



CHENNAI PORT TRUST

QUOTATION No. Compilation/Annual Accounts /2019/F

**FOR "PRINTING, PHOTOCOPY AND BINDING OF ANNUAL ACCOUNTS
BOOKS OF CHENNAI PORT TRUST FOR FY 2018-19 (ENGLISH VERSION - 50
BOOKS & BILINGUAL VERSION ENGLISH & HINDI – 70 BOOKS)"**

Due Date for submission: 15.00 hrs. on 22.08.2019.

**Financial Adviser & Chief Accounts Officer
3RD FLOOR, CENTENARY BUILDING,
NO.1 RAJAJI SALAI, CHENNAI – 600 001.**

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**CHENNAI PORT TRUST
FINANCE DEPARTMENT**
No.1 Rajaji Salai,
Chennai – 600001

Sealed quotations are invited from the Firms who are satisfying the eligibility criteria for the work of "Printing, Photocopy and Binding of Annual Accounts Books of Chennai Port Trust for the FY 2018-19 (English version – 50 books & bilingual version English & Hindi – 70 books) " as per details furnished hereunder

1. The Firm shall have experience in Printing of Annual Report Books/Administration Report Books. The names of companies for whom the firm has carried out Printing of Annual/Administration reports during the last 3 years shall be furnished in **Form-I** of technical bid and documentary evidence such as work order/completion certificate shall be submitted along with technical bid.
2. The bidder shall furnish the details of the firm in **Form-I** of the technical bid and copies of certificates such as PAN Card / Goods & Service Tax Registration (GST) shall be submitted along with quotation. In case of GST un-registered Vendors, necessary documentary proof/declaration for exemption from GST shall be furnished along with quotation.
3. The Firm's Office should be at Chennai.

Quotation documents can be downloaded from the Trust's Website www.chennaiport.gov.in

Last date for Submission **15.00 hrs on 22.08.19**

Date of opening of Quotation **15.30 hrs on 22.08.19 in the office of FA&CAO at the third floor of Centenary Building, No:1 Rajaji Salai, Chennai – 600 001.**

For further details, please see the quotation document
Quotation No. Compilation/Annual Accounts /2019/F

Financial Advisor & Chief Accounts

Officer

Visit our web site www.chennaiport.gov.in for any further details, amendments or corrigendum etc.

**CHENNAI PORT TRUST
FINANCE DEPARTMENT**

QUOTATION No. Compilation/Annual Accounts/2019/F

**PART A
Technical Bid**

1. Notice Inviting Quotation

Sealed quotations are invited from the firms who are satisfying the eligibility criteria for the work of "PRINTING, PHOTOCOY AND BINDING OF ANNUAL ACCOUNTS OF CHENNAI PORT TRUST FOR THE FY 2018-19 (ENGLISH VERSION – 50 BOOKS & BILINGUAL VERSION HIND I & ENGLISH – 70 BOOKS) AS PER THE SCOPE OF WORK AND SPECIFICATIONS MENTIONED IN APPENDIX A".

2. Availability of Bid Documents

Bid documents can be downloaded from Chennai Port Trust website www.chennaiport.gov.in.

3. Eligibility Criteria:

- a. The Firm shall have experience in Printing of Annual Report Books/Administration Report Books. The names of companies for whom the firm has carried out Printing of Annual/Administration reports during the last 3 years shall be furnished in Form-I of technical bid and documentary evidence such as work order/completion certificate shall be submitted along with Form-I of the technical bid.
- b. The bidder shall furnish the details of the firm in **Form-I** of the technical bid and copies of certificates such as PAN Card / Goods & Service Tax Registration (GST) shall be submitted along with quotation. In case of GST un-registered Vendors, necessary documentary proof /declaration for exemption from GST shall be furnished along with quotation.
- c. The firm's Office should be at Chennai.

4. Submission of Bid & Evaluation

- a. The last date of submission of bids upto 15.00 hrs on 22.08.2019. Quotation document containing Part-A Technical Bid and Part B-Price Bid in the sealed envelope should be deposited in the Tender Box kept in the 3rd Floor of Centenary Building, Chennai Port Trust, No:1 Rajaji Salai, Chennai – 600 001 **on or before 22.08.2019 at 15.00 hrs.**
- b. The Chennai Port Trust will not be responsible for delay, loss or non-receipt of quotation sent by post.
- c. Bids received after due date will not be accepted.
- d. The bidder is required to furnish the details of the organization / firm and experience in Form-I of Technical bid.
- e. The bidder is required to sign and affix the seal of his firm in every page of the quotation as a token of acceptance of terms & conditions of the Bid Document and submit the same along with Form-I of Technical bid.

- f. The bidder shall quote the price for Printing, Photocopy and binding and delivery of the Books as per the scope of work and specification in Appendix A in the Price bid as per format prescribed in Part-B of the quotation document, in rupees on lump sum basis.
- g. The price quoted shall also include all expenses such as traveling, incidental expenses, etc. and also all taxes and duties except GST. The bidder shall quote the applicable rate of GST separately in the price bid.
- h. The amount should be written in both figures and words. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will prevail.
- i. Bid should be free from over writing or erasers. If any corrections and additions are there, the same must be duly signed wherever necessary.
- j. The Price bid of the bidders satisfying the eligibility criteria under Technical Bid will only be considered for financial evaluation.
- k. The financial evaluation of the Quotation will be based on the Price quoted by the bidders excluding GST and the bidder who quotes lowest price will be selected.
- l. The successful bidder should produce acceptance letter within 3 days of the date of Work Order.
- m. The ChPT reserves the sole right to accept or reject any or all Proposals thus received without assigning any reasons thereof.

5. Security Deposit

- a. The person whose Bid or any portion of whose Bid is accepted must within 3 days of receipt of notice of such acceptance or within such extended time as may be allowed by the ChPT at his discretion deposit to the extent of 10% of the quoted value of the successful bidder or Rs. 5,000/- (Rupees Five thousand only) whichever is higher towards security deposit for the due fulfillment of the conditions of the contract. The Security Deposit shall be paid in the form Demand Draft/Pay Order from any Nationalised Bank / Scheduled Bank drawn in favour of Chairman, Chennai Port Trust, Chennai 600 001 and payable at Chennai. Alternatively, the Security Deposit can also be paid through RTGS / NEFT transfer to the account of ChPT for which the bank details will be furnished at the request of the successful bidder.
- b. The Security Deposit shall be released after successful completion of the assignment through e-payment/RTGS/NEFT and the requisite information shall be provided as per the Quotation. No interest will be allowed on security deposit.
- c. In case of termination of the contract for any reason, the Security Deposit shall stand forfeited, either wholly or partly and the contractor(s) shall have no claim whatsoever against the Ch.PT in consequence of such termination of the contract.
- d. In the event the bidder(s) gives up the work before expiry of the contract including extension periods if opted for by the Ch.PT, or is unable to complete the assignment for whatever reason, the Security Deposit shall stand forfeited.

6. Completion Period

- a. The Annual Accounts with Audit Report (English version) 50 books shall be delivered to the office of FA&CAO within ten days from the date of furnishing the report.
- b. The Annual Accounts with Audit Report (English & Hindi version) – 70 books shall be delivered to the office of FA&CAO within ten days from the date of furnishing Reports in both the versions i.e. English & Hindi.
- c. The time schedule for completion of entire scope of work is four Months from the date of issue of Work Order. The Firms shall strictly adhere to the time frame for the various activities pertaining to the assignment and complete the work within the prescribed time.

7. Payment Terms

- a. The bidder shall furnish the Invoice strictly as per GST Act/Rules and also mention the **GSTIN No. of Chennai Port Trust viz., 33AAALC0025BIZ9** in the Invoice in order to avail input credit by Chennai Port Trust.
- b. No advance payment will be made.
- c. 100% payment excluding GST will be made on acceptance of the delivery of Books as per specification and Scope of Work, after deducting TDS on IT, TDS on GST and other statutory recoveries, if any. The GST will be paid only on production of Documentary evidence (GST Payment Challan) / upload the amount paid under GSTIN of ChPT in the GST Web Portal.
- d. All payments related to this subject work would be made through electronic mode only (RTGS/NEFT/). The bidder would be required to provide the particulars of their bank account along with their bid in the Form-I of Technical bid. The bidders shall ensure correctness of the Bank particulars furnished and ChPT shall not be responsible for any error in the particulars furnished by the bidder.

