



No. P&A/Admn/02/53/10-V

01 November 2025

PROCUREMENT OF CSL WALL CALENDAR 2026

GENERAL INFORMATION:

1. Cochin Shipyard Limited (CSL) intends to arrange about 7000 CSL Wall Calendar 2026 to be delivered latest by 15 December 2025.

Offers with samples of wall calendars are invited from renowned and reputed parties in the field of printing and supply of Wall Calendar in two bid system (1. Technical Bid, 2. Price Bid). Interested printers are requested to submit their technical and price bids in two separate sealed envelopes superscribed "Technical Bid for Printing and Supply of CSL Wall Calendar 2026" and "Price bid for Printing and Supply of CSL Wall Calendar 2026" respectively both put in a single sealed envelope superscribing "Tender for Printing and Supply of CSL Wall Calendar 2026" and addressed to The Deputy General Manager (ER) i/c, Cochin Shipyard Ltd., Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi-15. Bids to be dropped in the box kept at Visitors Facilitation Centre, Ravipuram Gate of Cochin Shipyard Ltd. No other mode of submission will be accepted/considered.

Bids Submission start Date : 01 November 2025 at 1030 Hrs
Bids Submission end Date : 10 November 2025 at 1200 Hrs
For details please contact:

Name : Shri. Harikrishnan G
Designation : Manager (HR)
Contact No. (Landline) : 0484-2501887
Email : harikrishnan.g@cochinshipyard.in

2. Technical bid shall be opened on 10 November 2025 at 1400 Hrs. The Price bid of Technically qualified bidders will be opened in the presence of such bidders / authorized representatives.



3. **Technical Specification**

Size: 56 cm x 42 cm

Pages: Both side printing on 6 sheet and one side printing in 1 sheet, one strip of photos on each page, multi colour printing of photos, address of CSL in English and Hindi with CSL emblem, each sheet having a month, wall calendar with two colour printing and with good quality metal type Wiro binding (White Color Only).
Covering full width of Calander

Paper: 170 GSM White Glossy Foreign Art paper (Copy of Sample paper has to be enclosed)

4. **BID Details:**

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

BIDDER –

- Firm - Name, Registered Address, Local Office in Kochi, etc.
- Contact Person – Name, Designation, Mobile, Landline, etc.
- Bank account RTGS Details, with the Photostat copy of a cancelled cheque.
- GST ID Number, MSME/NSIC registration if applicable, Pan Card Number
- No. of years in business.
- Number of Client Firms with names (Government/PSU/Scheduled Banks) and copy of their Work Orders, Bills, Work Completion Certificate indicating total value and Samples.)
- Sample paper of 170 GSM White Glossy Foreign Art paper (bids without sample will not be considered.)

PRICE BID - The Price bid to be submitted as per the format given in **Annexure II**.

The rate shall be inclusive of all taxes, duties, freight, insurance, loading/unloading charges and other incidental charges.

Rates quoted by the tenderer in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words. In case of any discrepancy the Unit Rate written in words shall prevail. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.

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

Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten 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 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 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.

6. SECURITY DEPOSIT

The Successful Bidder has to deposit the Security Deposit i.e., Rs. 40,000/- (Rupees Forty thousand only) by way of DD from any Nationalized Bank drawn in favour of "Cochin Shipyard Limited" payable at Kochi. Cash, Cheque, Bank Guarantee, Postal Orders etc. are not acceptable. The Security Deposit shall be returned within two months after the supply of CSI Wall Calendar and on fulfillment of all contractual obligations and liabilities if any, in the matter. No interest is payable on Security Deposit.



Agencies sponsored and controlled by Government are exempted from remitting Security Deposit. Bidders with valid registration under National Small Industrial Corporation (NSIC) / Micro Small and Medium Enterprises (MSME) category are also entitled for all privileges, concessions, relaxations etc stipulated by relevant Govt. orders in this regard.

7. PRE QUALIFICATION CRITERIA

The following are the basic prequalification criteria for a bidder to be technically qualified:-

- a) *The tenderer should have successfully executing printing jobs of Wall Calendar for Govt./PSU Companies/ Scheduled Banks only costing not less than Rs.2 lakh (Two Lakh) of single work-order in each of the last three consecutive financial years i.e., 2022-23, 2023-24 & 2024-25.*
- b) *Minimum quantity of the single order during each year should be 3000 Nos.*
- c) *Copies of Purchase Orders (containing both quantity and value) and Bills (containing both quantity and value) along with copies of the Wall Calendar to be enclosed to the Technical bid. Tenders submitted without the above supporting documents are liable to be rejected.*
- d) *Purchase Order/ Work Order alone will not be accepted as experience document. Bills/Work Completion Certificate indicating total value shall be mandatorily submitted along with Purchase Order/ Work Order.*
- e) *Bids without paper sample will be summarily rejected.*

The tenderer is required to fulfill the above pre-qualification criteria and submit the information/documents in the Technical Bid cover as per Annexure - I failing which the bid may not be considered/may be technically disqualified.

