



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

काजू और कोको विकास निदेशालय

**DIRECTORATE OF CASHEWNUIT AND COCOA DEVELOPMENT**

कृषि एवं किसान कल्याण मंत्रालय Ministry of Agri. & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग Dept. of Agri. Co-operation & Farmers Welfare

केरा भवन, कोच्ची - 682 011, केरल Kera Bhavan, Kochi - 682 011, Kerala.

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प.सं. F. No. CS-13/C01/18-19

दिनांक Date : 21.01.2019

**NOTICE INVITING QUOTATIONS (NIQ)**

Directorate of Cashewnut and Cocoa Development, Kera Bhavan, Kochi - a subordinate office under the Union Ministry of Agriculture and Farmers Welfare (Department of Agri. Co-opn & FW) invites sealed quotations from reputed printers for printing work of Souvenir – being brought out in connection with National Conference on Cashew. The job description/specification of the work is given below:-

**1. JOB DESCRIPTION / SPECIFICATIONS**

S No.	Particulars	Quantity	Specifications	Remarks
01	Designing and Printing work of Souvenir for National conference on cashew	100 pages (Approx.) with photographs – Multicolour 300 copies	Size – Demi ¼ Paper quality - 100 gsm paper for inside text - (Multicolour) - 300 gsm art card for cover pages Binding – Perfect binding Language – English	Both sides of page *

\* A soft copy of the Journal in PDF format is required to be supplied along with print copies.

The sealed quotations addressed to the 'Director, Directorate of Cashewnut and Cocoa Development, Kera Bhavan, Kochi-11 super scribed with 'Souvenir – National Conference on Cashew, Vijayawada' with reference No. CS-13/C01/18-19 must reach on or before 28.01.2019.

**2. ELIGIBILITY CRITERIA**

The firm may provide their details in Annexure-I format duly filled up and complete in all respect attaching self-attested/certified copies of documents in support of their claim. The bidder should give self-declaration certificate for acceptance of all terms and conditions of tender document in Annexure-II.

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22/1/19

- a) The firm should be an Indian Company. The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-III.
- b) The firm should be an experienced printer having good track record and client satisfaction in undertaking similar job. The firm may attach list of Purchase Order/Work Order where the similar type of work (Designing and printing of annual reports/brochures/magazines etc. of reputed organizations executed during the last three years from the date of publication.
- c) The firm should be a registered vendor having a valid printing license from concerned authorities. They may also provide their PAN No/GSTN No allotted by concerned authorities.
- d) The successful bidder will have to undertake the work within the time limit as per work order and the payment will be made strictly as per the accepted rates.

3. **EARNEST MONEY DEPOSIT DETAILS**

- a) EMD for Rs. 2,000/- (Rupees Two Thousand Only) in the form of Demand Draft/Bankers Cheque from Nationalized/Scheduled bank in favor of Director, Directorate of Cashewnut and Cocoa Development, Cochin payable at Cochin should be submitted. The EMD should be valid for a period of at least 60 days
- b) Exemption from furnishing EMD shall be available to the extent permitted under Rule. 170 of General Financial Rule.
- c) EMD of all unsuccessful bidders will be returned after finalization of the bid
- d) The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the bid or after the acceptance of the offer.
- e) No interest will be paid on the EMD deposited/ remitted
- f) The details pertaining to EMD are to be submitted in annexure – IV format.

4. **GENERAL TERMS AND CONDITIONS**

- a) Each page of the bid should be signed by the bidder and duly stamped.
- b) The Directorate will have liberty to increase or decrease the quantity or omit any such item as found necessary after awarding the bid.
- c) The quotation should clearly indicate price per page per copy including tax applicable with rate split up for DTP typesetting/ printing/ paper cost/designing/ scanning etc.
- d) Cost of cover pages may be given separately.
- e) The payment will be released only after the execution and supply of items ordered to the complete satisfaction of the Directorate. No advance payment will be made by the Directorate to the successful bidder for undertaking the work.

- f) The rate quoted should be valid at least for a period of 3months from the last date for submitting the bids.
- g) The bids received after the due date or otherwise found incomplete shall be rejected summarily.
- h) The Directorate reserves the right to accept or reject any or all bids at its discretion without assigning any reasons.
- i) In case of any disputes the same shall be subject to arbitration by the Horticulture Commissioner in the Ministry of Agriculture & Farmers Welfare, New Delhi whose decision shall be final and binding on both parties.

4. **DELIVERY**

The delivery of goods shall be made by the bidder to the Directorate of Cashewnut and Cocoa Development, Kochi in its office premises located at 9th Floor, Kera Bhavan, Kochi. The delivery of print Job/items should be made within 15 days of award of bid.



(P. A. Parameswaran)  
Administrative Officer

Distribution:-  
(As per list)

ANNEXURE-I

Sl. No.	Items	Remarks
1.	Name of the Organization/Firm	
2.	Postal address	
3.	Tele No./Fax./Mobile No. of the organisation/firm	
4.	Status of the organisation/firm (Whether private/PSU/or sole Proprietor or Partnership or co-operative society etc)	
5.	Details of PAN/TAN/GST numbers obtained from respective authorities (documents to be attached)	
6.	Whether the firm possess the requisite experience/track record (Please attach details of similar work undertaken during last three years with copies of purchase order etc )	
7.	Registration Number of the organisation/Firm with details of printing licence	

(Seal and signature of the Owner/authorized representative)