By Speed Post /Website of KoPT
KOLKATA PORT TRUST

Finance Department

No. Fin/ 370 /B **Dated: 24/ 07 /2017**

M/S..................

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Dear Sir / Madam,

Sub: Offset Printing, Binding and Supply of Draft Annual Accounts, Bilingual (Hindi & English) Final Annual Accounts with Audit Certificate, Audit report and ATN thereon for three consecutive years w. e. f. 2016-17, 2017-18 and 2018-19.

Sealed quotations are invited for offset printing, binding and supply of Draft Annual Accounts, Bilingual (Hindi & English) Final Annual Accounts and Audit Certificate, Audit Report and ATN thereon for the years 2015-16, 2016-17 and 2017-18, from those firms who qualify the prequalification criteria. The details of the job are as below:-

Particualrs	No. of Books (Size 1/4th Demai)	Estimated no. of Pages
I. (A) Draft Annual A/C's in English (New Format) ***(This require preservation for reprinting / incorporation in Final A/C's)***	100 books	80 pages
I. (B) Draft Annual A/C's In English **(MIS Version)**	100 books	80 pages
II. Final Annual A/C's with Audit Report / Certificate & ATN thereon.		
(A) In English	400 books **(Including common 65 pages of item I (A) above.)**	130 pages
(B) In Hindi		130 pages
III. Audit Report with Audit Certificate in English	50 books **[Common pages of item no. II (A) above]**	25 pages

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Scope of Work

The books will contain financial statements, Tables etc. The **Draft Annual Accounts** in English(under **Serial No. I [A & B]** at pre page) with **white Art Board** and the **Final Annual Accounts** are to be bonded with **white Art Board /Designed Cover which will be indicated at the time of printing .**

No separate charges for papers, incidental charges & delivery etc. will be paid.

Technical Specifications:

The quality of papers as detailed below should be approved by this office before printing and should conform to the following specifications:-

Description	**Size**	**Standard Weight**
White Map litho paper	**23" x 36"**	**75-80 GSM**
Art Paper	**23" x 36"**	**130 GSM**
Art Board	**22" x 28"**	**As per specification.**

You are requested to submit your offer within **2 p.m. of 07 /08/2017** for the following:-

1. ***Charges for Compose & Printing (Offset)*** **Per page (in Rs.)**

a. **English (I A & II A)..**

b. **Hindi (IIB)...**

c. **Draft Annual A/C's English (MIS Version) [IB]....................**

2. ***Charges for correction / recompose & printing***
(At the time of final printing of Annual A/C's from Draft Annual Accounts.)..

3. ***Binding Charges*** **Per Book(in Rs.)**

a. **Draft Annual A/C's (Both New Format and MIS Version)..**

b. **Final Annual A/C's, Audit Report and ATN thereon................ (Hindi &English)**

c. **Audit Report with Audit Certificate (in English).......................**

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4. Taxes & Duties.

5. Optional Item **(Per page)**

a)Hindi Translation & proof reading of
Final Annual A/C's with Audit Report/ Audit
Certificate and ATN thereon. ....

b) Printing of designed cover of Final Accounts (Hindi & English)..... (L.Sum)

Final Annual Accounts & Audit Report in English will have common pages of Draft Annual A/C's with some corrections in few pages, if required. Accordingly, the printer should preserve the data of Draft Accounts that would be printed in final Accounts with necessary corrections, if any along with Audit Report/ Audit Certificate and ATN.

KoPT will normally execute Hindi Translation and proof reading mentioned under serial no. 5 above. However, on unavoidable circumstances, the same may require to be done by the selected printer at the quoted price under specific instruction from KoPT.

Earnest Money

The quotationer will have to submit Rs. 5000/ (Rupees five thousand only) either in Cash / Banker's Cheque/ Demand Draft drawn on any Nationalised Bank in Kolkata in favour of **Kolkata Port Trust**, towards Earnest Money.

Earnest Money of unsuccessful Quotationers will be refunded without interest after finalisation of Quotation and placement of work order to the successful quotationer.

Quoting of rates and it's validity

The rate so quoted by the firms shall remain valid and be applicable for three consecutive years starting from this year. The KoPT however reserves the right to discontinue the contract at any point of time, without assigning any reasons to the contractor thereto.

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Security Deposit

The successful Quotationer will have to deposit Security money @ 10% of their quoted rate, in cash / banker's cheque/demand draft drawn on any Nationalise Bank in Kolkata, in favour of **Kolkata Port Trust,** within **48 hours** of getting intimation from this office about selection. Work Order will be issued after submission of Security Deposit. However, the successful quotationer may opt for conversion of Earnest Money to Security Deposit and deposit the balance amount (i.e. 10% of actual value of contract "minus" Rs. 5000/) as security deposit.

Refund of Security Deposit:

Security Deposit will be refunded without interest after successful completion of each year's work. Quotationer will however have to deposit the security deposit to KoPT prior to commencement of work in each successive year. **Security Deposit of Rs. 5000/ (Five thousand only) will be retained throughout the contractual period i.e. 3 years and will be refunded without interest after successful completion of the 3rd year's work.**

Special Condition;

Security Deposit/ **Earnest Money may be liable to forfeiture** at the option of KoPT, if the contractor fails to carry out the work or to perform/ observe any of the conditions of the contract. KoPT shall also be at liberty or deduct any of their dues from the Security Deposit, Fixed Security, and Earnest Money or from any sum due or to become due to the contractor under any other contract.

