

DEENDAYAL PORT AUTHORITY

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G.A.DEPARTMENT
OFFICE OF SECRETARY
A.O. BUILDING
POST BOX NO. 50
GANDHIDHAM (KUTCH)
PIN CODE : 370 201

DEENDAYAL PORT AUTHORITY

No.GA/GN/5116/2023

Dated:06-11-2023

TO,

SUB: PRINTING AND BINDING OF ANNUAL ADMINISTRATION REPORT FOR THE YEAR 2022-2023

Sir,

Sealed quotations are invited for above subject work with terms and conditions attached. Your quotation should reach to this office on or before **13-11-2023 at 16:00 hours** in this office.

SCHEDULE – B

Sr. No.	Descriptions	Quantity	Unit	Rate (in Rs.)	Amount (in Rs.)
1	I. Printing of Annual Administration Report for the year 2022-2023 in bilingual (Hindi & English) on both sides in multicolour. II. Size of publication Length - 28.5 cm X Width - 21.8 cm III. Title Pages (04 nos.) (Front & Back both sides multicolour) Paper: 250 GSM Art card paper.	160 books (Each book containing upto 180 pages including charts, graphs, drawings, etc)	1 Book		

	<p>IV. Outer Cover (Front & Back): Matt with UV spot lamination with photographs.</p> <p>V. All the inside pages (180 pages approx. i.e. both sides will be multi-coloured section-wise binding, 130 GSM) containing graphs, drawings, charts etc.</p>				
2	Additional page, if any		Per page		

NOTE: - RATE SHOULD BE EXCLUSIVE OF GST. GST WILL BE PAID AS PER ACTUAL AT APPLICABLE RATES.

TOTAL AMOUNT IN WORDS :

(RUPEES _____ ONLY)

Encl.: Terms & Conditions

Contractor

**Sd/-
Dy. Secretary
Deendayal Port Authority**

TERMS & CONDITIONS

1. The materials covered under Item No.1 and 2 and the charts shall be arranged and bound together as directed.
2. The photograph for the cover page supplied by Deendayal Port Authority (DPA) has to be enlarged suitably to make the required size for the cover page.
3. The work shall be completed within 10(ten) days from the date of approval of the proof.
4. The proof shall be supplied within 05(five) days from the issue of Work Order and supply of the matter to be printed.
5. The materials for printing shall be collected personally from G. A. Department of DPA at A.O. Building, Gandhidham.
6. The printed materials shall be delivered in A. O. Building, Gandhidham, in good condition within 10(ten) days from the date of final approval of the proof copy.
7. The material / data for printing will be supplied in pen-drive which shall be returned after completion of work.
8. The sample of Administration Report can be seen during office hrs. on any working day before quoting the rates.
9. The agency shall have to indicate the cost per extra-page (4 page unit – multi-colour) in the bill of Quantity. However, the above cost per extra pages shall be kept as a provision only and shall not be considered while determining the lowest offer.
10. The Deputy Secretary reserves the right to cancel the quotation out right without assigning any reasons and also increase / decrease the quantum of work. No any claim on this shall be entertained.
11. The Goods and Service Tax (G.S.T.) Registration No. and Income Tax PAN No. should invariably to be mentioned in the quotation, failing which quotation will be considered non-responsive and be liable to discharge.
12. The Contractor shall affix seal along with signature in the quotation, failing which the bid / Quotation will be considered as non-responsive and be liable to discharge
13. The rates should be quoted in figures and words both, failing which the bid / quotation will be considered as non-responsive and be liable to discharge.
14. The Quotation alongwith the Terms and Conditions can be down loaded from the official website of Deendayal Port Trust www.deendayalport.gov.in
15. The Quotation is required to be submitted in two Cover system i.e. i.e. 1. Cover-I : Quotation Fees & E.M.D. amounting to Rs.590.00 (Rs.500.00 + 18% GST) & Rs.1600.00 respectively in form of Demand Draft from any Nationalized / Scheduled Bank in favour of Deendayal Port Trust payable at Gandhidham 2. Cover-II : Quotation alongwith Terms and conditions by Dy.Secretary (G.A.Department) and the bidder shall sent the same in original to Office of the G.A.Department, Deendayal Port Trust, A.O. Building, Gandhidham on **13-11-2023 upto 16:00 hours.**
16. The Last date and time for the quotation submission is on **13-11-2023 UPTO 16:00 Hours.**
17. The quotation will be opened on the same date i.e. on **13-11-2023 at 17:00 Hours.**

18. The E.M.D. of the unsuccessful tenderer will be refunded after 07 days after the declaration of successful bidder and the E.M.D. of the successful tenderer, will be refunded after the satisfactory completion of work
19. The contractor shall quote the price exclusive of GST. The contractor shall quote prevailing GST rate separately, which shall be reimbursed by D.P.A. after ascertaining necessary compliance as per Goods & Service Tax, 2017. All other duties, cesses applicable if any, shall be borne by contractor.
20. Only first and final bill shall be paid after satisfactory completion of the work. Payment shall be made by RTGS only after satisfactory completion of work and submission of duly sealed & signed bill. The RTGS details are also required to be submitted alongwith the Quotation.
21. The work shall be carried out in accordance with the best standards of workmanship and to the entire satisfaction of the Dy.Secretary.
22. If during execution any variation in quantity felt absolute necessary, the same shall be done with prior approval of competent authority and shall be considered by Deendayal Port Authority and will be limited to + 30%.
23. Income Tax and surcharge as applicable will be deducted from the bill, while making payment to the contractor for carrying out the work and only net amount shall be paid to the contractor.
24. Liquidated damages shall be levied at the rate of 0.50% (per week/ part thereof) of contract value for delay of each week or part thereof subject to maximum of 10% of contract value in the event of failure to complete the work in the stipulated period of completion of such extension as may be granted.

**Signature with Seal
(Quotationer)**

**Sd/-
Dy. Secretary
Deendayal Port Authority**