

समुद्री उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एम पी ई डी ए भवन, पनंपिल्ली एवन्यू
डाक पेटी सं. 4272, कोच्ची - 682 036, भारत

The Marine Products Export Development Authority

(Ministry of Commerce & Industry, Govt. Of India)

MPEDA House, Panampilly Avenue,
P.B. No. 4272, Kochi-682 036. India



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COORD-RPRT/AR/1/2021-COORD

08.09.2021

संदर्भ/Ref:

तारीख/Date:

To,

M/s. Print Express,
44/1469A,
Asoka Road,
Kaloor,
Kochi – 17.

Sir,

Sub: Printing of MPEDA Annual Report 2020-21- reg.

We are pleased to award the order for printing of Annual Report of MPEDA for the year 2020-21 with reference to your quotation No. Nil dated 11.08.2021. The estimate calculated for 250 copies having 252 pages [37 two color forms and 26 four color forms] is **Rs. 1,55,125.60/- (Rupees One Lakh Fifty Five Thousand One Hundred Twenty Five and Sixty Paise only)** inclusive of taxes, transportation, cover page design etc.

The work consists of printing and supply of 250 Nos. of the Annual Report for the year 2020-21 in bilingual format i.e. English and Hindi (**Unicode Mangal Font**) at the rates quoted by you and approved by us under following terms and conditions.

1. Size of the Annual Report should be 28 cm x 21 cm.
2. The rates for all items should be as per your quotation dated 11.08.2021.
3. 210 GSM Foreign art card should be used for printing cover page.
4. 130 GSM art paper should be used for inside pages.
5. Printing papers should confirm to the samples attached to your quotation.
6. Printing should be in single columns per page on both sides – Hindi version in left and English version on the right side.
7. Four colour printing on both sides of the cover page and text containing colour photographs and two colours for other texts.



8. Number of copies required is **250** and the number of inner pages depends on the edited pages of the text / photographs on printing and will be confirmed after final proof reading.
9. Cover page should be as per the design/concept/content given by MPEDA.
10. Photo scanning charges for cover pages will be at actual size. Scanning charges for photos of inside pages, second and third cover pages will depend on the number of photos / area of scanning if quoted.
11. Soft copy of the text in English and Hindi (*Unicode Mangal font*), photographs/matter for front and inside cover pages and text, graph/chart, etc will be supplied by MPEDA.
12. Though the proof reading is the responsibility of the printer, final proof should be got approved and vetted from MPEDA before undertaking final printing for which confirmation would be given by MPEDA. 250 printed copies of Annual Report 2020-21 are to be delivered to our Head office **within 15 days from confirmation of final print ready file by MPEDA**, failing which a penal amount of @ Rs. 1000/- per day shall be deducted from the Performance Security deposit.
13. Specifications mentioned in our letter of **03.08.2021** inviting quotations shall be adhered strictly and deviations, if any, shall be got approved by MPEDA before undertaking the final printing.
14. M/s. PrintExpress shall execute the order as per the technical specifications prescribed under the bid and no changes will be allowed. In the event of a change in the specifications, the bid will be treated as cancelled and work order will be issued to the next lowest party. In such an event MPEDA will not be liable for the expenses/losses incurred by the selected bidder and no payment shall be effected. Moreover, the selected bidder is liable to be blacklisted from bidding for publication and printing works floated by MPEDA and its subsidiaries and EMD/Performance Security thus collected shall be forfeited and no claim of whatsoever on MPEDA is maintainable.
15. M/s. PrintExpress will also have to submit a soft copy of the printed Annual Report 2020-21 in compatible size preferably below 30 MB in Portable document format for web upload.
15. Time is the essence of this order and printing should be completed to our entire satisfaction and 250 copies of the Annual Report are to be delivered to our Head office on or before **05.11.2021**.
16. Payment: Full payment will be released by Electronic Fund Transfer to your account details furnished vide Annexure 2 of your quotation on satisfactory completion of work order on submission of Tax invoice to MPEDA. **The GST No. is 32AAAJM0952H1ZH.**



17. An amount of **Rs.15,512/-** will be collected @ 10% of the rates as performance security from the bidder by Demand Draft drawn in favour of MPEDA.

18. Based on your quoted rates, you are requested to submit an estimate bill for printing of 250 copies of Annual Report having 252 pages (63 forms) in which 37 forms are two colour and 26 forms are 4 colour. Number of charts is 10 and photos are 110.

You are requested to return a copy of this work order duly acknowledged as a token of your acceptance of the work order along with performance security, estimate bill as per sl. no. 17 & 18 above and call on us, if you require any additional information on printing of the MPEDA Annual Report 2020-21.

Yours faithfully,

(K. S. Pradeep IFS)
Secretary