

Planning & Research Division,
Cochin – 9
20th September, 2017.

No. PRD-2/Diary 2018/2017/S

To

Sir,

Sub: Printing and Supply of Diary 2018 of Cochin Port Trust – reg.

Please forward your quotation with two tailor-made sample Diary for printing and supplying of Cochin Port Trust Diary 2018 as per the following specifications:

Specification for diary.

- 1) Quantity 3500 (Three thousand five hundred only) diary.
- 2) Diary Size: 24cm x 17.7cm
- 3) Outer cover/ Titles pages:
 - i. 1.8mm kappa board with Polyurethane cover of superior quality
 - ii. 2018, Logo of the Organization & Name to be printed in outer cover.
 - iii. Decorated border in front cover.
 - iv. Front & Back pages-170 GSM Art paper, inner pages – 70 GSM Maplitho white paper.
 - v. One page 100 GSM Art paper with multi colour printing for Port advertisement
 - vi. Around 70 copies of diary should be personalized with name on the outer cover bottom right side.
 - vii. Lamination : Matt lamination
- 4) Binding:
 - i. Binding – Hard cover binding, section sewing with matching book mark.
- 5) Information pages : Approximate 40 pages general information
- 6) Printing:
 - i. Logo, Advertisement, content for general information and photograph etc will be provided by Cochin Port Trust.
 - ii. Designing, DTP and Entire processing jobs for a Diary are to be done by the printer.
 - iii. Text size may vary as per the content.
- 7) Inner pages : Dates in one page for working days with Saturday & Sunday clubbed.
 - i. Paper : 70 GSM Maplitho white paper.
 - ii. Printing : 2 colour (1 Special colour & other black)

8) Additional pages:

- (a) Four additional pages for writing Telephone numbers and addresses.
- (b) 6 pages for writing notes.

9) Packing:

- i. Each diary is to be packed in individual good quality transparent polythene cover of size according to the size of the diary. All diaries is to be supplied as 25 Diaries x 1 carton.

10) Delivery – at Cochin Port Trust, Planning & Research division, Forth floor, Willingdon Island, Cochin-682009.

Approval of Proof

Initially an order for the “Printing of Sample Diary 2018” enclosed with soft copy of matter will be released to the selected printer. The selected printer shall furnish the sample diary within 15 (fifteen) days from the date of release of order.

Any corrections/ changes noted and given shall be resubmitted within a week’s time for approval. Any number of changes in all terms shall be entertained by the Printer in all circumstances. Printer reserves no right to claim for the number of times of changes given by the Port before the final approval of proof.

Final approval will be given by Port, only after the satisfactory receipt of work, incorporating all changes which is to be submitted personally to the Cochin Port, based on which a final order for “Printing of 3500 diaries 2018” will be released.

Delivery

The printer shall deliver the Diaries within 2 weeks from the date of release of final order for “Printing of 3500 diaries 2018” for the same in flat packed condition as under:-

The diaries 2018 must be packed by using proper packing materials to ensure that it can withstand the road hazards, natural calamities and not damaged or folded during transit.

Cochin Port Trust reserves the right to return and / or deduct the cost of Diary 2018 delivered in damaged / unsatisfactory conditions.

No extra cost for delivery of the diary 2018 as stated above shall be paid. Delivery of diaries within the time limit is the sole responsibility of the printer. Any delayed delivery, beyond the stipulated 2 weeks from the date of final approval for “Printing of 3500 diaries 2018”, will attract penalty of Rs.500/- (Rupees Five hundred) per day, which shall be deducted from printer’s bill.

Diaries supplied must be as per the specification approved by the Port.

Diaries should be delivered as a single consignment. Partial delivery of Diaries will not be accepted.

