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Kerala Co-operative Milk Marketing Federation Ltd.

Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram – 695004

KCMMF: HO: P&I: AGM: 2021

15.07.2021

Sir,

Sub: **Quotation for Printing of Annual Report 2020-21– reg.**

Sealed quotations are invited for printing of Annual Report 2020-21 of Kerala Co-operative Milk Marketing Federation Ltd., Thiruvananthapuram in English and Malayalam.

The specifications and jobs to be performed are as follows:

1. Specification / Quantity for English

Title of the Book	:	Dummy 1/4 (28.00 x 21.00)
No. of copies	:	100 Nos.
No. of Pages (including cover)	:	50 (approx)
Size	:	20 CM X 27 CM (40 CM X 27 CM (Open Size))
Print – Process	:	4 colour
Paper/Card	:	4 pages multi colour for Cover for English The pages shall be with ART PAPER GLOSSY 130 GSM 34.60 KG DD 58.50*91.00 – NEVIA for pages around 44- 46. Outer cover shall be ART CARD MATTE 300 GSM for 4 pages
Print finish	:	Folding, Binding – Center Stapling, Lamination Glossy – Cold, etc.

2. Specification / Quantity for Malayalam

Title of the Book	:	Size 28.00 x 21.00
No. of copies	:	50 Nos.
No. of Pages (including cover)	:	50 (approx)
Size	:	20 CM X 27 CM (40 CM X 27 CM (Open Size))
Print – Process	:	Single colour
Paper/Card	:	The pages shall be A4 Size
Print finish	:	Folding, Binding –Spiral binding etc.

3. Name of Job

Printing of the annual report 2020-21

- The print matter prepared in CD will be handed over for printing the annual report in English & Malayalam. The printing of Annual report in English shall be done as per the specification shown above.
- The printing of Annual report in Malayalam shall be done in ordinary paper in A4 size paper with spiral binding with cover in single colour printing.
- Samples of the paper to be used for cover page and inner pages shall be furnished along with the quotation
- On receipt of the print matter as per (i) above a printed copy (proof) is to be furnished within two days which is to be approved by KCMMF before arranging the final

printing. After clearing the proof, the entire printing shall be completed and the printed annual reports shall be delivered at KCMMF Head Office within 5 days

4. General

a. Inclusion of samples on similar works

Copies of similar sample work carried out by your company should be submitted along with the quotation.

b. Schedule of work

The scope of work includes furnishing print matter proof of Annual Report and printing. Agencies equipped for undertaking the works can quote the rate in the format furnished below.

Quotation

Sl. No.	Particulars	(As specified) Quantity	Amount
1	Printing and delivery cost of Annual Report in 130 GSM Art paper, multi colour printing 48-50 pages and 4 pages outer cover in 300 GSM with glossy lamination for English only. (As per the specification 1 & 3 above).	100 Nos	
2	Printing and delivery cost of Annual Report in Malayalam (printing on ordinary A4 paper - in black and white with spiral binding) (As per the specification 2 & 3 above).	50 Nos	
	Amount in words including GST (Item 1 above) Rs.....		
	Amount in words including GST (Item 2 above) Rs.....		

The quotation should be addressed to **Managing Director, KCMMF Ltd., Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram - 4** and should reach us before 2.00 PM on 27.07.2021 and will be opened at 3.00 pm on 27.07.2021. **The envelope shall be superscribed with wordings "QUOTATION FOR PRINTING AND SUPPLY OF ANNUAL REPORT 2020-21."** Facilities available at the bidder's premises and their work experience in executing similar works will be also considered in finalizing the contract and hence the lowest rate will not be the only criteria for finalizing the contract. Managing Director, KCMMF deserves the right to accept or reject all the tenders received without assigning any reason.

For more details contact Ph: 0471-2786415.

Yours faithfully,

**Asst. Manager (Purchase/P&I)
For MANAGING DIRECTOR**