



"PRINTING AND SUPPLY OF ANNUAL REPORT FOR THE YEAR 2024-2025"

Last Date & Time for submission of tender Form	30 July 2025 at 1400 Hrs
Date and Time of opening of Technical & Financial Bids	30 July 2025 at 1430 Hrs
Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty five thousand only)
Security Deposit	Rs. 1,00,000/- (Rupees One lakh only)
Contact person	Shri. Syamkamal N, Company Secretary Mobile: 8129 270925 E-mail ID: syam.kamal@cochinshipyard.in

1. Competitive Bids are invited through Open Tender from reputed and registered printing firms / agencies to carry out the work of printing and supply of Annual Report of Cochin Shipyard Limited and its subsidiaries (Hooghly Cochin Shipyard Ltd and Udupi Cochin Shipyard Ltd) for the year 2024-2025. The printer shall also be responsible for individual dispatch of annual reports to the share holders of the company, based on the list provided by the company. In addition, dispatches to various other locations as required by the company shall be carried out as per the written instructions issued separately. The bidder should have four colour printing facility and facility for perfect stitch binding (hot glue binder) and section sewing.

2. The bid is under two bids system i.e., **Technical and Financial Bids**. Bids should be prepared in accordance with the prescribed format **Annexure-I to Annexure-III** (Technical Bid) and **Annexure-IV** (Financial Bid) and the bidders are advised to submit the same in **two separate sealed envelopes** super scribing "**Technical Bid - Annual Report 2024-25**" (**Annexure-I to Annexure-III**) and "**Financial Bid - Annual Report 2024-25**" (**Annexure-IV**). Both sealed envelopes should be kept in a third sealed envelope superscribing "**Bids for Printing and Supply of Annual Report 2024-25**" addressed to **The Deputy General Manager (ER) i/c, Cochin Shipyard Limited, Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi- 682 015** and to be dropped in the tender box kept at **Visitors Facilitation Centre at Ravipuram Gate of Cochin Shipyard Limited** on or before the stipulated date and time. Outstation Bidder / Tenderer shall forward their offers addressed to the above said address either by courier service or by speed post so as to reach in advance of the due date and time of tender closing. Cochin Shipyard Limited shall not be responsible for any postal / courier delay and it is attributable solely to the tenderer.

3. **Technical Qualifications** for selection of printers for printing and supply of Annual Report 2024-25.

- a) The bidder should have four-colour printing facility and facility for perfect stitch binding (hot glue binder) and section sewing (To be certified by the director/ Partner/ Authorised signatory along with the Technical bid.).
- b) The bidders should be operational in India for the last 5 years (Any documentary proof for the existence of the bidder viz., Certificate of Incorporation/ Partnership deed/any other Registration document etc.).
- c) The bidder should have an average turnover of Rs.10 crore or above in last 3 consecutive years ending March 31, 2025 and should have positive net worth as on March 31, 2025. (Certificate from a CA/CS/CMA/ in whole time practice needs to be submitted in **prescribed format i.e. Annexure-II**).
- d) The bidder should have successfully printed and supplied Annual Reports for at least 10 BSE/NSE listed company in the last three financial years i.e., 2021-22, 2022-23, 2023-24 and at least one company out of the above 10 listed companies should be a listed Government of India Company. However, if the bidder prints and supplies Annual Reports for a particular company for the above mentioned period of three years, it shall be counted as one (Completion Certificate issued by the client preferably in the **attached format i.e. Annexure-III**). Work Order alone will not be accepted as proof of experience.
- e) For quality assurance: As on date of bid submission, the bidder should be possessing a valid ISO 9001:2015/ISO 14001:2015. The certification must be valid for this financial year (A copy of certification must be attached. An undertaking for the validity of the certificate must be attached).

4. Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty five thousand only) can be remitted in the form of Demand Draft in favour of "Cochin Shipyard Limited" payable at Kochi. Cash, Cheque, Bank Guarantee, Postal Orders etc. are not acceptable. No interest will be payable to EMD. EMD amount will be returned to the unsuccessful bidders only after the issue of Work Order to the successful bidder.

