

COCHIN PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
Cochin-682 009
Tele 0484-2666412, 04842582117

संख्या /No.D5/Printing/2022-S

दिनांक/dt. 26.07.2022

Sub :Electronic tenders (e-tenders) in 2 cover system are invited for “Annual rate contract for Printing and Binding Works of Cochin Port Authority” for a period of one year”.

CONTENTS

SI.No.	Index	Page Nos.
1	Contents	1
2	Time Schedule of E-Tender	2
2	E-Tender Notice	3-4
3	Instructions to the Tenderers- Schedule-A	5-8
4	General Conditions of Contract	9-10
5	Price Bid Document (Annexure I)	Attached Separately
6	List of Documents to be submitted alongwith the Bid Performa of Undertaking (i) Regarding illegal methods for influencing tender process (Annexure II). (ii) That no changes have been made in the tender document downloaded. (Annexure III) (iii) That price bid does not contain any condition (Annexure IV) (iv) Letter of submission -covering letter (Annexure V) (v) Format for furnishing bank information for e-payment (Annexure VI)	11 12 13 14 15
7	Format of Agreement (Annexure VII)	16-18

COCHIN PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT

संख्या / No.D5/Printing/2022-S

दिनांक/ dt. 25.07.2022

Sub : Electronic tenders (e-tenders) are invited for "Annual rate contract for Printing and Binding Works of Cochin Port Authority" in 2 cover system for a period of one year.

Time Schedule of E-Tender

Bid No.	:	No.D5/Printing/2022-S dt. 25.07.2022	
		Date	Time
Availability of Bid Document	:	27.07.2022	3.00 PM
Pre-Bid Meeting	:	Nil	
Start date of uploading by bidders	:	27.07.2022	4.00 PM
Last date of submission of Bid	:	17.08.2022	2.30 PM
Pre-Qualification Criteria		Refer Tender Document	
Opening of Technical Bid	:	17.08.2022	3.00 PM
Opening of Price Bid	:	Subject to Qualification of MQC (Will be intimated to the Qualified Bidder)	

General Administration Department
Cochin Port Authority
Cochin - 682 009
0484-2582126/0484-2582116
Tel : 91 484 2666412

COCHIN PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
Cochin-682 009
Tele 0484-2666412, 04842582100

E-TENDER NOTICE

संख्या/No.D5/Printing/2022-S

दिनांक/dt. 25.07.2022

Sub : **Electronic tenders (e-tenders) are invited for “Annual rate contract for Printing and Binding Works of Cochin Port Authority” in 2 cover system for a period of one year”.**

1.TENDER NOTICE

- 1.1 Electronic tenders (e-tenders) are invited by the Secretary, Cochin Port Authority, Willingdon Island, Cochin 682 009 from eligible Printing contractors for **“Annual rate contract for printing and Binding Works of Cochin Port Authority”**. The scope of work includes Printing of various forms, registers, bills and binding of registers as shown in **(Annexure–I)** for Cochin Port Authority for one year, from the date of award of the contract or acceptance of the work order. The contract may be extended by Cochin Port Authority for a further period of one year on the same Terms & Conditions, subject to satisfactory performance of the contractor.
- 1.2 Tender documents can be downloaded from the e-tendering portal www.tenderwizard.com/COPA.
- 1.3 The bidders should have a valid digital signature certificate (Class –I or Class-II) issued by any of the valid Certifying Authorities to participate in the online tender.
- 1.4 The bids should be uploaded in electronic form only through e-tender portal www.tenderwizard.com/COPA.
- 1.5 Cost of tender document Rs.2000 + GST@ 18% and Earnest money Deposit (EMD) Rs.5,030/- (Rupees Five thousand and thirty only) to be remitted in the form of Banker’s cheque or Demand Draft (DD) issued by Nationalized/Scheduled banks drawn in favour of FA & CAO, Cochin Port Authority, payable at Cochin as two separate DD/Banker’s cheque.
- 1.6 Two separate DD/Banker’s cheque towards Cost of Tender Document and EMD (as mentioned in clause 1.5 above) shall be submitted to Secretary’s Office before the scheduled date and time of opening of the bid, failing which the bid will be rejected.
- 1.7 Scanned copy of DD/Banker’s cheque towards Cost of Tender Document and EMD (as mentioned in clause 1.5 above) shall also be uploaded in the e-tender portal www.tenderwizard.com/COPA, failing which the bid will be rejected.
- 1.8 The bidders need to obtain one time User ID & password for log-in to e-tendering portal www.tenderwizard.com/COPA from the service provider KEONICS, by paying registration amount of Rs.1180/-through online payment using credit/debit card/Net banking or DD in favour of “KSEDCL,

