



No. P&A/Admn/02/66/17-V

02 December 2024

## Procurement of Executive Work Book (Wiro)

### GENERAL INFORMATIONS:

1. **Cochin Shipyard Limited (CSL)** intends to purchase about 4000 Executive Work book (Wiro).

2. Offers with samples of the items mentioned above are invited in two parts **(1. Technical Bid, 2. Price Bid)** from renowned and reputed parties in the field of printing and supply of such custom made stationery items in bulk. Interested manufacturers / suppliers are requested to submit their technical and price bids in two separate sealed envelopes super scribed **“Technical Bid for Printing and Supply of “Executive Work Book (Wiro)”** and **“Price bid for Printing and Supply of Executive Work Book (Wiro)”** respectively both put in a single sealed envelope super scribing **“Tender for Printing and Supply of Executive Work Book (Wiro)”** – 4000 Nos and addressed to **The Deputy General Manager (HR), Cochin Shipyard Ltd., Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi-15** and to be dropped in the box kept at Visitors Facilitation Centre, Ravipuram Gate of Cochin Shipyard Ltd., on or before **17<sup>th</sup> December 2024 at 1400 Hrs.** For details please contact:

Name	:	Shri. Harikrishnan G
Designation	:	Manager (HR)
Contact No. (Landline)	:	0484-2501887
Email	:	<a href="mailto:harikrishnan.g@cochinshipyard.in">harikrishnan.g@cochinshipyard.in</a>

3. Technical bid shall be opened on **17<sup>th</sup> December 2024 at 1430 Hrs.** Bidders or their authorized representative may witness the same if they wish to do the same.

4. **Samples of the items must be submitted along with Technical bid. Shortlisted samples are to be surrendered to CSL free of cost. Bids submitted without samples will be summarily rejected.**



**5. Technical Specifications:**

- Size : 24 x 18 c.m.
- Pages : 200 pages (100 sheets), Right side in ruled paper with watermark of CSL Logo and Left side without ruled.
- Paper : 70 GSM Natural Shade Paper.
- Cover : 700 GSM board with multi colour printing and wiro binding (white colour).
- Packing : Each folder should be shrink wrapped and packed in white board. Entire folders should be packed in carton box approximate weight of carton box including folders can be up to 25-30 kg.

In pages of inside Executive Work Book (Wiro), the 16 single colour pages (General Information) may be replaced with multi colour pages.

**6. BID Details:**

**a) TECHNICAL BID** - shall contain the following details (Please furnish this information as per **Annexure 1**):

BIDDER –

- Firm - Name, Registered Address, Local Office, etc.
- Contact Person – Name, Designation, Mobile, Landline, etc.
- Bank account RTGS details with the Photostat copy of a cancelled cheque.
- GST ID Number, PAN Card Number
- Experience in business.
- Number of Client Firms (approx.) with a few names (preferably of Govt. and PSU) and copy of their Work Orders and Samples.



b) **PRICE BID** - shall contain the following details (Please furnish this information as per Annexure II):

Bid shall be inclusive of freight, insurance, loading/unloading charges and other incidental charges. GST to be indicated separately.

7. **Method of Evaluation and Selection of Successful Bidder:**

The samples with unique identification number above as per the specification given should be submitted within the stipulated time. After evaluation of the samples by a Committee of officers, acceptable samples would be shortlisted. **The major criteria for evaluation of items could be: Impressive design, quality printing, seamless binding and overall finish.** Experience track record of the supplier would be also considered for accepting the offer. Price bids in respect of the acceptable samples would be opened for final selection of the vendor either on the same day or within 7 days of opening the Technical bid under intimation to the technically qualified bidders. **The final selection of the vendor shall be at the sole discretion of the CSL and the same shall not be open to question by any participating bidder. Price bid will be evaluated based on the total cost excluding GST.**

8. **Earnest Money Deposit (EMD)**

Earnest Money Deposit (EMD) of ₹ 6,250/- (**Rupees Six thousand Two hundred Fifty 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 forms shall be issued free of cost.
- ii) Payment of Earnest Money Deposit (EMD) is exempted.
- iii) The list of items published as part of MSME order dated 23<sup>rd</sup> 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 5



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 23<sup>rd</sup> 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.