A. The following benefits are extended for all Micro and Small Enterprises (MSEs) holding a valid Entrepreneurs Memorandum (EM) Part II certificate or Udyog Aadhar certificate and who have declared their Udyog Aadhar Memorandum (UAM) number in Central Public Procurement Portal (CPPP).

- i) Tender form available along with Tender Documents. No fee for Tender forms.
- ii) Payment of Earnest Money Deposit (EMD) is exempted.
- iii) The list of items published as part of MSME order dated 23rd March 2012 {currently 358 items} shall be procured exclusively from MSE firms only.

B. Additionally, waiver of Security Deposit (SD) is extended to those MSEs registered with National Small Industries Corporation (NSIC), up to financial limit as mentioned in NSIC Certificate. However, guarantee of the items supplied/service provided has to be ensured through a Bank Guarantee (BG).

C. This tender shall be based on MSME order dated 23rd March 2012, pertaining to Public procurement Policy.

D. When supply/ service as per tender is divisible in nature, 15% Purchase Preference will be extended to the MSEs (MSEs within price band of L1+15%, to bring down their price to L1 price, where L1 is non MSEs), for 20% of the tender requirement. If multiple MSE vendors satisfy the above condition, the 20% requirement shall be divided equally. In this scenario, preference shall be given to SC/ST vendors to such an extent that they are allowed to supply minimum 4% out of the 20% in line with the aforementioned MSME order. SC/ST vendors shall submit a valid certificate from District Industries Centre /NSIC for qualifying in the above criteria.

E. In case requirement is non-splitable or non-divisible, the above 15% Purchase Preference, is extended to MSE participants in the tender, in full (in the ascending order), considering spirit of policy for enhancing the Government procurement from MSEs.


5. The Successful Bidder has to deposit the Security Deposit i.e, Rs. 1,00,000/- (Rupees One lakh only) by way of DD from any Nationalized Bank drawn in favour of "Cochin Shipyard Limited" payable at Kochi. The Security Deposit shall be returned within two months after the expiry of contract and on fulfillment of all contractual obligations and liabilities if any, in the matter. No interest is payable on Security Deposit. Bidders with valid registration under Micro Small and Medium Enterprises (MSME) category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard.

6. Bidders with valid registration under National Small Industrial Corporation (NSIC) / Micro Small & Medium Enterprises (MSME) category are also entitled for all privileges, concessions, relaxations etc stipulated by relevant Govt. orders in this regard. Firms who are registered with District Industries Centre and come under the category of Micro and Small Enterprises holding a valid EM Part II certificate or Udhhyog Adhaar certificate, the following benefits are provided:

- a) Tender form available along with Tender Documents. No fee for Tender forms.
- b) Payment of Earnest Money Deposit (EMD) is exempted. For all the Firms who are registered with NSIC and come under Micro and Small Enterprises holding a valid NSIC Certificate, the below benefit is also extended in addition to 'A' above.
- c) Waiver of Security Deposit (SD) for the performance of the contract (10% of the order Value by the way of Bank Guarantee till the supplies are completed). However to ensure performance of the item during the guarantee period a Performance Bank Guarantee (PBG) (10% of the Order Value by the way of Bank Guarantee) to be submitted by the firm as applicable.

Order dated 23rd March 2012, from Ministry of MSME, pertaining to Public procurement Policy is applicable for this Tender.

7. Offer to be submitted latest by **1400 Hrs** on **30 July 2025**. The Bids will be opened on the same day at **1430 Hrs** in the presence of available bidders. The Financial Bid will be opened only if the bidder qualifies in the technical bid. Tenderers are requested to familiarize and know themselves with the existing general terms and conditions of any contract in CSL and other prevalent practices related to them prior to quoting. The general terms and conditions of contract is available at CSL Website www.cochinshipyard.in. Details of Despatch/delivery are given in the specification part (Ref. Page Nos. 5 & 6). Work Order will be issued only to one bidder based on the total cost. However, the invoices shall be raised on the respective Companies.