Bangalore". The details of e-tender facilitator is available through Telephone Nos.080 40482000/09746118529.

- 1.9 The tenders shall be submitted "online" strictly in accordance with the Instructions to Tenderers and other terms & conditions given in the tender document.
- 1.10 The bidders shall submit scanned copy of all the required documents such as DD/Banker's cheque towards the cost of tender document and EMD: proof of experience etc. in the e-tender portal www.tenderwizard.com/COPA. Price Bid (Annexure I) shall be submitted online separately.
- 1.11 Time schedule for various activities in connection with this tender will be as shown above.
- 1.12 Availability of Tender Document: www.tenderwizard.com/COPT from 27.07.2022 to 17.08.2022 up to 2.30 PM.

Sd/-

सचिव /SECRETARY

For and on behalf of

The Board of Major Port Authority for Cochin Port

Phone :0484-2582117

COCHIN PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(SCHEDULE-A)

2. **INSTRUCTIONS TO TENDERERS**

Electronics tenders (e-tenders) are invited by the Secretary, Cochin Port Authority, Willingdon Island, Cochin- 682 009 from eligible Printing contractors for “ Annual rate contract for Printing and Binding Works of Cochin Port Authority”.

- 2.1. **Scope of tender:** Electronics tenders (e-tenders) are invited from eligible Printing contractors for “**Annual rate contract for printing and Binding Works of Cochin Port Authority**”. The scope of work includes Printing of various forms, registers, bills and binding of registers for Cochin Port Authority for one year from the date of award of the contract. The contract shall be extended for a further period of one year on the same Terms & Conditions, subject to satisfactory performance of the contract. Details of printing /binding works required and the estimated quantity (which may increase/decrease as per requirement) are shown in the price schedule (Annexure-I), attached along with this tender document. (The price schedule also form part of this tender document). Sample of all the items are available at the Office of the Secretary, Cochin Port Authority. Contractors are requested to examine the samples, before submitting their tender.
- 2.2 **Availability of Tender Documents:** The Tender Document can be downloaded from the e-tendering portal www.tenderwizard.com/COPA.
- 2.3 **Cost of Tender Document:** Rs2000/-+@18% GST is to be remitted in the form of the Bankers Cheque or Demand Draft (DD) from a Scheduled/Nationalized Bank having their branch in Cochin, drawn in favour of FA & CAO, Cochin Port Authority , payable at Cochin. Cost of Tender document will not be refunded. Cost of Tender document in the form of Cheque/Bank Guarantee will not be accepted. Tenders without cost of tender document will not be accepted.
- 2.4 **EMD :** A sum of Rs.5030/- is to be remitted in the form of the DD from a Scheduled/Nationalized Bank having their branch in Cochin drawn in favour of FA & CAO, Cochin Port Authority, payable at Cochin. Earnest Money in the form of Cheque/Bank Guarantee will not be accepted. Tenders without EMD will not be accepted. Exemption in the cost of tender form and in submission of EMD would be given to those printing firms registered under National Small Industrial Corporation (NSIC)/Micro Small and Medium Enterprises (MSME).
- 2.5 The Earnest Money Deposit of unsuccessful tenderers will be refunded on award of contract to the successful tenderer. The EMD of the successful tenderer will be refunded on submission of security deposit.
- 2.6 No interest will be paid on the Earnest Money Deposit.
- 2.7 The EMD shall be forfeited under the following circumstances.
- 2.7.1 In the event of tenderer withdrawing /modifying the tender after submission but before opening the same.
- 2.7.2 Failure to furnish security deposit within the stipulated time, upon award of contract or failing to enter into an agreement with Cochin Port Authority as required in the tender within the stipulated time or within such extended time granted by Cochin Port Authority.

- 2.8. Upon submission of Security Deposit and signing of agreement by the successful tenderer, the Cochin Port Authority will notify each unsuccessful tenderer and will refund their EMD.
- 2.9 DDs/BCs in lieu of cost of tender document and EMD have to be scanned and attached in the e-tender portal www.tenderwizard.com/COPT. Original DDs/BCs in lieu of cost of tender document and EMD has to reach office of the Secretary on or before the date and time fixed for opening of techno commercial bid. Tenders which do not satisfy this condition will be rejected.
- 2.10 Downloaded document is to be printed in a clearly readable form in A4 size sheet. Printed tender document shall be duly filled, signed and stamped on all pages for submission. The downloaded tender documents if found tampered with by way of any deviation from the original document hosted in website will result in disqualification. Duly filled, stamped and signed tender document (except price bid) shall be scanned and uploaded in e-tender portal www.tenderwizard.com/COPA. Tenders submitted without compliance to the above will be rejected.

2.11 Minimum Qualification Criteria (MQC) :

The bidder should have :-

- (i) Average Annual Financial Turn over of at least Rs.1,50,890/- during the last three years ending 31.03.2021 and duly certified by the Chartered Accountant.
- (ii) Should have carried out printing job for the Government/Public Sector undertaking/Large private organizations during the last 3 years. (performance certificate/work completion certificate indicating the value of work should be enclosed to validate the claim)
 - (a) one printing job worth Rs.4,02,374/- or
 - (b) Two printing jobs worth Rs.2,51,484/- or
 - (c) Three printing jobs worth Rs.2,01,187/-
- (iii) GST Registration

2.12 **Submission of Tender** : DD/Bankers Cheque towards cost of tender document and EMD should be scanned and attached as part of technical bid in the e-tender portal and original DD/Bankers cheque shall be submitted to the Office of the Secretary, CoPT on or before the due date and time fixed for tender opening.

2.13 The tender documents as part of technical bid should be submitted in the e-tender portal consisting of following documents:

- a) EMD of Rs.5030/-in the form of Bankers cheque or DD.
- b) Cost of tender documents Rs.2,000/- plus 18% GST in the form of the Bankers cheque or DD.
- c) Copy of the Tender Documents duly signed.
- d) Details of experience as mentioned in MQC alongwith supporting documents.
- e) Goods and Service Tax (GST) Registration.

2.14 The price bid format (**Annexure I**) is given separately should be filled on-line by the bidder.

2.15 The tenderers are required to submit the bid in '**e-tender**' mode only on www.tenderwizard.com/COPA before the due date and time fixed for opening of the bid.

2.16 Corrections should be duly attested by the signature(s) of the tenderer(s) with date.

2.17 Cochin Port Authority shall not provide any forms for getting any exemptions from payment of duties and taxes.

2.18 Tenderer should note the terms & conditions carefully and comply with same before and while submitting the tender. In case the conditions are not complied with, the tender is liable for rejection.

(a) EMD

The tenders, which are submitted without EMD, will be considered as non-responsive and hence, liable for rejection. However, exemption in the cost of tender form and in submission of EMD would be given to those printing firms registered under National Small Industrial Corporation (NSIC)/Micro Small and Medium Enterprises (MSME).