8. METHOD OF EVALUATION

The bidders should submit the bid with supporting documents as prescribed in Clause 4 & 7 of tender document within the stipulated time. The bids will be evaluated by a committee constituted by the competent authority and eligible bidders will be shortlisted. The major criteria for evaluation of samples could be: Impressive design, quality printing, seamless binding and overall finish. Price bids of technically qualified bidders would be opened 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 bidder shall be at the sole discretion of the CSL and the same shall not be open to question by any participating bidder. The Price bid will be evaluated based on the total cost excluding GST and L1 bidder will be identified accordingly.**



9. 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.

10. TERMS OF PAYMENT

Payment against Bill / 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 RTGS only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

11. CANCELLATION OF CONTRACT

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

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 item and shall not be responsible for making any payment.
- ii) CSL reserves the right to get up to 1000 additional copies of CSL Wall Calendar on the same Unit Rate as quoted by the firm, if need arises.
- iii) 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.
- iv) 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.
- v) CSL shall not be held responsible for any loss, damage etc. sustained by the bidders on account of the subject tender.

(सुब्रमण्यन केके / Subramanian K K)
प्रभारी उप महाप्रबंधक (कर्मचारी संबंध)
DGM (ER) i/c



Annexure - I

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

Sl. No	Description	Fill the details/ Particulars	Submitted /Furnished Documents (Yes/No)																												
1.	Name of the Tenderer / Firm: Address of Registered Office: Local Office Address in Kochi: Telephone No. Fax No. Mobile No. E-mail:																														
2.	Name of Contact Person																														
3.	Whether the firm is Proprietorship / Partnership firm / Company /NSIC / MSME Category etc. (Please attach registration certificate of Firm)																														
4.	EMD Details (DD No., Name of Bank)																														
6.	Mention the quality of Paper and submit the sample as per tender condition (i.e.170 GSM White Glossy Foreign Art paper). Physical sample to be attached in bid.																														
7.	Experience details of last Three consecutive years for undertaking similar work (Refer Clause No.7 of tender document).																														
	<table border="1"> <thead> <tr> <th>Sl. No.</th><th>Name of Client (Government/P SU/ Scheduled Banks)</th><th>Year</th><th>Quantity of Wall Calendar</th><th>Value of contract</th><th>Bill / Work Order</th><th>Work Completion Certificate</th></tr> </thead> <tbody> <tr> <td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sl. No.	Name of Client (Government/P SU/ Scheduled Banks)	Year	Quantity of Wall Calendar	Value of contract	Bill / Work Order	Work Completion Certificate	1							2							3								Submitted/Furnished Documents (Yes/No)
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Sl. No	Description	Fill the details/ Particulars	Submitted /Furnished Documents (Yes/No)
8.	PAN Card Number (attach the copy of PAN)		
9.	Goods & Services Tax Registration 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.

I/We hereby also certify that the relevant documents as per **Annexure I** have been submitted as per tender conditions.

I/We hereby certify that the firm/agency/company has never been **black listed** by any of the Departments / Autonomous Institutions / Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency/ company as on ___ / ___ / 2025

Place:

Signature of the Tenderer :

Date: ___ / ___/2025

Name of the Firm/Agency :



PRICE BID

Name and address of the Bidder: _____

To

Deputy General Manager (ER) i/c
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 all taxes, duties, freight, insurance, loading/unloading charges and other incidental charges etc. The rates quoted shall be for delivery at CSL Stationary Store, Kochi]. GST to be quoted separately.

PRICE BID FOR CSL WALL CALENDAR 2026 (7000 Nos. approx.)

CSL WALL CALENDAR 2026 (6 +1 Sheets) Rs. _____/- per Unit (Excluding GST)

(In words, Rupees _____/- per Unit only (Excluding GST)

- GST % : (indicate GST %) per Unit
- GST Amount : (indicate only GST part) per Unit
- Total amount per Unit including GST – Rs./-

Authorized Signatory

(Name, Designation, Address, Date & Rubber Stamp)

Rates are to be filled in the figures as well as in words. In case of any discrepancy between the two, the rates written in words shall prevail. L1 bidder will be identified based on the total cost quoted by the firm excluding GST rate.

