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## Ernakulam Regional Co-operative Milk Producers' Union Ltd No. E 150 (D)

Head Office: PB No. 2212, Edappally, Cochin - 682 024  
(An ISO 9001:2015 & ISO 22000:2005 Certified Company)

No: EU/PUR/5/AGM/2022-23 / 2809

11.08.2022

### QUOTATION NOTICE

Sealed competitive quotations are invited for the Design, Printing and Supply of the Annual Report of this Milk Union from Technically and Financially sound offset printers with DTP facility as per the specifications mentioned hereunder.

APPROXIMATE QUANTITY: 1000 BOOKS

### SPECIFICATIONS

1. Cover 4 pages with four colour printing with photo and art work on the cover pages using 220 GSM Art Paper with 2 additional pages for advertisement & one page for obituary.
2. Printing on pink and yellow colour and polished paper - four pages (2 sheets) with perforation.
3. Printing on white Maplitho paper using black ink approximately 70 pages. Printing on white in which 20 pages running matter and the balance pages statement of numerals (i.e., P&L A/c, Balance Sheet etc.)
4. Additional printing of minutes in Malayalam approximately 30 pages. (70 GSM) White print paper.
5. Binding charge of the Report : 1000 Books
6. Stapling charge of the Minutes (30 pages) : 1000 Sets
7. The quantity of pages mentioned above is approximate only. The billing shall be made on actual number of pages. The additional pages shall be billed on the same rate on pro rata basis.
8. The matter shall be given from our office and the work includes designing, typing (if required), corrections (as informed from the office) and printing of the matter.
9. A sample of Annual Report shall be available at Head Office for verification during office hours.

## OPTIONAL ITEMS

1. Black and White printing on dummy 1/4<sup>th</sup> size Maplitho paper-Graph and chart.
2. Printing film development charges for advertisement (four colours).

## TERMS AND CONDITIONS

1. The number of copies required are:

Reports - 1000 Copies

Minutes - 1000 Copies

2. The finished size of the printed book should be 27 cm x 21.5 cm.
3. The minutes are to be printed in dummy 1/4<sup>th</sup> size and the rate per page is to be quoted. The final size shall of 21 cm x 21.5 cm.
4. The cover page design shall be issued only 2 days before the delivery of items.
5. Quotation duly filled and super scribed "Quotation for the Design, Printing & Supply of Annual Report 2022" shall be received this office on or before 26.08.2022 at 3.00 P.M and will be opened at 3.30 PM on the same day.
6. Works shall be completed within 5 days from the date of confirmed order.
7. Quoted rates for printing the Annual Report should be quoted for the entire work (including design, typing, correcting & printing) as specified in Clause no. 1 to 8 under 'Specifications' along with all taxes and FOR to Head Office store at Edappally.
8. The payment shall be released within 15 days after the satisfactory supply of the item to Head Office, Edappally.
9. The bidder should have previous experience in printing and supply of Annual Report and other related works. Necessary supporting documents shall be produced when required.
10. Managing Director reserves the right to accept or reject any quotation partly or fully without assigning any reason.

  
MANAGING DIRECTOR

To

All the Approved Suppliers

Copy to: Sr. Manager (P&I) I/c/Asst. Manager (F/A)  
Notice Board. Mf/Oc *1 web 8/26*