2.19 AMENDMENT TO TENDER DOCUMENT

- i) Prior to the date of submission of bid, Cochin Port Authority may for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the tender documents by amendments.
- ii) The amendments will be notified in the website and these amendments will be binding on bidders.

2.20 Opening of Tenders:

- i) Tender(s) will be opened at 3.00 PM on 17.08.2022 in the e-tender portal www.tenderwizard.com/COPA.
- ii) To assist in the examination, evaluation and comparison of technical bids, Cochin Port Authority may ask tenderer (s), individually for clarification of their tender. The request for clarification and the response shall be sent by e-mail/fax, but no change in price or substance of the tender shall be sought, offered or permitted.

2.21 Determination of Responsiveness:

The tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation. The Port will scrutinize the tenders to determine whether the tender is substantially responsive to the requirements of the tender documents. For the purpose of this clause, a substantially responsive tender is one which inter-alia conforms to all the terms and conditions of the tender documents without any deviation or reservation.

2.22 Canvassing in connection with the tender is strictly prohibited and tenders submitted by the suppliers who resort to canvass will be liable for rejection.

2.23 Evaluation and comparison of tenders:

Only such tenders as determined to be substantially responsive to the requirements to the tender documents will be evaluated. Other non-responsive tenders will be rejected. The Port's decision in this regard shall be final, conclusive and binding .

2.24 Acceptance of Tender :

Cochin Port Authority does not bind itself to accept the lowest tender or any tender and reserves the right to accept any tender in part or to reject any tender or all tenders without assigning any reasons whatsoever.

2.25 Language of the tender:

The tender submitted by the tenderer and all correspondence and documents relating to the tender exchanged by the tenderer and the Cochin Port Authority shall be in English Language.

2.26 Award of Contract:

Cochin Port Authority shall award contract to the bidder who's offer is found technically, commercially and financially acceptable. Once contract awarded and accepted, Cochin Port Authority will issue department wise work order for printing and binding works.

2.27 Security Deposit:

The successful bidder shall furnish a security deposit of 3% of the contract value from a Nationalized/Scheduled Bank.

The security deposit shall be refunded without any interest to the successful tenderer on expiry of contract, after recovery of any damages or any losses, if any, caused to the Port.

Security deposit will be forfeited: In the event of tenderer violating any of the tender conditions.

2.28 Agreement :

The successful bidder shall be required to execute an agreement as per the format provided at his expense on Kerala Government stamp paper of value of Rs.500/- for the due and proper fulfillment of the contract.

2.30 Mode of payment:

Payment will be made for the actual work carried out against specific orders issued by the department of Cochin Port Authority on the basis of the rates approved by Cochin Port Authority.

The payments will be made within a reasonable time after submission of bills. Cochin Port Authority can also arrange e-payment, for which the contractor is required to furnish the bank account and other relevant details separately.

Tenderer

Date :

Address with
(Signature with seal)

COCHIN PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT

GENERAL CONDITIONS OF CONTRACT

3. Electronic tenders (e-tenders) are invited in 2 cover system by the Secretary, Cochin Port Authority, Willingdon Island, Cochin 682 009 from eligible Printing Contractors for “**Annual rate contract for Printing and Binding works of Cochin Port Authority**”.

3.1 Payment Terms

The contractor, shall submit the bill in duplicate alongwith the Delivery Note to the concerned Department, which shall be checked/verified and acknowledged and got signed by the officer concerned.