Delivery;

Matters to be printed will be supplied in stages in due course. The contractor will have to collect the matters from this office time to time, on intimation by this office and submit the proofs as under:

Ist Proof	Within 48 hours of receipt of matters to be printed.
2nd Proof	Within 24 hours of receipt of corrected Ist proof.

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3rd Proof within 24 hours of receipt of corrected 2nd proof.

Print Order will be given after submission of 3rd (final) proof and books complete in all respect should be submitted within two days after vetting of Final proof.

Targeted delivery schedule for **item no. I (Page-I)** i.e. Draft Annual Accounts **(both A & B)** in English will be **end of May**, every year and for balance books under **item no. II and III (Page-I)** will be **September / October** every year. **Delivery Schedule of the books should be strictly adhered to and may not be changed unless otherwise specified by KoPT. It may be noted that all the above delivery schedules have been fixed as per time frame fixed by the Ministry. Therefore any change in their schedule should be adhered to and require strict compliance.**

Damage:

Delivery schedule of proofs should be strictly maintained to facilitate delivery of final books. For delay beyond the delivery schedule of **2 days** after vetting of final proof mentioned above unless otherwise re-fixed new delivery schedule, if any, which may be mentioned by this office, may attract **Damage @ 0.5% per day on the total value of the contract without any limit**.

Terms of payment:

Full payment will be made after complete delivery of all books (each year) mentioned in Page I under item nos. **(I), (II) and (III)**. No part payment will be made at any stage. Payment will be made on the basis of actual number of pages composed, printed and bonded, which may vary, and payment will be made accordingly.

Inspection of Specimen Copies & Collection of matters:

Quotationer is requested to inspect the books of **2014-15** from this office, which may be treated as specimen copy, before quoting the rates, otherwise, the quotation may not be accepted.

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The successful Quotationer will have to make their own arrangement for collection of matters to be printed and delivery of proofs and books at this office.

Submission of Quotation and Opening thereof:

Last date for submission of Quotation in two parts **is 07 / 08/2017** (2p.m.) and quotations will be opened on the same day at 3 p.m. KoPT may reject any quotation without assigning any reason whatsoever. KoPT also reserve the right to vary the quantity / no. of books without assigning any reasons thereof. **Quotationer is requested to be present at the time of opening of the quotation and ambiguity, if any, may be clarified, before opening of 'Price Bid'.**

Prequalification criteria:

Credential required to be submitted in sealed **envelope marked Part-I** are as follows:

- ✓ The printer should have minimum experience of three years of printing the Financial Reports/ Accounts or similar type of job in any Government / Non Government Organization. Credentials and specimen copy for the same is to be submitted.
- ✓ Nature of ownership of the firm i.e. Sole proprietorship, partnership, Private Limited Co. etc. to be furnished.
- ✓ Manpower position and number of machines of the firm should be indicated.
- ✓ Audited / un –audited Profit & Loss A/C and Balance Sheet for last three years **(i.e. 2013-14, 2014-15 and 2015-16)** should also be submitted.
- ✓ The firm should have own workshop and offices with Telephone and Mobile Phone facility, strictly within Kolkata Metropolitan jurisdiction; otherwise the Quotation will be rejected. Office address, Telephone /Mobile number should be furnished. KoPT reserves the right to inspect the office/ Workshop of the Printer.

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- ✓ Photocopies of VAT registration certificate and PAN Card are required to be submitted. The original certificates should be produced on demand.

The **Price Bid** should be furnished in **separate sealed envelope Marked "Part-II". Price bid should not be enclosed in Part-I in any case**; otherwise the Quotation is liable to be rejected.

The Quotation will be evaluated on the basis of total cost quoted for printing of all the books & to be calculated on the basis of rates quoted for individual items by the firm and will not be evaluated on segregated manner.

Disputes:

In the event of any dispute, question or difference arising during the contract period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Chairman KoPT shall be final and binding upon all parties.

Any confusion / ambiguity faced by the quotationer regarding any point, terms & conditions etc. must be cleared from Sr. Accounts Officer, Booking Section, Finance Dept. Kolkata Port Trust, prior to quoting the rates. No deviation to the NIT will be accepted under any circumstances.

No subcontracting of the job will be allowed.

Yours truly,

24/7/12

Dy. Chief Accounts Officer (II)
For Financial Adviser &
Chief Accounts Officer

KOLKATA PORT TRUST

Finance Department

No. Fin/ 369 /B **Dated: 24/ 07 /2017**

Notice for discharge of NIT No. Fin/249/B dt. 14/06/2017

Kindly be informed that the N.I.T. No. FIN/249/B dt.14/06/2017 with subsequent corrigendum vide No. Fin/329/B dt. 06/07/2017, in respect of Offset Printing, Binding and Supply of Draft Annual Accounts, Final Annual Accounts with Audit Certificate, Audit report and ATN thereon for three consecutive years w. e. f. 2016-17, 2017-18 and 2018-19, has been discharged due to unavoidable circumstances. New N.I.T. without repackaging has been issued vide this office N.I.T. No. Fin/370/B dt. 24/07/2017.

The printers who have already submitted their Quotations will have the option to have EMD already furnished to count for the second invitation or subsequent invitations, provided the validity of the Banker's Cheque / Demand Draft/ Pay Order is having validity up to 06/09/2017.

24/7/17

(S.Mukherjee)
Dy. Chief Accounts Officer (II)
For FA & CAO