



Kerala Co-operative Milk Marketing Federation Ltd.
(KCMMF) Milma Bhavan, Pattom P.O, Trivandrum-695004
Ph:0471 2786440 Fax 2786409 email:qc@milma.com
Website: www.milma.com

TENDER FOR PRINTING OF ANNUAL REPORT

Sealed offers are invited from experienced parties for the printing and supply of Annual Report 2019-20 (approx. 150 Nos). Interested parties may visit our website www.milma.com for downloading the details. The tender shall be submitted on or before 08.06.2020 14.00 hrs.

Sd/- MANAGING DIRECTOR



Phone : 0471-2786440
Fax : 0471-2786409
Email : pi@milma.com
Website : www.milma.com

Kerala Co-operative Milk Marketing Federation Ltd.

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

No: M:P&I:AGM:2020

23rd May, 2020

Sir,

Sub: Quotation for Designing & printing of Annual Report 2019-20- reg.

Sealed quotations are invited for concept, designing, Artwork & print matter development and printing of Annual Report 2019-20 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 4 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)	:	40 (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

- Concept development, designing, Artwork & print matter development of Annual Report 2019-20.

The work includes the following.

- i) Concept development, designing the layout of the Annual Report and writing the annual report along with tables, illustration etc. based on the data provided by us in English and Malayalam. The print matter shall be provided as CDR (curved) / PDF file and word file in CD and as hard copy on paper size mentioned above (ordinary paper).
- ii) Printing of Annual report as shown above in Malayalam based on the data providing by us in Malayalam in ordinary paper with spiral binding (50 copies only).

b. Printing of the annual report 2019-20

- i) The print matter prepared in CD as per item "a" (i) above 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.
- ii) Samples of the paper to be used for cover page and inner pages shall be furnished along with the quotation.
- iii) 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. Creative option

- i) You have to provide three or more creative options with regard to the outer cover and print matter layout for internal pages. The creative option for the outer cover and print matter layout shall be suitably modified if found necessary as per our requirement. The print matter developed by you shall be edited according to our requirement for any number of times to achieve the final perfection.

b. Photos

Electronic files of the scanned photographs or photographs taken by digital camera will be supplied.

c. Pre-press jobs (Designing and developing print matter)

- Write up of annual report shall be provided in electronic format (MS word) for verification and approval.
- Pre-press jobs such as all DTP work including designing/creative option should be done with your own DTP to the satisfaction of KCMMF.
- Proof reading of the manuscript by a good professional proofreader.
- Cost should be inclusive of system charges and proof reading.

d. Inclusion of samples on similar works

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

e. Schedule of work

The scope of work is concept development, design, art work and print matter development of Annual Report. Agencies equipped for undertaking the works can quote the rate in the format furnished below.

Quotation

Sl. No.	Particulars	Quantity	Amount (Rs.)
1	Concept development, designing, artwork & print matter development for Annual Report 2019-20 of 44-46 pages for multi color printing on page size 40 X 27 CM in open size, in English and preparation of its Malayalam printing in ordinary A4 paper - on black and white. (Items specification as per serial No. 3 (a) above.)	(As specified)	
1 (a)	Printing and delivery cost of Annual Report in 130 GSM Art paper, multi colour printing 44-46 pages and 4 pages outer cover in 300 GSM with glossy lamination for English only. (As per the specification (1) and 3(b) 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) and 3(b) above).	50 Nos	
	Amount in words including GST (Item 1 (a) 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 08.06.2020 and will be opened at 2.30 pm on 08.06.2020. The envelope shall be superscribed with wordings **"QUOTATION FOR DESIGNING & PRINTING AND SUPPLY OF ANNUAL REPORT 2019-20."** 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 : 0471-2786440.

Yours faithfully,

Manager (P&I)
For MANAGING DIRECTOR