



Job No: KMRL/MDS/SR.MGR(CC)/2013/475/15-16/1

Dated: 27/11/2015

QUOTATION NOTICE

Kochi Metro Rail Ltd (KMRL), invites quotation from well established and reputable printers for “printing of Diaries and Pocket Note books” of KMRL for the year 2016. The detailed scope of the work is provided in the quotation document. Quotation documents may be downloaded from the Website www.kochimetro.org.

1.1 Key details:

Name of Work	Printing of Diaries and Pocket Note books”
Availability of quotation form	Quotation documents can be downloaded from the official website of the KMRL : www.kochimetro.org on or after 27/11/2015
EMD	Demand draft of Rs.5000/- drawn in favour of Kochi Metro Rail Ltd payable at Kochi
Last date & time of submission of Quotation :	05/12/2015 & 14:00 Hrs
Bid Opening	05/12/2015 & 15:00 Hrs

1.2 Late quotation (received after date and time of submission of bid) shall not be accepted under any circumstances.

1.3 KMRL reserves the right to accept or reject any or all proposals without assigning any reasons. No bidder shall have any cause of action or claim against the KMRL for rejection of his proposal.

For Kochi Metro Rail Ltd



QUOTATION DOCUMENT

1.0 Scope of work

1.1 The scope of work is of **Printing of Diaries and Pocket Note Books of KMRL for the year 2016.**

2.0 Terms and Conditions

1. Tenders received after the prescribed time and date will not be considered and rejected forthwith.
2. Any effort by the bidder to influence the tender process may result in forthwith rejection of the bidder's bid.
3. Artwork for the Diaries will be provided by Kochi Metro Rail Limited. The successful bidder shall be required to submit the first lot of proofs within two day from the date of P.O.The bidder shall get approved, the colour and design of Diaries from the KMRL Designer appointed by the KMRL. The proof for inside material of Diaries & Pocket Notebooks shall be submitted to and approved by Kochi Metro Rail Limited (Communication Department).
4. No increase in cost shall be considered for any reason unless there is a change in the number of pages. However, in case the number of copies or number of pages are less than those indicated herein the KMRL shall get the proportionate benefits of the quote given for the indicative numbers
5. The work order issued to the successful bidder shall be accepted within 3 days from the date of issue of work order. Failure to accept the work order will treated as the disqualified bidder.
6. Any delay in delivery or failure to supply requisite numbers of copies of Diaries/Pocket Notebooks as per agreed quality and specifications will entitle KMRL to invoke penalty clause or even cancel whole/part of the order

3.0 Submission of Quotation

3.1The agencies may submit the 'Quotation/Bid' in a single sealed cover super scribing-"**Quotation for Printing of Diaries and Pocket Notebooks**".

3.2 Completed application form along with the requisite documents shall be submitted in a Single sealed envelope clearly indicating the category of work on top of the envelope to: -

The Jt. General Manager (CC)

Kochi Metro Rail Ltd.

8th floor, Revenue Tower, Park Avenue Road,

Opp. Boat Jetty, Kochi-682011. Phone No: 9446418222

4.0 Selection Procedure

4.1 The selection of successful bidders will be decided by the evaluation committee based on the technical evaluation and the lowest rates quoted.

4.2 The KMRL reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

4.3 EMD of Rs 5000.00 shall be enclosed with the bid in the form of a DD from a scheduled commercial bank in India, Favouring 'Kochi Metro rail Limited' and payable at Kochi. EMD of agencies who have not qualified would be returned /refunded after finalization of the agency without any interest.

5.0 Termination of Contract

5.1 KMRL reserve the right to summarily terminate the contract due to failure of the agency to provide satisfactory delivery of the product.

6.0 Payment

6.1 The bills should be submitted by the firm within 15 working days .

6.2 The firm should confirm the bank details for electronic fund Transfer on their letter heads duly signed by the authorized person along with a cancelled cheque, as documentary proof. Any change in the bank accounts shall be informed to us well in advance and KMRL shall not be liable for any loss incurred by the agency due to non confirmation /incorrect information of the bank account details.

Appendix-1

1.Quantity of Diaries: 1000 Nos. Specifications of the Diaries

Job Name	Printing of Diaries
Size	17cm X 24cm
Inner pages	336 pages
Customized Cover & UV	Front and Back
Finish	Hard Case binding wrapped on 1.8 mm board
Cover page	Individual Name printing
Box	Individual box

2.Quantity of Pocket Note Books :500 Nos. Specifications of the Pocket Note Books

Job Name	Printing of Pocket Note Books
Size	16cm X 9 cm (Portrait)
Lamination	Glossy
Customized Cover	300 GSM Multi colour
Inside pages	Maplitho (100 pages)
Binding	Spiral Binding

Appendix II

Sl.No.	DETAILS	
1.	Name of Agency	
2.	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	



Appendix III- Financial

Job Name	Unit Rate	Tax	Total
Printing of Diaries			
Pocket Note Book			