



सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MSME, Government of India

कर्यर बोर्ड COIR BOARD

एम. जी. रोड, कोच्ची 682016
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ई-मेल/ Email : info@coirboard.org
वेब / Web: www.coirboard.gov.in

A/1/2022-ADM (ESTABLISHMENT)

22.09.2022

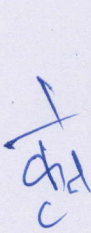
TENDER NOTICE

Sealed Tender, under two bid system (Technical Bid and Price bid), are invited for printing and supply of Coir Board's Annual Report 2021-22. Interested and experienced parties may submit the same to the undersigned **on or before 03.00 pm on 13.10.2022**. The technical bids will be opened on 13.10.2022 at 03.30 pm 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 06.10.2022. 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 to this notice will NOT be published in news paper and instead, will be notified only through the website of the Board. All concerned may therefore regularly visit the Coir Board website for updated information.

For further details of the work, terms and conditions, delivery schedule etc, contact the Officer in Charge, Administration Department (Phone:0484-2351900 (Extn:907), Coir Board during office hours.


SECRETARY



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22.09.2022

TENDER FOR PRINTING OF COIR BOARD'S ANNUAL REPORT: 2021-22

Competitive quotations under two bid system (Technical Bid and Price bid) are invited from well experienced and reputed printing firms, who are based in Ernakulam District, Kerala for printing and supply of the Board's Annual Report for the year 2021-22 with the following specifications and terms and conditions.

1. ANNUAL REPORT – 2021-22300 Nos.

Sl.	Specifications (Description of works)	
1	Cover	300 gsm Foreign Art Card
2	Size	21 x 28 cms
3	Lamination	Glossy
4	State Emblem with Name of Ministry	Gold Foiling
5	Printing	Multicolour
6	Typesetting	English – 150 pages Hindi -150 pages
7	Text Printing	Multicolour
8	Paper	90 GSM Art Paper
9	Binding	Perfect

Note: - Artwork for Cover page will be provided by the Board.

Terms and Conditions

1. The intending bidders should be well experienced and reputed printing firms, who are based in Ernakulam District, Kerala having at least 3 years experience of executing similar work and having annual turnover of rupees One crore or more. The testimonials / records showing past experience, proof of turnover have to be furnished by the party. 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 (Administrative Department), Ernakulam during office hours (Monday to Friday between 9am -5.30pm).

3. The work should be completed and 300 copies of Annual Report 2021-22, have to be supplied to the Board within 7 days on final approval of the proof.
4. Before approval of the typed set material of Annual Report 2021-22, the complete proof of the Annual Report has to be vetted 3 times by the Board, for which direct interaction/discussion with the Board officers and representative of the printers would be necessary at Coir Board, Kochi and get the formal approval.
5. The Annual Report 2021-22 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.
6. The rate should be inclusive of paper cost, layout, designing, printing and all taxes, charges, delivery charges and incidentals if any.
7. The State Emblem of India & Name of Ministry should be clearly printed on the cover page of Annual Report 2021-22.
8. **The quotation along with documentary evidence to prove the credentials should be attached in the Technical Bid. Technical and Financial bids have to be submitted separately. (formats enclosed)**
9. 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 (2018-19, 2019-20, and 2020-21, audited statement should be attached)
 - h. Records showing past experience in printing of Annual Reports.
 - i. Declaration by bidder that they have not been blacklisted by Departments / Ministries of the Govt. of India or PSUs.
 - j. An amount of Rs. 10,000/- (Rupees ten thousand only) has to be remitted to the Board's Account bearing Account No.57009832813. IFSC Code SBIN0070261.
10. The price bid should be filled in the BOQ attached and should contain the following:
 - All inclusive, including printing and delivery charges at Coir Board Head Office, Ernakulam.
 - In the event of any excess pages are seen necessary beyond 300 estimated pages, the rates will be computed separately for which each bidder may quote the rates for per form of 4 pages (rates should be inclusive of paper cost, typesetting & printing)

identical to the 300 pages of the Annual Report. The rates quoted for additional pages shall be considered only if excess pages are seen necessary.

