



Ernakulam Regional Co-operative Milk Producers' Union Limited

Head Office, Edappally, Kochi - 24 Kerala,

Ph:0484 2541193,2556863 Fax : 2558741

Web: www.ercmpu.in; E-mail: ercmpu@gmail.com,

TENDER REF No.EU/PUR/32/2021-22

**TENDER DOCUMENT FOR THE
DESIGN & PRINTING OF
MEDIUM EXECUTIVE
DIARY 2022**



BID FORM

1. Registered Name of Bidder :

2. Address :

3. Telephone

i) Land phone :

ii) Mobile :

iii) E-mail :

iv) Fax :



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No.EU/PUR/32/2021-22

Dated: 25.10.2021

QUOTATION NOTICE

The Ernakulam Regional Co-operative Milk Producers' Union Limited invites quotations from reputed printers for the design & printing of 8000 Nos. of Medium Executive Diaries for the year 2022. Interested eligible Bidders may obtain further information from the office of the Ernakulam Regional Co-operative Milk Producers' Union Limited, Edappally.

Bid Reference	EU/PUR/32/2021-22
Estimated Cost	4.50 Lakhs
Amount of Bid Security - EMD (DD in favour of Managing Director, ERCMPU Ltd Payable at Ernakulam)	` 4,500/- (Rupees Four Thousand Five Hundred Only)
Cost of Tender form (Including Taxes)	` 200/- each
Sale of Tender form	25.10.2021 to 09.11.2021, 01.30 PM
Pre-bid Meeting	02.11.2021 at 11.30 AM
Last date and time of submission of Bids	09.11.2021, 2.00 PM
Place of Opening	Ernakulam Regional Co-operative Milk Producers' Union Ltd., Head Office, Edappally, Kochi - 24, Phone: 0484 2556863, 2541193
Date & Time of Opening of bids.	09.11.2021, 3.00 PM
Technical Specifications	Enclosed.

The tender document can also be downloaded from our website www.ercmpu.in and should be submitted along with its cost and EMD. The Ernakulam Regional Co-operative Milk Producers' Union shall not take the responsibility for any delay in receipt of the bidding document if it is sent by post.

**MANAGING DIRECTOR
ERCMPU LTD**

Copy to: All Notice Boards/Website
Sr. Manager (P&I) I/c/ Head (Mktg.)/Asst. Manager (F/A)
Sr. Manager I/c, Ernakulam Dairy
Dairy Manager Thrissur/Kottayam/Products Dairy
Mf/Oc



TERMS & CONDITIONS

1. Bid Security (Earnest Money Deposit):

- a. The Bidder shall furnish, as part of its bid, bid security for the amount as specified in the quotation through **in the form of Demand Draft drawn in favour of Managing Director, ERCMPU Ltd.** payable at Edappally.
- b. The bid security is required to protect the ERCMPU against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- c. No interest shall be paid by ERCMPU on the bid security furnished by the bidder.
- d. The bid security may be forfeited if a Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid Form; or in the case of successful Bidder, if the Bidder fails:
 - I. To sign the Contract
 - II. To furnish Performance Security

2. Eligibility Criteria.

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this, bidder shall meet the following qualification criteria as a minimum.

- a. The bidder shall furnish copy of GST registration certificate.
 - b. The bidder shall submit the details of previous work undertaken with full address and contact telephone number.
 - c. The bidder should have proven experience in printing diaries /booklets in Malayalam / English languages. They should submit the copy of purchase orders in support of the above. Tenders without copy of purchase orders will be treated as non-responsive and the tender will be summarily rejected.
3. Approved artwork and DTP of the addresses and the other matters of printing will be provided.
 4. The rate quoted should include all expenses for design & printing of items & supply at Head Office, Edappally (inclusive of all taxes, packing & forwarding, transportation and all other overheads). No incidental expenses will be allowed.
 5. **Samples of the Medium Executive Diary with three (3) different artwork for the cover page shall also be submitted to this office on or before 06.11.2021, 3.00 PM. Sample for the Medium Executive Diary and proof of work experience shall be submitted to this office super scribing "QUOTATION FOR MEDIUM EXECUTIVE DIARY – 2022. Quotations without samples will not be accepted.**
 6. No alteration in the approved paper quality as per the sample will be allowed after acceptance of order. In case specifications are found altered, the consignment will be summarily rejected and the Union shall not be held responsible for any loss suffered by the party.
 7. **Delivery:** The full material, duly packed as specified in the Purchase order shall be supplied at our unit within 14 days of providing the artwork



8. Supply of Medium Executive Diaries should be completed on or before the date of supply mentioned in the purchase order, failing which, penalty of 0.5% of the order value will be levied for each day of delay in supply. Ensuring supply in time is the essence of this contract. ERCMPU shall not be responsible for any loss occurred to the supplier due to late supply of the material. To our unit.
9. Proof of having undertaken such large work earlier and successful execution shall merit consideration in selection of the firm to whom the work will be entrusted. The details have to be included along with the quotation.
10. **Successful bidder should execute an agreement in non-judicial stamp paper (Kerala) worth Rs. 200/- for satisfactory completion of work. The firm shall remit 10% of the order value as Security Deposit to this office or should submit Bank guarantee for the amount. The security deposit will be released only after the satisfactory supply of the items in full at site.**
11. **Terms of Payment:** 100% of the order value shall be released within 30 days on satisfactory supply of the items at site.

Note to Bidders:

- a. All the documents enclosing with the quotation should contain the signature and the office seal of the bidder/authorized persons.
- b. ERCMPU does not bind itself to accept the lowest offer and reserve the right to accept any offer without assigning any reason. The bidders shall not have any claim in this regard.
- c. Bidder should have sufficient experience in the relevant field. The work will be awarded based on their previous experience, inspection of previous work, credentials received from other clients of bidders, etc.
- d. The selection of the successful bidders will be made based on the rate quoted as well as the quality of the sample furnished. (Rate alone will not be the selection criterion)
- e. The Managing Director reserves the right to reject all or any of the tenders without assigning reasons.

12. Validity:

The offer should remain valid for acceptance for a period of 6 (Six) months from the date of opening of bids.

13. Quantity to be Supplied

Sl. No.	Item	Total Qty (Approx. Nos.)
1	Medium Executive Diaries	8000



Specification of Medium Executive Diary

Size 24 x 18 cm' size - two days in a page (Half Page should be provided for Sunday also). Inside pages, ERCMPU's profile to be printed in the first 16 pages in single colour for company profile. 12 pages should be provided for monthly action plan in the beginning of every month. 10 pages multicolour printing in 130 GSM art paper. Total pages 240 approximately. Inside 70 GSM Natural shade – Maplitho single colour printing. ERCMPU name and emblem to be printed on the cover matt lamination with multi colour printing inside and outside with hard bound as per sample approved by ERCMPU. Photos of Board of Directors of ERCMPU should also be included along with the details of Board of Directors. **Three (3) different samples to be provided with quotation.**