8. Validity of offer

The price quoted shall be firm and valid for 120 days from the date of opening of the bid.

9. Confidentiality

The bidder shall treat all the documents and information received from Chennai Port Trust (ChPT), submitted to ChPT and all other related document/communications in confidence and shall ensure that all who have access to such material shall also treat them in confidence. The bidders shall not divulge any such information without the prior written permission of ChPT Authorities. The bidders shall return all the documents received from ChPT from time to time after completion of the related works.

10. Liquidated Damage Clause

If the bidder fails to complete the work in all respects within the time specified or within the extended time that may be allowed by ChPT, the bidder shall pay or allow to the Board a sum equivalent to ½% (half percent) per day inclusive of holidays) or part thereof of the total value of the contract subject to a maximum of 5% of the total value of contract as liquidated damages/late delivery charges and ascertained damages and not by way of penalty,

for every day thereof beyond the said period or extended period as the case may be during which the assignment shall remain unfinished. Such damages will be deducted from any amount payable to or to be payable to the bidder including any securities / guarantees if any available with the Port Trust. The payment of such damages does not relieve the bidder of his obligations to complete the assignments or from any other of his obligations or liabilities under this contract.

II. Other Terms & Conditions

- a. The ChPT at its sole discretion can terminate the contract without assigning any reasons whatsoever by giving SEVEN (7) days notice to the successful bidder.
- b. All disputes are subject to Chennai jurisdiction only.

For any clarifications, if any of the firm may contact Sr. Accounts Officer (MS), Finance Department at the 3rd floor of the Centenary Building, No.1, Rajaji Salai, Chennai 600 001. Tel. 25362201, Extn.2378.

**FA&CAO
CHENNAI PORT TRUST**

CHENNAI PORT TRUST
FINANCE DEPARTMENT
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FORM-I
TECHNICAL PARTICULARS

(A) BIDDER DETAILS

1	Name of the Bidder	
2	Complete Postal Address with PIN code: Telephone No. Fax No: Mobile No: E-mail-id :	
3	<u>Details of Contact Person</u> Name of the Person Designation Mobile Number: Fax: E-Mail-id	
4	Legal Constitution of the Bidder: <i>(Please tick appropriate box)</i>	<input type="checkbox"/> Company <input type="checkbox"/> Partnership Firm/LLP Proprietary <input type="checkbox"/> Firm <input type="checkbox"/> Others <i>(Please specify)</i>
5	<u>Registration Details</u> <i>(attach copy)</i> Income Tax PAN GST Regn. No.	

6	Details of Bank Account Name of the Bank Branch & Address Phone No. Account type (SB / CA) Account Number IFS code MICR Number	
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(B) EXPERIENCE:

Companies / Organizations for whom the firm has carried out Printing of Annual Report, Administration Report during the last 3 years			
Sl. No.	Name of the Company / Organization	Year of Report	Details of Work Order / Completion Certificate attached
(1)			
(2)			
(3)			

(C) OTHER DETAILS / CONFIRMATION:

1	Confirmation regarding submission of quotation document duly signed and sealed as a token of acceptance of all terms & conditions	
2	Confirmation for submission of ' Appendix-A ' duly signed and sealed	
3	Confirmation for submission of ' Appendix-B ' duly signed and sealed towards unconditional acceptance of	
4	Confirmation for payment of Security Deposit on award of work	
5	Confirmation for submission of Price Bid in the format prescribed	
6	Any other details, if required	

Certified that to the best of my knowledge and belief all the above information is correct and nothing has been concealed / misrepresented.