- a) The price quoted should be **exclusive** of all taxes and duties
- b) The tenderer shall furnish documentary evidence in support of Goods & Service Tax (GST) Registration.
- c) Deductions towards statutory taxes as per the rules, prevailing in force at the time of payment of bills shall be made while releasing the bill amount.
- d) GST for the work will be paid extra by the Port. The GST applicable as per law can be billed on the Port Authority, which will be paid to the Contractor by the Port along with the bills, for which the Contractor holds a valid GST Registration number and the GST is being collected. The following are also to be considered while claiming payment towards GST:
 - i) Invoice in specific format should be provided by the Contractor for every payment.
 - ii) GST Registration Number of Cochin Port Authority and the Contractor is to be clearly mentioned with all the bills.
 - iii) Invoice should be attached along with the running bills.
 - iv) The Contractor shall comply all the GST regulations, viz., timely uploading of invoices and issue of debit/credit notes.
- e) Any stipulation by a tenderer that taxes and duties deductible from these bills should be borne by the Port Authority will result in the summary rejection of his/their tender.

- 3.2
- a) The person whose tender may be accepted (hereinafter called the “Contractor”) shall within 7 days of intimation of acceptance of tender, shall furnish a security deposit of 3% of the total contract value by way of Demand Draft drawn in favour of FA&CAO, CoPA payable at Cochin. On furnishing of the security deposit and executing an agreement, the EMD will be refunded. The security deposit will not carry any interest. All compensation or other sums of money payable by the contractor to the Cochin Port Authority under the terms of this contract shall be deducted from the security deposit. In event of the security deposit being reduced due to reason of any such deduction, as aforesaid, the contractor shall, within ten days thereafter, make the security deposit in full sum thereof.
 - b) Paper required for printing as per the specification of the sample shall be procured at his own cost by the contractor.
 - c) The contractor shall deliver the printed items as per the order(s) to the offices of the Cochin Port at his/her own expenses.
 - d) The work shall be carried out with due diligence and without any printing errors.
 - e) The proof reading of the work should be carried out by the printer and final draft should be got approved from the concerned department/office to avoid errors.

- f) If the contractor fails to supply the printed materials as per specifications and samples indicated in tender, supplied materials will be summarily rejected and the contractor shall have no right to claim printing charges or for the loss incurred by him due to such deviations/rejections.
- g) The contractor shall be able and willing to carry out the entrusted work in all respects in conformity with quantity, specification, time and as per provisions of this agreement. If the contractor fails to carry out the printing work within the stipulated time or quality mentioned in the order(s) issued by Cochin Port Authority under this contract, Cochin Port Authority will be at liberty to get the printing work done through other printing firms and difference in price, if any, will be deducted from the security deposit towards the loss incurred to the Cochin Port Authority due to such failure on the part of the contractor.

3.3. COMPLIANCE WITH STATUTORY REQUIREMENT

The contractor shall at all times during the continuance of contract comply fully with all existing Acts, Regulations and bye laws including all statutory amendment and re-enactments and Acts of the State or Central Government. The contract shall indemnify and keep the Board of Major Port Authority of Cochin Port indemnified in the case any proceeding are taken or commenced by any authority against the Board for any contravention of any of the laws, bye laws or scheme by the contractor. If as a results of contractor's failure, negligence, omission, default or non-observance of any provisions of any laws, the Board is called up by any authority to pay or reimburse or required to pay or reimburse any amount, the contractor under this contract or any other contract or otherwise recover from the contractor any sums which the Board is required or called upon to pay or reimburse on behalf of the contractor.

TERMINATION OF CONTRACT

- 3.4 If at any time after the commencement of the work, it is observed that the Contractor is not carrying out the contract/work as per the terms and conditions of the agreement, CoPA may terminate the contract by giving 15 days notice. However, either CoPA or the Contractor may terminate the contract by issuing 3 months notice to one another.
- 3.5 If the contractor fails to perform any other obligation(s) under the contract.
- 3.6 The Security Deposit will be forfeited if the contract is terminated on the default of the contractor.
- 3.7 In case of any disputes arise between the parties, Chairman, Cochin Port Authority will be the final authority to decide upon the disputes and the decision of the Chairman will be binding upon both the parties.