19/7/25
प्रभारी उप महाप्रबंधक (कर्मचारी संबंध)
Deputy General Manager (ER) i/c



SPECIFICATION DETAILS – ANNUAL REPORTS 2024-25

I. COCHIN SHIPYARD LIMITED

TYPE I – ENGLISH COPY

ANNUAL REPORT 2024-25				
Type	I – English Only			
No. of Pages	380 (Approx.)			
Quantity	1000 Nos.			
Size	Close – 8.25" x 10.50"		Open – 10.5" x 16.5"	
Pages	Cover	4 pages	210 GSM Matt Art Paper	4 colour
	Inner Text A	40 pages	90 GSM Glossy Art Paper	4 colour
	Inner Text B	336 pages	70 GSM TNPL Maplitho Paper	2 colour
Binding	Perfect stitch binding (hot glue binder) and section sewing			
Lamination	Matt Lamination on Cover			
Despatch/ Delivery	To the shareholders at their registered address (approx. 500 nos.). The postal/courier charges for despatch of Annual Reports to the shareholders would be borne by CSL. The said amount should not form part of the financial bid. Balance to be delivered at Coimbatore/ Kochi as instructed by the Company. No separate charges shall be payable for delivery.			

ENVELOPES AND ADDRESS STICKER FOR DESPATCH

Sl. No.	Description	Quantity
1.	Envelope – 90 GSM Maplitho paper envelope for Annual Report 9" X 12"	500
2.	Address Sticker for Annual Report	500

TYPE II – BILINGUAL COPY – HINDI & ENGLISH

ANNUAL REPORT 2024-25				
Type	II – Bilingual (Hindi & English)			
No. of Pages	760 (Approx.)			
Quantity	200 Nos.			
Size	Close – 8.25" x 10.50"		Open – 10.5" x 16.5"	
Pages	Cover	4 pages	300 GSM Matt Art Paper	4 colour
	Inner Text A	84 pages	90 GSM Glossy Art Paper	4 colour
	Inner Text B	672 pages	70 GSM TNPL Maplitho Paper	2 colour
Binding	Perfect stitch binding (hot glue binder) and section sewing			
Lamination	Matt Lamination on Cover			
Delivery	At Delhi/ Kochi as instructed by the Company. No separate charges shall be payable for delivery.			

II. HOOGHLY COCHIN SHIPYARD LIMITED (Hooghly-CSL)


ANNUAL REPORT 2024-25				
Type	Bilingual (Hindi & English)			
No. of Pages	216 (Approx.)			
Quantity	125 Nos.			
Size	Close – 8.25" x 10.50"		Open – 10.5" x 16.5"	
Pages	Cover	4 pages	170 GSM Matt Art Paper	4 colour
	Inner Text A	28 pages	90 GSM Glossy Art Paper	4 colour
	Inner Text B	184 pages	70 GSM TNPL Maplitho Paper	2 colour
Binding	Perfect stitch binding (hot glue binder) and section sewing.			
Lamination	Matt Lamination on Cover.			
Delivery	At Delhi/ Kolkata/ Kochi as instructed by the Company. No separate charges shall be payable for delivery.			

III. UDUPI COCHIN SHIPYARD LIMITED (Udupi-CSL)

ANNUAL REPORT 2024-25				
Type	Bilingual (Hindi & English)			
No. of Pages	248 (Approx.)			
Quantity	125 Nos.			
Size	Close – 8.25" x 10.50"		Open – 10.5" x 16.5"	
Pages	Cover	4 pages	170 GSM Matt Art Paper	4 colour
	Inner Text A	28 pages	90 GSM Glossy Art Paper	4 colour
	Inner Text B	216 pages	70 GSM TNPL Maplitho Paper	2 colour
Binding	Perfect stitch binding (hot glue binder) and section sewing.			
Lamination	Matt Lamination on Cover.			
Delivery	At Delhi/ Malpe/ Kochi as instructed by the Company. No separate charges shall be payable for delivery.			