11. The total number of Annual Report 2021-22, required by the Board is 300 Nos. In the event of additional copies, proportionate cost will be given.

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 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 financial bids. Submission of more than one bid by the same party will be a disqualification.
9. The rates quoted should be all inclusive and financial 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 worth Rs.200/- with Coir Board.
12. A pre-bid meeting will be held at Coir Board Head Quarters, Kochi at 2 pm on **06.10.2022** 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.

14. A bid received without proof of EMD remitted shall be rejected as non-responsive at the bid opening stage.
15. Conditional tenders and tenders with conditional offers will summarily be rejected.
16. 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.
17. In the event of any occurrence of delay arises in time span for the printing and supply of Annual report, the bidder should be penalized, as decided by the competent authority.
18. "Force majeure" obligation of the supplier.

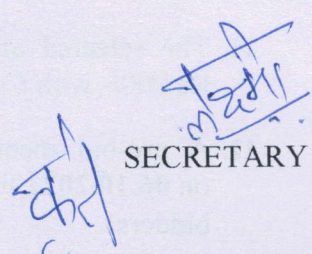
In the event of "Force majeure" as soon as responsibility practicable but not more than 48 hours following the occurrence of such an event, the printer and supplier shall notify the University of the Event of Force majeure stating inter alia the anticipated period of Force majeure during the required services are likely to remain affected and also the measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force majeure and to resume performance of such of its obligations affected.

Note: "Force majeure" means any event beyond the control of the printer and supplier, which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, any natural calamities, strike, unlawful lockout, riot, terrorist act etc.

For any further clarification/details required contact Assistant Director (OL) & Administration Department i/c, Coir Board, Coir House, M.G Road, Cochin, Phone No: 0484-2351900 (Extn:907), during office hours (9.00 am to 5.30 pm) on all working days (Monday to Friday).

The last date of submission of quotations will be at **03.00 pm on 13.10.2022**. The technical bid will be opened on **13.10.2022 at 03.30 pm**. More details can be had from the Board's office during working hours. Ph: 0484-2351900. The financial bids will be opened 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 Coir Board's Annual Report 2021-22

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 along with any other certification of the company if applicable(eg ISO certification))			
	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)	2018-19	2019-20	2020-21

	Turn over for the last 3 years			
5.	Annual Volume of similar work done			

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 Coir Board's Annual Report 2021-22

FINANCIAL BID

(Financial bids should be filled in the BOQ (xls) attached with the tender)

1.	*Cost of 300 copies of printed Annual Report 2021-22 with 300 pages having the following specifications : Cover 300 gsm Foreign Art Card Size 21 x 28 cms Lamination Glossy State Emblem with Gold Foiling Name of Ministry Printing Multicolour Type setting- English - 150 pages Hindi- -150 pages Text -Printing Multicolour Text -Paper 90 GSM Art Paper Binding Perfect	
	* In the event of any excess pages are seen necessary beyond 300 estimated pages, Cost per form of 4 pages (rates should be inclusive of paper cost, typesetting & Multicolour printing)	

Note:

- Rate may be quoted for 300 copies of Annual Report, Inclusive of all taxes, delivery charges to Coir Board HO and all other charges, if any
- In the event of necessity to have more than 300 copies of the Annual Report, the additional number of books have to be printed and supplied on proportionate cost basis.
- In the event of any excess pages are seen necessary beyond 300 estimated pages, the rates will be computed separately for which each bidder may quote the rates for Per form of 4 pages (rates should be inclusive of paper cost, typesetting & printing) identical to the 300 pages of the Annual Report. The rates quoted for additional pages shall be considered only if excess pages are seen necessary.

Date
Place

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

(Seal)