



**V.O. CHIDAMBARANAR PORT AUTHORITY**  
(IMS - ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISPS COMPLIANT  
PORT)  
**MINISTRY OF PORTS, SHIPPING AND WATERWAYS**  
**GOVERNMENT OF INDIA**  
**MEE DEPARTMENT**  
Administrative Office, Harbour Estate, Tuticorin - 628 004.  
Website: www.vocport.gov.in



No: MEE/ELECOMISC/7/2025/7768/Mech (SE1)/D. 1785

Dt: 30.09.25

To

The firms

Sub: Xerox and Binding works as and when required basis for the  
Period of One Year-Tender Invited-reg

Sir,

V.O. Chidambaranar Port Authority invites electronic tenders (Single Cover System) from eligible bidders for the work ": Xerox and Binding works as and when required basis for the Period of One Year"

A complete set of Tender documents may be downloaded by any interested Bidders from e- Tender web portal <https://etenders.gov.in/eprocure/> app. The Bidder shall submit his bid in Central Public Procurement Portal (e-Procurement) at <https://etenders.gov.in/eprocure/> app by following the procedure of Instruction to Bidder (Section - II). Non-submission of Bid along with relevant documents shall lead to rejection of the tender.

**The bid submission End date: 20.10.2025 @ 15:00 hrs**

**The Bid opening date : 21.10.2025 @ 15:30 hrs**

Yours faithfully,

Sd/30.09.25  
Superintending Engineer/Elec

**Price Schedule**

(Price Schedule to be filled & uploaded by the bidder only in the CPP portal)

Sl. No.	Description	Qty (1)	Unit (2)	Rate/unit without GST Rs. (3)	GST Amount Rs. (4)	Total Amount including GST Rs. (5)
1	Charges for making xerox of tender document and agreement for both sides/Single side including A4 Size paper thickness of microns [100GSM] for best quality on as and when required basis.	200000	Pages			
2	Charges for making spiral binding of tender document and agreement on as and when required basis.	720	Set			

## **TERMS AND CONDITIONS**

1.Price Basis: a) Price quoted is firm and final. The increase in price will not be allowed under any circumstances.

2.Delivery Period: The work to be completed within 3 days to meet immediate requirements at VOC Port Authority. The delivery period should be guaranteed since the tendering and agreement to be done within the time schedule.

3.Validity of Offer: It should be for a minimum period of two months from the opening date of the tender.

4.Guarantee / Warranty Period: - The period applicable may be clearly indicated in the offer.

5.Payment Terms: 100% payment will be made after completion of the spiral and xerox works on monthly basis. As per actual quantity will be taken for making payment.

6.Genuineness: In case, the works are found not suitable by the consignee, the contractor may replace it at his own cost immediately

7.Confident: The Port tender and agreements are confident document and hence the contractor is requested to maintain the confident for the documents.

8.Electronic device: The contractor shall furnish the pen drive/Google drive/e-mail for forwarding the documents confidently.

10.GST: If any applicable shall be paid to service provider only on submission of necessary proof of payment or after reflection in the GSTR2A as eligible ITC.

11.Invoice: Produce the Bill / invoice to incorporate the Port GST No.: 33AAALT0206D1ZP for making payment

Yours faithfully,

Sd/30.09.25  
Superintending Engineer/Elect

## **TECHNICAL SPECIFICATIONS**

The Technical specifications as selected as below, and the contractor has to ensure this specification in the products:

- Type of Printing: Printing with Material
- Category of Printing: Book/Booklet
- Printing: Digital/Off set
- Single/ Double Sided: Single Sided (One Sided)
- Printing Color: Single Color/Various
- Printing Content: Variable Data
- Paper Material: Photocopier Paper
- Standards of Paper: Conformity to Indian Standard IS 1848
- Size of the Paper (in cm): A4 (21.0 X 29.7), A3 (29.7 x 42.0)
- Thickness of Paper in GSM: 90-100 GSM
- Inserts: Not Required
- Number of languages of printing: Bilingual
- Language: English, Hindi
- Cover Page: 300GSM, Gloss, Laminated, Printed
- Binding: Spiral Binding
- Additional Support: Designing Support, Formatting Support & Logistics Support

### **Scope of work**

1. The contractor shall maintain the email and printing documents and agreement details confidently.
2. The contractor shall furnish the pen drive/Google drive/e-mail for forwarding the documents confidently.
3. The contractor shall maintain the quality of paper as mentioned in the BoQ.
4. The contractor shall maintain the time limit as per the schedule.
5. The spiral binding documents shall be the metal wire or plastic coil bindings.
6. The contractor shall use a clear plastic cover (e.g., 2mm PVC) which will be placed on the front.
7. The contractor shall conduct quality control checks to ensure all items are produced to a high standard.
8. The quantity given in the schedule is only approximate and payment will be made on as per actual.
9. This is as and when required basis only and the payment to be made on monthly basis as per actual quantity done.
10. Transport for collecting print documents is under the scope of the bidder.
11. In case of emergency, the contractor shall do the work for printing and spiral with high priority.
12. In case the spiral and printing documents are not in order or damaged condition, the contractor will do the work again, at their own cost.
13. The printing shall be good quality printing and without any glitches.
14. The port is not responsible for any loss of life or damage or theft of materials. All the materials should be kept in the safe custody of the contractor.
15. Liquidated damage: Unless otherwise specified, in case of delay in completion of the contract, liquidated damages (for works costing up to Rs. 10 lakh - one (1) percent of the contract value per week and for all other works half percent (0.5%) of the contract value per week of delay subject to a maximum of ten percent (10%) of contract value should be levied. Such liquidated damages will be deducted from any money due or become due to the contractor. The payment of such damages shall not relieve the contractor of his obligations to complete the work or of any other of his obligations or liabilities under this contract.