



GOVERNMENT OF INDIA  
UNION TERRITORY OF LAKSHADWEEP  
**DIRECTORATE OF PRINTING AND STATIONERY**  
KAVARATT

F. No. 10/04/2016 – LGP /746

Dated: 26 .08.2019

**QUOTATION NOTICE**

SEALED typed quotations are invited from interested persons/parties for transportation, Shifting, Packing and Stacking of Press Materials at Lakshadweep Govt. Press, Kavaratti. Quotation superscribed “**Quotation for Transportation/Shifting/Packing/Stacking of Press materials**” (List of items in Work Sheet attached) should be addressed to the Director, department of Printing & Stationery, Kavaratti should reach this office on or before 20.09.2019 at 03.00 PM. Quotation will be opened at 3.30 PM on the same day in the presence of the quotationers or their agents, if any present. Quotation received after due date and time/unsealed or without EMD will not be considered. The acceptance of quotation will be subject to the following terms and conditions.

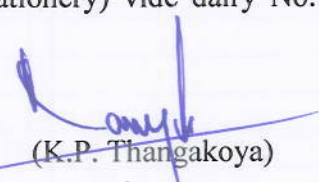
**Terms and conditions:-**

1. The bidder should quote **four rates** for each items as specified in the work sheets, **one** for transportation of Paper bundles, Paper Reels, Box items and Machineries from Jetty to Press Godown and vice versa, Work Sheet **two** for shifting of Paper bundles, Paper Reels, Machineries and Box items within the press premises and **third** work sheet for Packing Note books and other printed & bounded stationeries to be dispatched and **fourth** work sheet for Stacking of press materials.
2. EMD for Rs.12000/-(Rupees Twelve Thousand) only by means of Demand Draft drawn from Syndicate Bank, Kavaratti in favour of “**Manager, Lakshadweep Govt. Press, Kavaratti**” should be enclosed with the quotation.
3. L1 bidder will be determined on the basis of total lowest for Work Sheet –1, 2, 3 and 4. For this the rate quoted by bidder will be multiplied with the approximate quantity.
4. The successful tenders will have to submit a Security Deposit for an amount equal to 5% of the total amount by the tenders and EMD will be released only after receipt of Security Deposit.

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5. Any loss/damage caused to the articles during transportation, shifting by misshandling and non attended of work in time will be recovered from Security Deposit remitted by the contractor.
6. Representation for any kind of hike of rates once accepted will not be considered.
7. The contract will be for **two years** from the date of issue of work order to the contractor.
8. The successful bidder will have to work under the direction of the Director or his authorized officer.
9. Department will neither provide any vehicle required for transportation of materials nor meet the hire charges of the vehicle hired by the contractor.
10. The materials should be transported on same day in which it is unloaded.
11. During rainy season the materials and machineries unloaded should be kept covered with tarpaulin and the contractor should bear the cost of tarpaulin.
12. Violation if any of the terms and conditions by the contractor will entail to cancellation of the order and the Security Deposit will be forfeited.
13. The rate must be typed in figures as well as in words without any overwriting or correction.
14. The contract is only for department of Printing & Stationery, Kavaratti.

This issues with the approval of Secretary (Printing & Stationery) vide dairy No.132 dated 16.08.2019

  
(K.P. Thangakoya)  
Director  
Printing & Stationery  
[Lak-gp@nic.in](mailto:Lak-gp@nic.in)

Copy to the Notice board in office

Copy to the Director (IPR), with request to publish the notice in the next issue of Lakshadweep Times

Copy to Notice board: Medical, Amin Katchery, Secretariat, SDO's office, Co-Operative Society, Port, PA etc.

Copy to Web coordinator in office for uploading in official web of the Administration.

**Work Sheet-1 (Transportation)**

Sl.No.	Items	Jetty to Press and vice versa		Amount
		Approx. Qty	Rate	
1	Paper Bundles (Approx. weight 60 Kg.)	2000 bundles		
2	Reel Paper (Approx. weight 250/350 Kgs.)	100 Nos.		
3	Machinery weight up to 500 Kg.	20		
4	Machinery weight up to 1000 Kg	2		
5	Machinery weight up to 2000 Kg.	2		
6	Machinery weight up to 3000 Kg.	3		
7	Box items weighing up to 50 Kg.	100		
8	Box items weighing up to 51-100 Kgs.	20		

**Work Sheet-2 (Shifting)**

Sl.No.	Items	Shifting of items within Press premises		Amount
		Approx. Qty	Rate	
1	Paper bundles weight up to 60 Kg.	750		
2	Reel Paper weight up to 350 Kg.	100		
1	Machinery weight up to 500 Kg.	20		
2	Machinery weight up to 1000 Kg	2		
3	Machinery weight up to 2000 Kg.	2		
4	Machinery weight up to 3000 Kg.	3		
5	Box items weighing up to 50 Kg.	100		
6	Box items weighing up to 51-100 Kgs.	20		

**Work Sheet-3 (Packing)**

Sl.No.	Items	Approx. Qty.	Rate	Amount
1	Packing Charges	500 bags		

**Work Sheet-4 (Stacking)**

Sl.No.	Items	Approx. Qty.	Rate	Amount
1	Stacking Charges	500 bags		