Date:

(Tenderer)

(Signature with seal)

**(PROFORMA OF UNDERTAKING)
REGARDING ILLEGAL METHODS FOR INFLUENCING TENDER PROCESS**

To

The Secretary,
Cochin Port Authority,
Cochin 682009.
Kerala, India.

Dear Sir,

I/ We do hereby undertake that I/We have not made any payment or illegal gratification to any person / authority connected with the Tender process of Tender No. so as to influence the Tender process and have not committed any offence in connection with the Tender.

Yours faithfully,

Date

Signature
Name & Designation

**(PROFORMA OF UNDERTAKING)
THAT NO CHANGES HAVE BEEN MADE IN THE TENDER DOCUMENT DOWNLOADED**

To

The Secretary,
Cochin Port Authority,
Cochin 682009.
Kerala, India.

Dear Sir,

I/We.....
.....do hereby confirm that no changes have been made in the Tender
Document downloaded and submitted by us for the Tender No

Yours faithfully,

Signature

Name & Designation

(PROFORMA OF UNDERTAKING)
THAT PRICE BID DOES NOT CONTAIN ANY CONDITION

To

The Secretary,
Cochin Port Authority,
Cochin 682009.
Kerala, India.

Dear Sir,

I/We.....
.....do hereby confirm that PRICE BID of the Tender submitted by us for the Tender No.
..... do not contain any condition/counter conditions.

Yours faithfully,

Date:

Signature
Name & Designation

COCHIN PORT AUTHORITY

AGREEMENT FOR THE WORK OF “ANNUAL RATE CONTRACT FOR PRINTING AND BINDING WORKS OF COCHIN PORT AUTHORITY” FOR ONE YEAR .

LETTER OF SUBMISSION -COVERING LETTER

(ON THE LETTER HEAD OF THE BIDDER)

Date :

To

The Secretary,
Cochin Port Authority.

Sir,

Sub: **“ANNUAL RATE CONTRACT FOR PRINTING AND BINDING WORKS OF COCHIN PORT AUTHORITY” FOR ONE YEAR**

Being duly authorized to represent and act on behalf of (Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the Bid document and information provided, the undersigned hereby apply for the subject work referred above.

We are submitting our Bid enclosing the documents as per Price Schedule (**Annexure I**) of the Bid Document for your evaluation.

We also certify that further Bid related communication can be sent to the following e-mail IDs by CoPT:

(i)

(ii)

(furnish two nos. current active email addresses)

SIGNATURE OF BIDDER

ANNEXURE VI**COCHIN PORT AUTHORITY****FORMAT FOR FURNISHING BANK INFORMATION FOR e-PAYMENT**

1	Name and full address of the beneficiary	
2	Credit Account No. (Should be full 14 digit)	
3	Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch (Full address with telephone No.)	
6	MICR code (Should be 9 digit)	
7	Telephone/Mobile/ e-mail id [2 nos]/ Fax No. of the beneficiary	Telephone :
		Mobile :
		e-mail id [2 nos. mandatory]: (i) (ii)
		Fax :
8	Enclose Cancelled Cheque	(Enclosed / Not Enclosed)

SIGNATURE OF BIDDER

FORM OF AGREEMENT

AGREEMENT No. ... of 20... -

**AGREEMENT FOR ANNUAL RATE CONTRACT FOR PRINTING AND BINDING WORKS
OF COCHIN PORT AUTHORITY" FOR ONE YEAR.**

THIS AGREEMENT IS MADE on this day of **BETWEEN THE BOARD OF MAJOR PORT AUTHORITY FOR COCHIN PORT** , a body corporate under the Major Port Authority Act, 2021 having office on Willingdon Island, Cochin – 682009 represented by its *Secretary/Sr. Deputy Secretary/Deputy Secretary Smt..... D/o aged years residing at Village Taluk District (hereinafter referred to as the Employer which expression shall include his successors, assignees and administrators in the office) of the one part and M/s. represented by Shri. aged S/o residing at Village Taluk District (hereinafter referred as "Contractor" which expression shall include their successors, assignees and administrators) of the other part.

