coir Board payable at Ernakulam. The last date of receipt of quotations will be at **3.00pm on 24.10.2018**. The technical bid will be opened on the same day at 3.30pm. 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 Wall 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 certification)	

4.	Financial Data			
	(Audit statement should be attached)	2014-15	2015-16	2016-17
	Turn over for the last 3 years			
5.	Annual Volume of similar work (Wall Calendar) done			
6.	The details of EMD enclosed	DD No. Date Amount		
7.	Enclosures 1. Records showing past experience in printing of Wall Calendar 2. Photographs of the Wall Calendar printed by the party earlier 3. Specification of paper for the Wall Calendar with specification 4. Specification of the hard board of the wall calendar 5. Specification of the wire-o binding coil 6. Specification of the wire-o calendar hanger			

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 Wall Calendar

FINANCIAL BID

1.	Price per piece of Wall Calendar (Inclusive of all taxes, delivery charges to Coir Board HO and all other charges)	
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Date
Place

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

(Seal)



2018

इवेंट्स, न्यूज़ और प्रधानमंत्री के ट्वीट्स जानने के लिए डाउनलोड करें "गवर्नमेंट ऑफ इंडिया कैलेंडर ऐप"
Download "Government of India Calendar App" for Events, News and Prime Minister's Tweets

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