

No. FD/Bud/131/Printing/2022

Dated: 16.09.2022

QUOTATION

Sealed quotations are invited for the following printing works.

1. Photocopying and binding 80 copies of the Port's Budget Book RE 2022-23 & BE 2023-24.
 - a) The work should be carried out neatly and promptly to high standards of printing quality and completed within one week of the work order along with the matter.
 - b) The book containing in between 110 to 115 pages.
2. Printing, binding and supplying 50 copies of the Cochin Port's Annual Accounts & Audit Report 2021-22 Hindi & English version both combined.
 - a) The cover should be of 220 GSM Art paper, Multi colour printing with lamination and inner page 100 GSM white paper should be used.
 - b) The book contains in between 95 to 105 pages.
 - c) The work should be carried out neatly and promptly to high standards of printing quality and completed within 15 days of the work order along with the matter. The work has to be done by end of November 2022.
3. Photocopying and binding 60 copies of the Port's Annual Accounts and Audit Report for the year 2021-22 in English and 45 copies of the same in Hindi version separately.
 - a) The work should be carried out neatly and promptly to high standards of printing quality and completed within one week of the work order along with the matter.
 - b) The book containing in between 40 to 50 pages in each version.
4. Photocopying 240 (6 pages x 40 sets) copies of Review of Accounts of Audit Report for the year 2021-22 (English & Hindi version) - Per page rate.

Printed copies of the books are to be delivered at the Budget Section by the Contractor at his own cost. Rate should be quoted per copy of the book conforming to the specifications detailed above, GST and other charges should be shown separately. Income tax will be recovered from the bill as per rules in force.

Specimen copy of the above books will be available for perusal at the Budget Section of this office on any working day between 09.30 am to 05.30 pm.

Sealed quotations for the above works in the **attached format** addressed to the Financial Adviser & Chief Accounts Officer, Cochin Port Authority should reach this office **on or before 04.10.2022**. Specimen paper for inside pages and cover page should also be enclosed.

Quotations not in conformity with the above instructions are liable to be rejected.

The department reserves all rights to accept or reject any quotation without assigning any reason whatsoever.

Encl: As above.

Yours faithfully,



Senior Accounts Officer

QUOTATION						
Sl.No.	Particulars	Quantity	UOM	Specification of work	Rate (in Rs.)	Total Cost (in Rs.)
1	Photocopying and binding 80 copies of the Port's Budget Book RE 2022-23 & BE 2023-24. Book containing 110 to 115 pages	80	Books	Photocopying and Binding		
2	Printing, binding and supplying 50 copies of the Cochin Port's Annual Accounts & Audit Report 2021-22 Hindi & English version both combined with the cover - 220 GSM Art Paper, Multi colour printing with lamination and inner page 100 GSM white paper. Book containing 95 to 155 pages	50	Books	Printing and Binding		
3	Photocopying and binding 60 copies of the Port's Annual Accounts and Audit Report for the year 2021-22 in English and 45 copies of the same in Hindi version separately Book containing 40 to 50 pages of each version	105	Books	Photocopying and Binding		
4	Photocopying 240 (6 copy x 40 sets) copies of Review of Accounts Accounts of Audit Report for the year 2021-22 (English & Hindi version)	240	page	Photocopying		
Total						