Seal with signatures of authorized signatory of the Bidder

**CHENNAI PORT TRUST
FINANCE DEPARTMENT
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Scope of Work and Specification

- (1) Designing & Printing of Wrapper with photos in front & back covers, colour printing of Charts in Art Paper, photocopying of content material, binding of Books and delivery at FA&CAO's Office, ChPT as per the details given below:

Sl.No.	Report	Particulars	No. of pages (approx)
1	Annual Accounts with Audit Report and Action Taken Notes – 50 books (English version)	Wrapper designing, Colour Printing with Photo (front & back covers) Colour Printing in Colour paper (one side) Colour printing in Colour paper (front & back) Black & White Photocopy or laser print out of the content of the report (front & back) Colour Printing of Charts in the Art Paper (one side) and binding of Books and delivery	2 sheets 5 Pgs (approx) 24 Pgs (approx) 30 Pgs (approx) 2 sheets
2	Annual Accounts with Audit Report and Action Taken Notes – 70 Books (English and Hindi version)	Wrapper designing colour Printing with Photo (front & back) Colour Printing in colour paper (one side) Colour Printing in colour paper (front & back) Black & White Photocopy or laser print out of content of the report (front & back) (English & Hindi version) Colour Printing of Charts in the Art Paper (one side) and binding of Books and delivery	2 sheets 12 sheets (apprx) 1 sheet (approx) 131 Pgs (approx) 2 sheets

- (2) Hard copy / Soft copy of the material i.e. Annual Accounts & Photos will be given to the Firm in word/pdf/jpeg.
- (3) Proof of all work shall be submitted for approval.
- (4) No additional Charges will be paid to the firm / Printer for the changes in style, type, corrections etc.
- (5) Book should be delivered at the office of the FA&CAO at Chennai Port Trust, 3rd Floor, Centenary Building, Chennai-I after approval of Final Proof.
- (6) The firm shall maintain strict confidentiality towards all information / documents of Chennai Port Trust.
- (7) Prompt supply is expected since it is a Time Bound work.

Note: Sample Annual Accounts Books of previous years can be verified from FA&CAO's office.

Seal with signatures of authorized signatory of the Bidder
APPENDIX 'B'

**CHENNAI PORT TRUST
FINANCE DEPARTMENT
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FORMAT OF ACCEPTANCE LETTER

(To be given in the letterhead of the firm)

Dated

To

The Financial Advisor & Chief Accounts Officer,
Chennai Port Trust,
3rd Floor, Centenary Building,
No:1, Rajaji Salai,
Chennai 600 001.

Dear Sir,

Sub: **Unconditional Acceptance letter** – PRINTING, PHOTOCOPY AND BINDING OF ANNUAL ACCOUNTS, FOR THE FY 2018-19 (ENGLISH VERSION – 50 BOOKS & BILINGUAL VERSION ENGLISH & HINDI – 70 books) AS PER THE SPECIFICATIONS AND SCOPE OF WORK MENTIONED IN APPENDIX A “ – Reg.

Ref: Quotation No. Compilation/ /2019/F

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With reference to the above, we have fully read and understood the Quotation Document particularly the Scope of work and Other Conditions. We hereby given our unconditional acceptance of Price quoted for **PRINTING, PHOTOCOPY AND BINDING OF ANNUAL ACCOUNTS FOR THE FY 2018-19 (ENGLISH VERSION – 50 BOOKS & BILINGUAL VERSION ENGLISH & HINDI – 70 BOOKS)** AS PER THE SPECIFICATION AND SCOPE OF WORK GIVEN IN APPENDIX A and other Conditions as per the Quotation document.

For

Authorised Signatory

**CHENNAI PORT TRUST
FINANCE DEPARTMENT
QUOTATION No. Compilation/Annual Accounts/2019/F**

**PART - B
Price Bid**

We,.....(Name of Bidder)
having address at

.....
(Address of Bidder) intend to quote following price:

Sl. No.	Description	Quantity (No. of books)	Price in Rupees	
			Figures	Words
1	Printing of Annual Accounts with Audit Report (English version) of Chennai Port Trust for the FY 2018-19 as per Specification and Scope of Work and other conditions as detailed in the quotation document	50		
2	Printing of Annual Accounts with Audit Report (English & Hindi version) of Chennai Port Trust for the FY 2018-19 as per specification and scope of work and other conditions as detailed in the quotation document	70		
	Total			
	GST	%		

Notes:

1. Price is to be quoted on lump sum basis inclusive of all expenses such as traveling, incidental expenses, etc. and also all taxes and duties except GST. GST shall be quoted separately which shall be reimbursed on production of proof of deposit.
2. In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will prevail.

Seal with signatures of authorized signatory of the Bidder