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## Ernakulam Regional Co-operative Milk Producers' Union Ltd No. E 150 (D)

Head Office: PB No. 2212, Edappally, Cochin - 682 024  
(An ISO 9001:2015 & ISO 22000:2018 Certified Company)

No: EU/PUR/5/AGM/2024-25 /3072

19.07.2024

### QUOTATION NOTICE

Sealed competitive quotations are invited for the Design, Printing and Supply of the **Annual Report** of ERCMPU from Technically and Financially sound offset printers with DTP facility as per the specifications mentioned hereunder.

#### A. Scope of Work

Sl No.	Description	Approx Quantity
1	Designing, Printing, binding and Supply of Annual Report	1000 Books
2	Design, Printing, C-stapling & supply of minutes	1000 Sets

#### B. Critical Date

Pre bid meeting	26.07.2024, 11 AM at Head office, ERCMPU
Quotation closing date	03.08.2024, 2.30PM
Quotation Opening date	03.08.2024, 3.00PM

#### C. Terms And Conditions

1. A Pre bid meeting will be held on 26.07.2024, 11 AM at Head Office, ERCMPU, Edappally.
2. Quotation duly filled and super scribed "Quotation for the Design, Printing & Supply of Annual Report 2024" shall be received and will be opened as per the critical dates mentioned above.
3. Quoted rates for printing the Annual Report should be quoted as per the attached quoting format for the entire work (including design, typing, correcting, printing & binding) as specified under 'Specifications' along with all taxes and FOR to Head Office store at Edappally.
4. **Per page rates for printing additional/less black and white pages ,colour pages for Annual Report and per page rates for additional/less printing of black and white pages for minutes should be quoted separately.**
5. The cover page design shall be issued only 2 days before the delivery of items.
6. Delivery of full consignment shall be completed within 7 days from the date of confirmed order.
7. **The quantity of pages mentioned above is approximate only. The billing shall be made on actual number of pages. If the actual no. of pages is less/high than the pages specified in this quotation notice, payment shall be made on basis of the rate quoted for per pages.(Clause 4)**
8. The payment shall be released within 15 days after the satisfactory supply of the item to Head Office, Edappally. Statutory deductions, if any will be applicable while effecting payment.
9. The bidder should have previous experience in printing and supply of Annual Report and other related works. Necessary supporting documents shall be produced when required.

Ernakulam Dairy Ph:0484-2780103, 2777453, 2784696, 2781694-Products Dairy Edappally Ph:0484 2558556  
Kottayam Dairy Ph : 0481 2578764, 2578112, Trichur Dairy Ph : 0487 2695891, 2695873, 2695876



**D. Specifications**

**1. Annual Report:**

- a. Cover 4 pages with multi colour printing with photo and art work on the cover pages using 220 GSM Art Paper with 3 additional colour pages for advertisements (120GSM)(As per approved artwork from this office).
- b. Printing on pink and yellow colour and polished paper - four pages (2 sheets) with perforation.
- c. Inside printing on white Maplitho paper (70GSM) using black ink approximately 72 pages. Printing on white in which 20 pages running matter and the balance pages statement of numerals (i.e., P&L A/c, Balance Sheet etc.)
- d. The finished size of the printed book-Annual Report should be 27 cm x 21.5 cm.

**2. Minutes**

- a. Printing of minutes (to be stapled) in Malayalam approximately 36 pages. (70 GSM) White print paper.
- b. The minutes are to be printed in dummy 1/4<sup>th</sup> size and the rate per page is to be quoted. The final size shall of 27 cm x 21.5 cm.
3. A sample of Annual Report shall be available at Head Office for verification during office hours.
4. **The matter shall be given from our office in pdf and the work includes designing, typing (As required), corrections (as informed from the office) and printing of the matter.**

Managing Director reserves the right to accept or reject any quotation partly or fully without assigning any reason.

  
**MANAGING DIRECTOR**

To

All the Approved Suppliers

Copy to: Head (P&I) /Asst. Manager (FIN)

Website,Notice Board. Mf/Oc

**ANNEXURE1**  
**PRICE QUOTE FORMAT FOR DESIGN, PRINTING AND SUPPLY OF THE ANNUAL REPORT OF ERCMPU**

Ref: Quotation No.EU/PUR/5/AGM/2024-25/~~3072~~..., dated ~~19.07.2024~~

The Managing Director  
 Ernakulam Regional Co-Operative Milk Producers' Union Ltd,  
 Edappally.

Sir,  
 With reference, I/We herewith submitting my/our quotation for items indicated below:

Sl. No.	Work Description	Qty. (Nos)	Rate per book(₹) (Taxes extra)	Amount (₹) (Taxes extra)
1.	Design, Printing, binding & supply of Annual Report	1000 Books		
2.	Design, Printing, C-stapling & supply of minutes			
<b>Total Amount (Taxes Extra) (₹)</b>				
<b>Tax rate%</b>				
<b>Total Amount Incl. Taxes (₹)</b>				
Charges for Additional/less pages ( If required) Excl. Taxes (₹)				
	Description	Qty. (Nos)	Rate per 4 pages (₹) (Taxes extra)	Amount (₹) (Taxes extra)
A	Additional/less B/W 4pages- Annual Report or minutes	1000 Nos.		
B	Additional/less M/C 4pages- Annual Report			
<b>Tax Rate%</b>				

I/We hereby once again confirm that, I/We have thoroughly studied the quotation Document and understood the conditions, specification, details of goods required. I/We, fully understand the nature of item, I/We have quoted for, the quantity & specifications of the same. I/We hereby agree that, the decision of Managing Director, ERCMPU shall be final in any dispute regarding the supply, terms & conditions of this tender.

**Name of the Bidder & Address**

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**SIGNATURE OF BIDDER /  
 AUTHORISED SIGNATORY**

**Name & Designation:  
 Date:**

P.S: If necessary, the Bidder can make use of the firm's letterhead to quote the price/s and enclose.