Work Schedule

- ❖ Printing, binding and delivery of Annual Report: within 15 days of final approval of proof material.


प्रभारी उप महाप्रबंधक (कर्मचारी संबंध)
Deputy General Manager (ER) i/c

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**TECHNICAL BID
(DETAILS OF THE AGENCY)**

1.	Name of the Bidder / Firm Address Telephone No. Fax No. Mobile No. E-mail	
2.	Whether the firm is Proprietorship / Partnership firm / Company / NSIC / MSME Category etc. (Please attach registration certificate of Firm)	
3.	Name of Contact Person and Address	
4.	Experience details of last Three consecutive years for providing similar work. (Documentary Proof to be enclosed as per Clause 3 of Tender document)	
	Sl. No.	Name of the Firm / Client in which the Agency had worked earlier
	Year	Name and Contact No. of the office of Client
5.	EMD Details	Amount: Name of Bank:

6.	Whether the bidder has four colour printing facility and facility for perfect stitch binding (hot glue binder) and section sewing.	
7.	Details about Computerized High-Tech Printing & Binding Machineries available: (Please attach separate sheet) Name / Capacity / Make of Machinery etc.	
8.	Details of Manpower with their experience in this field (Please attach separate sheet)	
9.	GST Registration details	
10.	PAN (Copy of PAN card to be enclosed)	
11.	Whether the bidder is operational in India for the last 5 years. (Documentary Proof to be enclosed as per Clause 3 of Tender document)	
12.	Whether the bidder has an average turnover of Rs.10 crore or above in last 3 consecutive years ending March 31, 2021 and positive net worth as on March 31, 2021. If yes, whether the Certificate in the prescribed format has been attached.	
13.	Whether the bidder possesses a valid ISO 9001:2015/ISO 14001:2015 Certification. (Documentary Proof to be enclosed as per Clause 3 of Tender document)	

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered / pending against the Agency / Firm or its owner / partner anywhere in India. It is certified that I / We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Signature of the Tenderer :

Name of the Signatory :

Place:

Name of the Firm / Agency :

Date:

Seal of the Firm / Agency :

ON THE LETTER HEAD OF THE PRACTICING CA/CS/CMA

Name of Bidder :

TURNOVER FOR LAST THREE YEARS

This certificate is to be submitted in original along with the bid documents.

Particulars	FY 2021-22	FY 2022 -23	FY 2023 -24	Average Annual Turnover
	(a)	(b)	(c)	(a+b+c)/3
Annual Turnover for the Financial Year (FY)				
Rs. In Lakhs				

Net-worth as on March 31, 2021 as per the Audited Financial Statements is Rs. _____

Signature of the Practicing CA/CS/CMA**With seal**

ON THE LETTERHEAD OF THE CLIENT

WORK EXPERIENCE CERTIFICATE

We hereby certify that we had engaged for the work of Printing the Company's Annual Report for the financial year(s) (2021-22, 2022-23, 2023-24) and they have successfully completed the work and delivered the Annual Reports to the Company.

Signature with Seal of issuing Authority

Name & Designation

Date

FINANCIAL BID

Name and address of the Bidder: _____

To

Deputy General Manager (ER) i/c
Cochin Shipyard Limited
Kochi – 682 015.

Sl.No.	Particulars	Quantity	Rate (₹) Excluding GST	GST (%)	Rate (₹) Including GST
1	Annual Report – English for CSL	1000			
2	Envelope – 90 GSM Maplitho paper envelope for Annual Report 9” X 12”	500			
3	Printing of Address Sticker for Annual Report	500			
4	Labour charges for despatch of Annual Report to shareholders	500			
5	Annual Report – Hindi and English for CSL	200			
6	Annual Report – Hindi and English for HCSL	125			
7	Annual Report – Hindi and English for UCSL	125			
Total					

The L1 shall be arrived at on the basis of total amount (excluding GST).

Signature of the Tenderer :

Name of the Signatory :

Place :

Name of the Firm / Agency :

Date :

Seal of the Firm / Agency :