WHEREAS the Cochin Port Authority invited tenders for vide Tender Notice Date and the Contractor submitted a tender for the same giving rates subject to the terms and conditions etc. of the Tender Document.

AND WHEREAS the rates of tender submitted by the Contractor has been accepted by Cochin Port Authority vide order No dated, issued to the Contractor while accepting their tender.

NOW THESE PRESENTS WITNESSETH and the parties hereby agree as follows.

- (1) The tender/rates submitted by the Contractor is for execution of work(s) of the Board of Major Port Authority of Cochin Port specified in the underwritten memorandum within the time specified in such memorandum at the rates specified in the Annexure I attached hereto and in accordance with all the conditions specified in Tender Notice, Instruction to the Tenderers, General condition of Contract provided in all other respects in accordance with such conditions is accepted.
- (2) It is mutually understood and agreed that, notwithstanding that the rates have been approved, every part of it shall be deemed to be and part shall be read with it or into it.
- (3) The Contractor agreed to abide by and fulfill all the terms and provisions of the said rate contract or in default thereof forfeit and pay to the Board the sum of money mentioned in the said conditions.
- (4) The sum of Rs...../- [Rupeesonly) has been deposited by the Contractor with Financial Adviser and Chief Accounts Officer of the Port Authority as Security Deposit in respect of this contract in the form of DD. The total amount thus deposited will be retained as security for the due and proper fulfillment of the contract and will not carry any interest. Such deposit shall be

forfeited on failure to perform or non-fulfillment of any of the terms and conditions of the contract by the Contractor, without prejudice to any other rights or remedies if the Contractor fails to carry out in the Work(s) specified in underwritten memorandum, the full amount of security deposit specified in underwritten memorandum of Rs./- shall be retained by the Board.

- (5) It is mutually agreed that the tender submitted in its entirety shall form part of this Agreement. Apart from the tender the following shall also form part of the Agreement
- (a) The Letter of Acceptance
 - (b) Letters exchanged between the Employer and the Bidder upto the issue of Letter of Acceptance as separately listed and annexed here to.

MEMORANDUM

a)	General description of Work	:	AGREEMENT FOR "ANNUAL RATE CONTRACT FOR PRINTING AND BINDING WORKS OF COCHIN PORT AUTHORITY" FOR ONE YEAR.
b)	Tendered cost	:	Rs
c)	Earnest Money Deposit	:	Rs.
d)	Security Deposit	:	Security Deposit in respect of this contract shall be Rs.....,
e)	Time allowed for signing of agreement	:	5 days from receipt of Letter of Acceptance.
f)	Time allowed for furnish of Security Deposit.	:	7 days of receipt of Letter of Acceptance.
g)	Time allowed for the commencement of Work	:	Within 15 days of receipt of Letter of Acceptance.

IN WITNESS WHEREOF THE CONTRACTOR hereunto set his hand and seal on behalf of M/s..... and on behalf of the Board of Major Port Authority of Cochin Port, the *Secretary/Sr.Deputy Secretary/Deputy Secretary has set his hand and seal and common seal of Cochin Port Authority has been hereunto affixed the day and year first written above.

CONTRACTOR

*(Retain only the authority signing the Agreement)

Signed, sealed and delivered

By Shri.....

of M/s.....

(COMMON SEAL OF THE FIRM)

Signed and affixed seal in the presence of :

1) Signature with address :

2) Signature with address :

Signed, sealed and delivered by the
* Secretary/Sr.Deputy Secretary/Deputy Secretary,
Cochin Port Authority on behalf of Board of
Major Port Authority for Cochin Port.

EMPLOYER

Signed and affixed the common seal of
Board of Major Port Authority for Cochin Port
In the presence of

1)

2)

*(Retain only the authority signing the Agreement)