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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 22000:2018 Certified Company)

No: EU/PUR/39/PRINT/2023-24 /5108

18.11.2023

QUOTATION NOTICE

Sealed competitive quotations are invited for the Printing, binding and Supply of P&I Circular booklet of ERCMPU from Technically and Financially sound offset printers with DTP facility as per the specifications mentioned hereunder.

A. Scope of Work

Sl No.	Description	Approx Quantity
1	Printing, binding and Supply of P&I Circular booklet	1000 Books

B. Critical Date

Quotation closing date	25.11.2023, 3.00PM
Quotation Opening date	25.11.2023, 3.30PM

C. Terms And Conditions

1. Quotation duly filled and super scribed "Quotation for Printing, binding and Supply of P&I Circular booklet" shall be received this office on or before 25.11.2023 at 3.00 P.M and will be opened at 3.30 PM on the same day.
2. Quoted rates for printing the booklet should be quoted for the entire work (including typing, correcting & printing) as specified under 'Specifications' along with all taxes and FOR to milma, ERCMPU, Head Office store at Edappally.
3. Per page rates for printing additional black and white pages for booklet inside pages should be quoted separately.
4. The Bidder should hold registration under GST.
5. The cover page design shall be issued only 2 days before the delivery of items.
6. Delivery of full consignment shall be completed within 4 days from the date of confirmed order.
7. The quantity of pages mentioned is approximate only. The billing shall be made on actual number of pages. If the actual no. of pages is less/high than the pages specified in this quotation notice, payment shall be made on basis of the rate quoted for per pages.(Clause No.3)
8. The payment shall be released within 15 days after the satisfactory supply of the item to Head Office, Edappally.
9. Validity of the quotation should be for a period of 3 months from the date of opening the quotation.

Ernakulam Dairy Ph:0484-2780103, 2777453, 2784696, 2781694-Products Dairy Edappally Ph:0484 2558556
Kottayam Dairy Ph : 0481 2578764, 2578112, Trichur Dairy Ph : 0487 2695891, 2695873, 2695876



D. Specifications

1. Cover pages: with multi colour printing with photo and art work on the cover pages using 220 GSM Art Paper (A4 size)(As per approved artwork from this office).
2. Inside pages: Printing on white maplitho paper 70 GSM- 22 cm x 28.5 cm size paper using black ink approximately 60 pages (30 Sheets) in which approx 12 sheets with left side perforation.
3. The matter shall be given from our office in pdf and the work includes typing (As required), corrections (as informed from the office) and printing of the matter.
4. A sample of booklet shall be available at Head Office for verification during office hours.

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: Head (P&I) I/c/Asst. Manager (FIN)

Website, Notice Board. Mf/Oc