

**COASTAL AQUACULTURE AUTHORITY**

5<sup>th</sup> Floor, Integrated Office Complex For Animal Husbandry and Fisheries Departments,  
Veterinary Hospital Road, Fanepet, Nandanam, Chennai – 600035.  
Phone: +91 44 24353784 / 24353502

**No.21-1/2023-Admn**

**Date 09.10.2023**

**NOTICE INVITING QUOTATIONS**

The Coastal Aquaculture Authority (CAA) invites sealed quotations from local book binders based in Chennai for undertaking the work of stitching and binding of office records. The quotations should reach the Office of CAA, Chennai on or before 1500 hrs on 18.10.2023. The quotations shall be opened on same day at 1530 hrs, where the bidders may also be present.

Approximate number of files to be stitched	1000 to 1200 nos. (approximate)
Job completion time	10 days from the date of work order or completion of stitching work, whichever is earlier
Nature of job	Sorting, Stitching and binding of Office Files, Documents, Applications, Vouchers, Agenda Volumes with CAA name printed File Cover and calico cloth pasting on side corner comprising of approx. 250 - 300 pages per book.

**Other Terms and Conditions:**

1. Rates must be quoted in figures and words with proper signature and date by the authorized signatory in the prescribed format as per Annexure "A" only and submit in a sealed envelope super scribing name of job on top of the envelope. In case of discrepancy, the rates quoted in words will be taken as valid.
2. The successful bidder has to arrange their own manpower and material for stitching and binding of office records inside the CAA premises only on all working days between 1000 hrs to 1800 hrs.
3. Job work rates quoted are purely for per volume.
4. CAA may at its own discretion may increase or decrease the lot size any time before completion of job. In such case, the rate of work shall be computed on pro-rata basis.
5. In case the performance is found unsatisfactory, the payment shall be withheld until the job is completed satisfactorily.
6. The bidder has to submit a self-attested copy of GST and PAN Card.
7. The bidder has to sign on all pages of the NIQ in acceptance of the terms and conditions of the NIQ.



8. In case of any dispute, the decision of Member Secretary, CAA, Chennai shall be final and binding.

9. The rates quoted shall be valid for a period of six months from the date of award/acceptance.

10. No official record shall be allowed to be taken out of CAA premises.

11. The successful bidder has to make arrangement for their own tools, materials, manpower etc for carrying out the job in CAA premises.

12. The rate of GST in percentage (%) shall be indicated.

13. No additional payment shall be made other than the quoted rates.

14. Interested bidders may contact this office at 044-24353784 / 24353502 for queries/clarifications.

  
Member Secretary  
CAA, Chennai

**Signature of Bidder**



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**Annexure "A"**

**Financial Quote and Details of bidder for Sorting, Stitching and binding of Office  
Files, Documents, Applications, Vouchers, Agenda Volumes  
with CAA name printed File Cover and calico cloth pasting on side corner  
comprising of approx. 250 - 300 pages per book.**

1	Name of Bidder	
2	Communication Address of Bidder	
3	Contact Phone Number	
4	E-Mail ID	
5	PAN Number (Enclose self-attested copy of PAN Card)	
6	GST Registration Number (Enclose self-attested copy of GST Registration Certificate)	
7	Bank Account Number	
8	Name of Bank and Branch	
9	IFSC Code	
10	Financial Quote for Sorting, Stitching and Binding of per volume (Excluding GST)	
11	Rate of GST in percentage (GST %)	
12	Total rate including GST per volume	

Signature of Bidder with Seal

Place:

Date:

