



Phone : 0478-2831145/144  
Email : cfp@milma.co.in  
Website : [www.milma.com](http://www.milma.com)

**Kerala Co-operative Milk Marketing Federation Ltd.  
Cattle Feed Plant, Pattanakkad P.O., Alappuzha-688 531**

CFPT/P&A/PRNTG & STAT/2025/52

21.04.2025

**QUOTATION NOTICE - PRINTING**

Sub:- Printing Office Stationery - Quotations Invited - 2025-26

Kerala Co-operative Milk Marketing Federation Ltd, Milma Cattle Feed Plant, Pattanakkad P.O., Alappuzha invites quotation for printing of office stationary items required by us. You are requested to offer your competitive rates for printing and supply of items mentioned in the attached Annexure for printing along with the **Licence of the press.**

The offer shall be subject to the following terms & conditions:-

**Terms & Conditions:-**

1. Price Basis:- All prices must be quoted for printing and supply of the item at our Plant, including GST & all taxes and duties, packing, loading, forwarding, freight, etc. for the safe delivery of the items and nothing will be paid on this account.
2. The rate quoted will be final rate and will be valid for a period of one year from placing the order.
3. The items should be printed and supplied as per the specimen provided to you and as advised.
4. Quality:- Quality of paper, size, colour and printing should be maintained as per specification. The item supplied should be guaranteed for quality. All materials should be of standard quality available in the market.
5. A sample/proof of the item should be got approved before final printing and the same quality/brand item shall be supplied throughout the year.
6. If any item is found damaged, bad quality etc. to be replaced at free of cost.
7. The quantity mentioned is the tentative quantity requirement for one year from placing the work order, a 25% difference on either side (+/-) is expected in the quantity mentioned. If additional requirement arises in the quantity the item has to be supplied in the rate mentioned in the work order.
8. Payment:- 100% payment will be released by within a week on satisfactory receipt of the items and on submission of your bills.
9. Delivery:- If your offer is accepted, an order for the printing and supply will be issued to you in bulk or part. Thereafter, the items should be supplied within 7 days from the date of receipt of the order.
10. The undersigned does not bind itself to accept the lowest offer and reserves the right to accept or reject any offer partially or in full without giving any explanation. The parties will not have any claim in this regard.
11. Validity:- Your offer will be valid for 30 days from the date of offer, for acceptance.
12. The undersigned reserves full right to cancel the entire proceedings of this quotation if found necessary.
13. The offer for Annexure for printing should be sent in sealed cover on or before 05.05.2025, 3 pm addressed to:

UNIT HEAD  
KCMMF Ltd, Cattle feed Plant,  
Pattanakkad P.O., Cherthala,  
Alappuzha Dist.  
(Contact: 0478-2831144/145)



UNIT HEAD

Encl: Annexure - I  
CC:- Finance Section





**milma**

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Cattle Feed Plant, Pattanakkad P.O., Alappuzha-688 531**

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ANNEXURE

Sub:- Printing -Quotations invited for the year 2025-26

PRODUCTION DEPARTMENT				
No.	Particulars	Specifications	Qty.	Price
1.	Permission for late entry	100 pages	25 books	
2.	Material Indent Register (In duplicate)	100 pages	10 books	
3.	Gate Pass (Triplicate, In & Out)	100 pages	40 books	

PERSONNEL DEPARTMENT				
No.	Particulars	Specifications	Qty.	Price
1.	Letter Head (28 X 20cms)	100 pages	10 books	
2.	Leave Application	100 pages	40 books	
3.	Attendance Register (Muster Roll)	50 sheet	10 books	
4.	Attendance Register (Muster Roll)	20 sheet	10 books	
5.	Printed envelop window (White)	20 x 10 cm 9 x 4 cm	2000 Nos 1000 Nos	
6.	Coupon Book (Milk)	100 pages	15 books	
7.	Register	100 pages	50 books	
8.	Register	200 pages	40 books	
9.	Register	300 pages	15 books	
10.	Printed Envelope Plain	20 x 10 cm	2000 Nos	
11.	Cloth Cover with emblem	A4	200 Nos	
12.	Cloth Cover with emblem	A5	100 Nos	



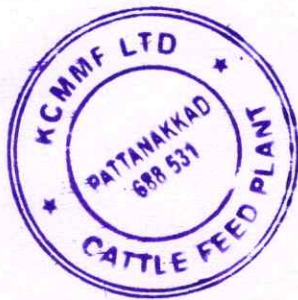


QUALITY CONTROL DEPARTMENT				
No.	Particulars	Specifications	Qty.	Price
1.	Analysis Register	(12.5cm x 9cm)	10 Nos.	
2.	Sample Card (Light green, Light blue)	(7.5cmx5cm)	5000 each 2000 each	
3.	Product Slip (SLBP & GOLD)	(12.5cmx9cm)	4 lakh Nos each	

STORES DEPARTMENT				
No.	Particulars	Specifications	Qty.	Price
1	Raw material sample sheet pink colour	(7cm x 4.5cm)	10000 Nos.	

MARKETING DEPARTMENT				
No.	Particulars	Specifications	Qty.	Price
1	Gate pass cum loading advice(Triplicate - White, Pink, Yellow Colour)	(21cm x 13.5cm) (150 pages)	50 books	

It is agreed that all the rates quoted above are inclusive of GST and all other taxes.



Sign :

Name :

Address :

Contact No :

Place:

Date: