

No: PRD-2/AR/2016-17/2017/S

Dated: 07/06/2017

To

Sir,

Sub:- Printing & Supply of Cochin Port Annual Administration Report and Annual Accounts & Audit Report for the year 2016-2017 – reg.

Please forward your quotation for Printing and Supply of 225 copies of the Port's Administration Report for the year 2016-2017 (150 copies of English and 75 copies of Hindi) as per the following specifications.

A. Specifications of Administration Report 2016-2017

- I. The Administration report contains about 160 pages consisting of running matter, statements, running matter mixed with statements, one organization chart extending to nearly four foldable pages, 11 line diagrams, etc.. and the same will be given as soft copy.
Specimen copy will be available in this office for perusal on any working day between 10.00 AM and 5.00 PM.
- II. The size of the report is A4. Paper to be used for printing the text and statements should be 100gsm Glossy Paper, 11 sheets chart 130gsm glossy paper and for the cover page should be 300gsm matt foreign art paper. The matter has to be printed in **Two colour, 11 Sheet Four colour and One sheet 50x28 cm Single Colour** Required quantity of paper will have to be procured by the contractor as per the enclosed specifications.
- III. Design, DTP and layout of all pages including cover pages (Total Report) should be done by the Printer.
- IV. Photographs to be printed on front cover, back cover, inside front cover and inside back cover will be supplied by this office.

B. General Conditions

1. The party may quote for the work only if they have their own printing press for Printing.
2. The work shall be carried out neatly and promptly to high standards of printing quality and completed within 15 days of the placement of firm order and approved D.T.P. material, failing which the loss incurred by the Port in this connection will have to be made good at the contractor's cost.
3. Printed copies of the Administration Reports should be delivered at this office by the contractor at his own cost.
4. Rates should be quoted in the enclosed formats Schedule 'A', and 'B' only.
5. Rate should be quoted including all taxes, conforming to the specifications detailed in the earlier paragraphs.
6. Quotations not submitted as per the format and not meeting the specifications are liable to be summarily rejected.
7. Sealed quotations superscribed "**Quotation for Printing and supply of Administration Report 2016-2017**" addressed to the Sr. Dy. Director (Research), Planning & Research Division, General Administration Department, Cochin Port Trust, W/Island, Cochin – 9 should reach this office **on or before 3.00 PM of 22th June, 2017**. Specimen paper for inside pages, printing diagrams and cover page should also be enclosed. For any clarifications in this regard, please contact the undersigned 0484-2668206 or 0484-258-2120/2109, Fax No:0484-2668163/2666512, E-Mail:deputydirector.copt@gmail.com. The quotation shall be opened at 3.00 PM on the same day in the presence of representatives of bidders who may wish to be present at that time.
8. Cochin Port Trust reserves all rights to accept or reject any quotation without assigning any reason whatsoever.
9. The successful bidder should submit a sample report to Cochin Port Trust for approval before the final printing.

Yours faithfully,

Encl: 2 specifications

Sr. Deputy Director (Research) i/c

**PRINTING & SUPPLY OF COCHIN PORT ANNUAL ADMINISTRATION REPORT
FOR THE YEAR 2016-2017**

Quotation No. PRD-2/AR 2016-17/2017/S dt. 07-06-2017

SPECIFICATIONS FOR ENGLISH ADMINISTRATION REPORT (AR)

| | |
|-----------------|---|
| Item | Annual Administration Report of Cochin Port Trust |
| Size | ¼ Demy. |
| Paper | Inside – 100 gsm Glossy Paper, 11 sheets chart 130gsm glossy paper Cover - 300 gsm matt Foreign Art paper |
| Printing | 160 Page (App.) in Two Colour 11 Sheet in Four Colour Printing 4 page cover in Four Colour printing 1 Sheet 50 cm x 28cm Single Colour |
| Matt Lamination | Outer Cover (Front & Back Two pages) |
| Binding | Perfect Binding with section sewing |
| Quantity | 150 Nos. |

PRICE SCHEDULE FOR ENGLISH AR

| Sl. No. | Description | Total rate (Including Taxes) for 150 Nos. |
|---------|---|---|
| 1. | Printing & Supply of Annual Administration Report 2016-17 as per above specifications | |

Total Rate (Including Taxes) in words

Rupees.....
.....

Note:-

1. No column should be left blank.
2. No corrections or overwriting.
3. No counter conditions.

**SIGNATURE WITH
SEAL AND NAME**

**PRINTING & SUPPLY OF COCHIN PORT ANNUAL ADMINISTRATION REPORT
FOR THE YEAR 2016-2017**

Quotation No. PRD-2/AR 2016-17/2017/S dt. 07-06-2017

SPECIFICATIONS FOR HINDI ADMINISTRATION REPORT (AR)

| | |
|-----------------|---|
| Item | Annual Administration Report of Cochin Port Trust |
| Size | ¼ Demy. |
| Paper | Inside - 100 gsm glossy Paper, 11 sheets chart 130gsm glossy paper Cover - 300 gsm matt Foreign Art paper |
| Printing | 160 Page in Two Colour 11 Sheet in Four Colour printing 4 page cover in Four Colour printing 1 Sheet 50 cm x 28cm in Single Colour |
| Matt Lamination | Outer Cover (Front & Back Two pages) |
| Binding | Perfect Binding with section sewing |
| Quantity | 75 Nos. |

PRICE SCHEDULE FOR HINDI AR

| Sl. No. | Description | Total rate (Including Taxes) for 75 Nos. |
|---------|---|--|
| 1. | Printing & Supply of Annual Administration Report 2016-17 as per above specifications | |

Total Rate (Including Taxes) in words

Rupees.....

Note:-

- 1.No column should be left blank.
- 2.No corrections or overwriting.
- 3.No counter conditions.

**SIGNATURE WITH
SEAL AND NAME**