HOW TO SUBMIT QUOTATION

- i. Financial Bid- The price must be quoted as per our format and put in a separate sealed envelope superscribing "Price Bid for printing & supply of Diary 2018".
- ii. Two sample diaries as per above specification should be submitted along with the quotation.
- iii. Sample of the paper used for printing (diary) should be given along with the quotation with identification code and name of manufacture of the paper marked on it for verification.
- iv. Rate should be quoted in the annexure format only (schedule-A attached). The rate quoted will be applicable for the additional order if any also.
- v. The above sealed envelope superscribing "**Price Bid for printing & supply of Diary 2018**" is to be submitted to "Sr.Deputy Director (R), Planning and Research Division, 4th Floor, General Administration Department, Cochin Port Trust, Cochin-682009 on or before 2.30pm of 04/10/2017.
- vi. The probable date for the opening of tenders is 3pm of 04/10/2017.

Tender dates:

Due date and time of submission	04/10/2017 - 2.30 p.m.
Financial Bid opening	04/10/2017 - 3.00 p.m.

Other Information, Terms & Conditions

- i. In the first instance, only financial bid will be opened.
- ii. Quotations submitted after the date and time mentioned above shall not be accepted.
- iii. Conditional Quotations shall be straightway rejected.
- iv. Deviation in specification shall not be entertained. Any deviation may entail cancellation of the entire order. Financial bid submitted should be signed/ stamped by the bidder.
- v. Cochin Port Trust shall provide material complete in all respects of the matter. Designing, DTP and Entire processing jobs for Diary are to be done by the printer.
- vi. The selected printer shall furnish the sample diary to Cochin Port for approval within 15 (Fifteen) days from the date of release of order for the "Printing of sample diary 2018".
- vii. The selected printer will get in regular touch with the concerned Port official's for collection of inputs, approval of proof etc. for smooth completion of the job within time schedule.
- viii. Cochin Port Trust reserves the right to cancel the entire Order in case the qualities of the Diary are not as per specification.
- ix. Final printing of the entire order shall be carried out only after the receipt of final order/approval for "Printing of 3500 diaries 2018" by the Sr. Deputy Director (R), Cochin Port Trust.
- x. Delivery must be completed within the 2 weeks of time schedule from the date of release of final order for "Printing of 3500 diaries 2018" by the Sr. Deputy Director (R), Cochin Port Trust, failing which penalty charges of Rs.500/- (Rupees Five Hundred) only per day for Diary 2018 shall be deducted from the printer's bill.

- xi. Cochin Port Trust reserves absolute right to accept or reject any or all the tenders without assigning any reason whatsoever.
- xii. Please note that no advance payment in part or whole will be released before the completion of entire work, while the payment will be made through cheque mode only.
- xiii. No publicity logo / text of the contractor/ printer should be printed on the diary.
- xiv. Invoice along with the delivery challan in duplicate, duly signed & sealed by the concerned authority has to be submitted.
- xv. Port Trust reserves the right to return and/or deduct the cost of Diary 2018 delivered in damaged /unsatisfactory condition.
- xvi. Additional requirement if any depending upon requirement the bidder should be able to supply additional quantities within 15 days on placing order at same rate.
- xvii. Cochin Port reserves the right to inspect the premises of any Tenderer and also ask for further documents / information and also original documents, the copies of which have been submitted by the Tenderer. If on inspection/verification, it is found that any Information/documents submitted by any Tenderer is false or incorrect, the tender for such Bidder shall be rejected by the Port
- xviii. The selected Printer will allow our representative to inspect the premises where the job is being carried out.

Yours faithfully,

Sr. Deputy Director (R) (i/c)

Schedule 'A'

No. PRD/Diary 2017/2016/S

26nd September, 2016

To

The Sr. Dy. Director (R)
Planning & Research Division,
General Administration Department,
Cochin Port Trust,
W/Island, Kochi 682 009

I/we have read and understood the terms and conditions for printing and supplying of Diary 2018 for Cochin Port Trust and agreed to abide by the same.

I/we hereby offer the price bid in the table below, as per the terms and conditions:

Sl. No.	Description	Rate per diary (Including GST.)
1.	Printing & Supply of Cochin Port Diary 2018 as per terms and conditions	

Note:-

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

**SIGNATURE WITH
SEAL AND NAME**