



Coastal Aquaculture Authority
Ministry of Agriculture
Government of India
GDR Tower, 12-A, Bharathi Street
Vanuvampettai, Madipakkam PO, Chennai-600091
Phone:044-22603784, Fax:044-22603780
Email: aquaauth@vsnl.net, aquaauth@gmail.com



No.22-1/2015-Admn
26.08.2015

Date:

NOTICE INVITING QUOTATION

Sealed quotations are invited from registered reputed Printers in Chennai for Printing of Annual report for 2014-15 of this Authority. The Quotations / Documents may be collected personally from Coastal Aquaculture Authority, GDR Tower, 12-A, Bharathi Street Vanuvampettai, Madipakkam PO, Chennai-600091.

The Sealed quotations duly filled in the prescribed proforma may be addressed to the Member Secretary, Coastal Aquaculture Authority, GDR Tower, 12-A, Bharathi Street Vanuvampettai, Madipakkam PO, Chennai-600091 so as to reach him latest by 1700 Hrs. of 11.09.2015. The quotations may be sent by post to the above mentioned address or dropped in the tender Box kept at the Authority's office by the stipulated date and time.

Quotations received after the closing date and time shall not be considered.

MEMBER SECRETARY



Coastal Aquaculture Authority
Ministry of Agriculture
Government of India
GDR Tower, 12-A, Bharathi Street
Vanuvampettai, Madipakkam PO, Chennai-600091
Phone:044-22603784, Fax:044-22603780
Email: aquaauth@vsnl.net, aquaauth@gmail.com



No.22-1/2015-Admn.

Dated : 26.08.2015

NOTICE INVITING QUOTATION

Sub: Printing of Annual Report for 2014-15 of this Authority – Regarding.

1. I am directed to say that this Authority proposes to bring out the Annual Report for the Year 2014-15 in bilingual form (Hindi & English). The details of the script with other details are furnished below:

1	Size	7 X 9 inches
2	Color	Multicolor
3	Finishing	Matt lamination with section & perfect binding
4	Paper	Cover: 300 GSM Foreign Art board Inside: 130 GSM Matt art paper
5	No of copies	400 (Four hundred)
6	No. of pages	150/160 approx.
7	Delivery	Within 07 days from the date of approval and the final color proof
8	Additional pages	Rates for additional page may be quoted

2. If you are interested and in a position to print the copies of the Annual Report, you are requested to send your lowest, competitive quotation for printing & supply of the Annual Report. While quoting your rates, you have to quote an all inclusive rate for printing including cover printing complete with designing of the material, planning, lay out, composing, setting, processing, binding, gloss/matt lamination of cover pages, cost of paper, packing and delivery.
3. In case sales tax/VAT is to be levied over and above the rate quoted by you, the rate at which sales tax/VAT is to be levied must be specified.
4. Please clearly indicate the time that you need for printing the Annual report after the hard and soft copies of the manuscript is made available to you.
5. No separate charges for delivery of goods shall be paid.
6. Quotation should be sent in a sealed over envelop and addressed to the Member Secretary, Coastal Aquaculture Authority, GDR Tower, #12A, Bharathi Street, Vanuvampettai, Madipakkam PO, Chennai – 600 091, so as to reach on or before 1700 hours of 11th September, 2015 with superscripted 'Quotation for printing of Annual Report'. Quotation received after this date and time shall not be considered /opened.

7. Paper should be highly qualitative in respect of colour and thickness.
8. Printed materials should be delivered at the door step of the office.
9. Office has the full right to reject the whole or part of your quotations without assigning any reasons.
10. Quality of the items to be supplied should be strictly confirmed with the specifications.
11. Validity of rate quoted should be mentioned in the quotation.
12. In case Printed materials are not in conformity with the specification and to the satisfaction of this office, the materials will be rejected and this office will not take any responsibility for the loss on account of rejection and in addition, penalty @ 2 % of rate quoted per month / for part of month will be levied due to inconvenience caused.
13. Any metals and other materials used like plates, film-setting; negatives; logo-blocks; etc. are of the property of this office. Such items after the supply is completed should be handed over to this office.
14. Lithographic; together work; art-work, or other materials etc. associated in the production of this Annual report are to be effaced or destroyed immediately after the order is completed.
15. High resolution of images should be provided.
16. The Member Secretary, Coastal Aquaculture Authority, Chennai reserves the right to accept or reject any or all the quotations without assigning any reason and his decision will be final in any dispute in the matter.
17. TDS will be deducted at the prevailing rate under Income tax Act.
18. Printed book should also be given in electronic form i.e. in C.D.diskette.
19. Please enclose copies of following:-
PAN Card, Registration Certificates under Sales Tax, VAT, TIN, Service Tax.
20. Printing should be started after obtaining the approval of the proof.
21. Sample papers to be used for printing shall be enclosed with the quotation.

NOTE: Printers, before quoting, must ensure that they have the man and material (with working knowledge in Hindi) for Hindi printing, including proof reading/correction etc. An undertaking to this effect must be enclosed alongwith their quotations.

(J. Venugopal)
Senior Administrative Officer