



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

काजू और कोको विकास निदेशालय

DIRECTORATE OF CASHEWNUIT AND COCOA DEVELOPMENT

कृषि एवं किसान कल्याण मंत्रालय Ministry of Agri. & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग Dept. of Agri. Co-operation & Farmers Welfare

केरा भवन, कोच्ची - 682 011, केरल Kera Bhavan, Kochi - 682 011, Kerala.

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प.सं.: F. No. CS-03/C01/21-22

दिनांक Date : 09.09.2021

NOTICE INVITING QUOTATIONS (NIQ)

Directorate of Cashewnut and Cocoa Development, Kera Bhavan, Kochi - a subordinate office under the Union Ministry of Agriculture and Farmers Welfare (Department of Agri, Co-opn & FW) invites sealed quotations from reputed printers for the typesetting and designing work of Annual Report 2020-21 of the Directorate of Cashewnut and Cocoa Development. The book is required in "E-PUB" format for publishing as E-book. The job description/specification of the work is given below:-

1. JOB DESCRIPTION / SPECIFICATIONS

S. No.	Particulars	Specifications	Remarks
01	Typesetting, layout & designing work of Annual Report 2020-21 of the Directorate of Cashewnut and Cocoa Development	Size : Demi 1/4 No. of pages: 75 pages with photographs Language - Bilingual (English and Hindi)	Book in Epub (E book) format. (working file is required to be supplied in CD) A pdf version is also to be supplied.

The sealed quotations addressed to the 'Director, Directorate of Cashewnut and Cocoa Development, Kera Bhavan, Kochi-11 superscribed with 'Annual Report 2020-21 of the Directorate of Cashewnut and Cocoa Development' with reference No. CS-03/C01/21-22 dated 09.09.2021" must reach on or before 20.09.2021.

2. ELIGIBILITY CRITERIA

- The firm may provide their details in Annexure-I format duly filled up and complete in all respect attaching self-attested/certified copies of documents in support of their claim. The bidder should give self-declaration certificate for acceptance of all terms and conditions of tender document in Annexure-II.

प्रेषित / DESPATCHED
दिनांक / Date... 10/09/21

- b) The firm should be an Indian Company. The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.
- c) The firm should be an experienced printer having good track record and client satisfaction in undertaking similar job. The designing, internal layout and photographic work is required to be given utmost importance so as to make the document very attractive.
- d) The required output *E pub format document of Annual Report 2020-21 of DCCD* should be compactable to all devices like desktop, laptop, tablet and other mobile devices.
- e) The firm should be a registered vendor having a valid printing license from concerned authorities. They may also provide their PAN No/ GSTN No allotted by concerned authorities.

3. GENERAL TERMS AND CONDITIONS

- a) Each page of the bid should be signed by the bidder and duly stamped.
- b) The Directorate will have liberty to increase or decrease the quantity or omit any such item as found necessary after awarding the bid.
- c) The payment will be released only after the execution and supply of work awarded to the complete satisfaction of the Directorate. No advance payment will be made by the Directorate to the successful bidder for undertaking the work.
- d) The bids received after the due date or otherwise found incomplete shall be rejected summarily.
- e) The Directorate reserves the right to accept or reject any or all bids at its discretion without assigning any reasons.
- f) In case of any disputes the same shall be subject to arbitration by the Horticulture Commissioner in the Ministry of Agriculture & Farmers Welfare, New Delhi whose decision shall be final and binding on both parties.

4. DELIVERY

The delivery of the work awarded in the form of Epub format (E Book) along with a pdf version (working file) which shall be made by the bidder to the Directorate of Cashewnut and Cocoa Development, Kochi is required to be supplied in CD.



(Ravindra Kumar)
Deputy Director

To

ANNEXURE-I

Sl. No.	Items	Remarks
1.	Name of the Organization/Firm	
2.	Postal address	
3.	Tele No./Fax./Mobile No. of the organisation/firm	
4.	Status of the organisation/firm (Whether private/PSU/or sole Proprietor or Partnership or co-operative society etc)	
5.	Details of PAN/TAN/GST numbers obtained from respective authorities (documents to be attached)	
6.	Whether the firm possess the requisite experience/track record (Please attach details of similar work undertaken during last three years with copies of purchase order etc)	
7.	Registration Number of the organisation/Firm with details of printing licence	

(Seal and signature of the Owner/authorized representative)

To

The Director
Directorate of Cashewnut and Cocoa Development
Government of India,
Ministry of Agriculture and Farmers Welfare,
Kera Bhavan, Kochi-11.

Sub: Self Declaration Certificate

Ref: NIQ No. CS-03/C01/21-22 dated 09.09.21

Dear Sir,

With reference to the above, I am/we are offering our competitive bids for Notice Inviting Quotations for *Epub format document of Annual Report 2019-20 of DCCD*. I/we hereby reconfirm and declare that I/we have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

I/we also confirm that the rates quoted by me/us are inclusive of all taxes duties etc., applicable as on date and are For DCCD, Cochin, and free delivery, at DCCD office located at 9th Floor, Kera Bhavan, Kochi.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Email ID: