

## **MULTI COLOURED DESK CALENDAR, 2017**

### **I. Technical Details of the Tender Notice:**

The sizes and quality of the paper will have to meet the specification as described below:

#### **SCOPE OF WORK:**

1. Submission of at least 2-3 lists of themes relevant to the State of Meghalaya.
2. Submission of Printing of “**Multi Coloured Desk Calendar, 2017**”.

#### **TECHNICAL BIDS:**

1. Size of the Calendar : 25 cm x 20 cm (approx)
2. Stand : White Thick supporting stand 25 cm x 20 cm (approx)
3. Print Area : 24 cm x 18 cm (approx)
4. Size of the date sheet : 11 cm x 18 cm (approx)
5. Size of the Photograph : 13 cm x 14 cm (approx)
6. Type of Font : 20 points approx. (Italic/Bold)
7. Paper : 220 GSM Textured paper (sample to be furnished)
8. No. of Pages : 13 Pages to be done on both sides.
9. Date Sheet : Data sheet to contain 3 month in each i.e. preceding month at top left hand side, current in the middle and succeeding month at the bottom right hand side.
10. Binding : Best Quality Wiro Binding at the top.
11. No. of Photographs : 12 (Twelve) Nos. coloured photographs and to be supplied by tenderer
12. No. of Copies : 4500 copies (approx)
13. Other Specifications : (i) The first page will contain the word “Meghalaya” with some Inset photographs and the reverse will contain the month of Dec’ 16, January 17. The second page will contain the planner of January 17, February 17 and March 17 and the sequence will Continue till the month of November 17, December 17 and January 2018.
14. Holiday List : The Holiday list for 2017 to be printed in Red for general Holidays/Sundays and Blue for Restricted Holidays.
15. Tendering firms will have to furnish details of the printing press viz. name of the press, name of the proprietor, full postal address where the Desk Calendar is to be printed

16. The Tender should be accompanied by the followings:-

- (a) Specimen of similar works done by the Tendering Firm with statement of work experience/profile indicating details thereof along with testimonials and certificates for such works.
  - (b) Photographs relevant to Meghalaya will be supplied by the successful Tendering Firm. Successful Tenderer will be responsible if there is any claim of copy rights of photographs printed in the Calendar.
17. Tenders without design, paper sample and theme (with write-up) will be summarily rejected.
18. Tendering firms will have to furnish details of the printing press viz. name of the press, name of the proprietor, full postal address where the “**Desk Calendar**” is to be printed.

## **II. SUBMISSION OF BIDS:**

Bids are to be submitted in two bid form comprising of (a) Technical Bid and (b) Commercial Bid. Each of the bid documents is to be sealed as per detailed below.

The documents to be placed under each of the sections are as follows:

**A. Technical Bid:** The technical bid will comprise of the following bidding documents:

- Bid Security (EMD) in the form of deposit at call/banker's cheque @ 5% of the total quoted value in favour of Director of Information and Public Relations, Meghalaya, Shillong. A bid not accompanied by the EMD of the stated amount shall be rejected as non responsive.
- Court fee stamp of Rs. 1,000/- (Non Refundable).
- Tender Form in original duly sealed and sign by the proprietor or partner or Director (whichever is applicable).
- Documentary proof for printing of Diaries and Calendars.
- Experience in printing field for minimum 3 years with documentary Proof.
- Bankers solvency certificate issued by the Nationalized Bank for an estimated value of Rs. 20,00,000/- (Rupees Twenty lacs) only.
- Minimum annual turnover of Rs. 75 Lacs (Printing) for any 2 years during the last three financial years duly certified by Chartered Accountant.
- The Tenderer should have PAN number and submit the copy of PAN Card duly attested by the Gazetted Officer/Notary.
- Attested copy of the Certificate of Registration as printing Press. (Duly attested).
- Attested copy of the up-to-date Sale Tax and Professional Tax Clearance Certificate. (Duly attested).
- Attested copy of the up-to-date District Council Trading License the purpose for which license is issued should be clearly indicated (Duly Attested) for the non tribal firm.
- Undertaking on plain paper duly signed and sealed to the effect that the supply will carried out by the quotationer himself or herself.
- Certificate attained from other departments on contracts carried out under the said department if any.

- Undertaking/Letter of Acceptance in terms to the terms and conditions and also accepting the period of delivery for supply of the same and the standard rate for a year.
- Samples of items or printing carried out in the past keeping in mind the specifications provided in the tender requirements may be provided for reference.
- Tax Information Number (TIN) certificate to be enclosed. (Duly Attested).
- Bidders contract details along with the name of Proprietor/Director, address, telephone and fax numbers, e-mail id, bankers and bank account to be furnished.
- In case of Partnership bidder, the Partnership deed should be enclosed along with the Bid. If a firm is partnership it is required the parties provide for the partnership deed for the same and in the case of an Entrepreneurship Firm should provide for a letter of ownership. Kindly note the documents to be provide above should be as per the partnership deed or the entrepreneur as applicable.
- Details of the press where the printing would be done viz. name of the press, address, telephone number/mobile number, e-mail id, list of machineries and equipments, list of workers (skilled, semi-skilled and un-skilled) etc. duly certified by the Chartered Accountant.
- The firm has to give an affidavit on a non-judicial stamp paper of Rs. 10/- attested by the Notary Public (in original) that there is no Vigilance/CBI case or arbitration cases pending with the Government of Meghalaya against the firm/supplier and that the Proprietor/Director/Members of the Board of Directors of the bidder and the Principal Manufacturer on whose behalf they have quoted has never been blacklisted by any institution Government or Private.
- No conditional tender shall be accepted. The committee reserves right to accept or reject any tender/quotation without assigning any reasons thereof.
- Copy of Audited Balance Sheet for the last 2 years from a Chartered Accountant.
- Duplicate designs in full format. A copy of the selected design and sample paper will be retained for final comparison at the time of deliver of the articles.
- The tenderer must submit the cash receipt in original issued by this Directorate towards cost of the tender details along with their tender, in absence of which the tender will be summarily rejected.

