



No.D8/Memento/2023- S

Date: 30.01.2023.

QUOTATION FOR SUPPLY OF MEMENTOS

Sir,

Quotation is invited in GeM Portal for supply of memento to Cochin Port Authority. The quotation is valid from the month of April, 2023 to March, 2024. The sample of the memento is available with the office of Sr. Dy. Secretary, CoPA. The terms and conditions of the quotation are enumerated below:

Sl. No	Item & Measurement	Approximate No. of Mementos required.	No. of Memento Required approximately	Rate quoted in Rs...for per piece only
1.	12 inch x 10 inch MDF Wood (Brown color finish) in 15mm thick with 10 inch x 8 inch Golden foil with multi-colour print and thick lamination.	For the year 2023-2024 From April, 2023 Till March, 2024	120 Nos.	
2.	14 inch x 12 inch MDF Wood (Brown color finish) in 15mm thick with 12 inch x 10 inch Golden foil with multi-colour print and thick lamination.	2023-2024	20 Nos.	

Conditions:

3. Quotation is due for opening 10.02.2023
4. Quotation in sealed cover should reach to the Secretary, CoPA on or before 10.02.2023 at 2.30 PM
11. Quotation will be opened at 3.00 PM on 10.02.2023 in presence of bidders if any.
12. Rates quoted should be strictly as per unit specified.
13. Taxes, duties, surcharges etc should be shown separately.
14. Mementoes should be delivered to the concerned office in CoPA on or before 25th of every month, if in case 25th of the month is a holiday, the items should be delivered in the next working day.
15. The text as supplied by CoPA shall be printed on the memento.
16. The offer should be valid up to March, 2024 from the date of opening of Quotation.
17. Cochin Port Authority reserves the right to reject part or whole of the quotation without assigning any reason.
18. Bills will be processed for payment only after acceptance of mementoes by CoPA every month.
19. In case of defects, spelling mistakes in the text of memento, if any noted on supply, the memento would be rejected by Cochin Port Trust and the bidder is responsible to deliver a fresh memento in place of rejected one.

Yours faithfully,

Asst. Secretary

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