## 9. TERMS OF PAYMENT

Payment against Invoice shall be released only after supply of the items to the satisfaction of CSL. No interest will be payable on delayed payments. Payment will be made direct to the firm through NEFT/RTGS only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

## 10. CANCELLATION OF CONTRACT

In the event of failure or delay to execute the assignment by the successful bidders, CSL reserves the right to cancel the order by giving 3 days notice. Further, CSL reserves the right to get the work done by any other party, at the risk and cost of the successful bidders.

## 11. LIQUIDATED DAMAGES

In the event of failure by the Successful bidder / bidders to supply the items as per the prescribed quality, specifications and terms within the prescribed time, CSL may, at its sole discretion and authority, accept the items, and levy liquidated damages as decided by the CSL, subject to a maximum of 10% of the total order value shall be levied from the concerned vendor.



## 12. MISCELLANEOUS

- i) It may be noted that at the time of final execution of the assignment, if there is any default on paper grammage, printing or binding quality (from the approved sample), CSL reserves the right to reject the items and shall not be responsible for making any payment.
- ii) CSL reserves the right to place the order to the technically qualified lowest bidder in full or individual line items to the respective lowest bidders in the tender.
- iii) CSL reserves the right to get up to 500 additional copies of Executive Work Book (Wiro) on the same Piece Rate as quoted by the firm, if need arises.
- iv) CSL reserves the right, at its sole discretion without assigning any reasons, to cancel the entire Tendering process; accept/reject any or all Tenders partly or fully; and also to modify the terms & conditions before awarding the job.
- v) In the event of any dispute or difference whatsoever arising out of this contract, the same shall be resolved as per the provisions of Indian Arbitration Act 1996. The courts of Kochi shall have exclusive jurisdiction to entertain and try all matters of disputes arising out of this contract.
- vi) CSL shall not be held responsible for any loss, damage etc sustained by the bidders on account of the subject tender.
- vii) Probable bidders can verify the sample of Executive Work Book (Wiro) at Visitors facilitation centre in Cochin Shipyard Limited till **17<sup>th</sup> December 2024** till **1500 Hrs** during office hours.

भवदीय,

Yours faithfully,

  
2/12/24

सुब्रमण्यन के के / Subramanian K K  
सहायक महाप्रबंधक (मानव संसाधन)  
DGM (H R)





Annexure - I

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

1.	Name of the Tenderer / Firm:  Address of Registered Office:  Local Office Address:  Telephone No.  Fax No.  Mobile No.  E-mail	
2.	Name of Contact Person:  Mobile No.:	
3.	Whether the firm is Manufacturer / Supplier.	
4.	Whether the firm is registered under NSIC / MSME Category (Please attach registration certificate of Firm)	
5.	Registration Number of the firm. (Please attach the copy of registration certificate)	
6.	Experience details of last Three consecutive years for undertaking similar work.  i) Name & Address of leading customers (preferably of Govt. and PSU) (please attach proof)  ii) Details and proof of work (Copy of Work orders and Samples)	
7.	EMD Details (DD No., Name of Bank)	

8.	PAN Card Number (Please attach the copy of PAN card)	
9.	Whether registered under the Goods and Service Tax, mention GST Number (Please enclose the copy)	
10.	GST Number	

This is to certify that I/We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Place:

Signature of the Tenderer :

Date: \_\_\_ / \_\_\_/2024

Name of the Firm/Agency :

Seal of the Firm/Agency :

**PRICE BID**

Name and address of the Bidder: \_\_\_\_\_

To

Deputy General Manager (HR)  
 Cochin Shipyard Limited  
 Administrative Building  
 P.O. Bag No. 1653  
 Perumanoor P O  
 Kochi - 682 015.

[The price bids shall contain the rates inclusive of freight, insurance, loading/unloading charges and other incidental charges for each uniquely numbered samples. The rates quoted shall be for delivery at CSL Stationary Store, Kochi.] GST to be quoted separately.

**Price Bid for 4000 Nos. Executive Work Book (Wiro)**

Rs. ..../- per piece

GST (%) - ..... GST (Amount) - Rs. ....

**Total amount per piece including GST - Rs. ..../-**

(In words, Rupees \_\_\_\_\_ only  
 per piece including GST).

**Authorized Signatory**  
**(Name, Designation, Address, Date & Rubber Stamp)**

- L1 bidder shall be identified based on the rate excluding GST
- Piece Rates are to be filled in the figures as well as in words. In case of any discrepancy between the two, the Piece Rates written in words shall prevail.

Place :

Signature of the Tenderer :

Date: \_\_\_ / \_\_\_/2024

Name of the Firm/Agency :

Seal of the Firm/Agency :