**B. Commercial Bid:** The Commercial Bid will comprise of the Price Schedule.

1. Rate should be quoted for the first 1000 copies and subsequent 1000 copies.
2. Rates quoted should be inclusive of all taxes, cost of packing, forwarding and freight, Art work and designing, other charges and free on rail (DIPR Office, Lower Lachumiere, Shillong/Meghalaya Houses at Kolkata/Delhi/Guwahati/Vellore/Mumbai).
3. The price quoted by the bidder shall remain fixed and shall not be subject to any variation for a period of the contract being 1 (one) year. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected. The price quoted shall be provided separately under the Financial Bid enclosed in the main tender for each category and item presented in the Technical Bid duly specified and signed.
4. Discount if any offered by the bidder shall not be considered unless they are specifically indicated and the total cost shall reflect only the net price taking all such factors like discount, free supply, free delivery etc. into account.
5. The bid shall remain valid for a period of One Year from the date of Tender Document. The bid valid of shorter period shall be rejected by the Director as non responsive. The bidder shall

submit the tender document in original duly signed on each and every page. The bidders are advised to keep a photo copy (at his own cost) of the bid document for his own reference. The Committee may have the choice of extending the above stated period for future supplies above the stated period subject to the acceptance of the selected supplier in communication in writing for a consecutive year.

6. Rates Quoted should be type and free feuding/cutting and overwriting. No hand written quotation will be accepted. All pages of the documents submitted should be and total number of pages indicated in the index. Transparent tape should be applied on each quoted rates.
7. All the documents attached with the tender should be signed and sealed by the bidder itself.
8. The “Director” shall also be competent to alter/modify the specifications of any item/items for purchasing in the best interest of the Department during the process of finalization of a contract viz. placement of supplier order.
9. The successful tenderer should ensure immediate supplies if supply order is placed on them and they are bound to supply material strictly as per the conditions approved by the Committee. If at any stage it is found that material supplied by the firms is not according to be approved by the Committee, ACTION AS DEEMED FIT WILL BE TAKEN AGAINST THE FIRM.
10. All the stores supplied shall be of the best quality, specification, trade mark and in accordance with the approved standards, catalogue, samples if provided. In case of any articles supplied not being approved, same shall be liable to be rejected or replaced and any expenses as a result of rejection or replacement of supplies, shall be entirely at the cost of the tenderer.
11. No payment will be made for rejected stores. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and are to be replaced immediately. In case they are not removed the same will be auctioned off the risk and responsibility of the vendor without further notice.
12. The Price Bid shall not be opened of those bidders who have not complied with the provisions of the bid Document or EMD clause or who have not complied with the provisions/technical specification of the bid document.

### **III. SEALING AND MARKETING OF BIDS:**

The Bidders shall seal the Technical and Commercial Bid in separate inner envelopes, duly marking the envelopes as “Technical Bid” and “Commercial Bid”. He/She shall then place all the inner envelopes in an outer envelope.

The inner and outer envelopes shall be:

- a. Addressed to the Purchaser at the following address:  
The Director of Information and Public Relations, Government of Meghalaya, Shillong.
- b. Bear the Name, “**Tender for Printing of Meghalaya Multi Coloured Desk Calendar, 2017**”, number, and a statement “Do not open before (date and time as specified in Invitation for Bids).
  1. The inner envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.
  2. If the outer envelope is not sealed and marked as required by ITB Clause above, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

Telex, Telegram, Fax or E-mail bids will be rejected.

**Deadline for Submission of bids.**

3. Bids must be received by the Purchaser at the address specified time and date specified in the Invitation for Bids. In the event of specified date for submission of Bid being declared a holiday for the Purchaser, the Bid will be received up-to appointed time on the next working day.

4. Late Bids

Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, will be rejected and/or returned unopened to the Bidder.

**IV. BID OPENING AND EVALUATION:**

1. Opening of Bids by the Purchaser.

2. The Purchaser will open the Technical Bids, in the presence of Bidders' representative who choose to attend, as per the schedule given in Invitation for Bids in the following location.

**The Director,  
Information and Public Relations,  
Lower Lachumiere, Shillong-793001**

3. The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.

4. The Bidder's names, the presence or absence of requisite Bid security, Technical bid specification and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. The financial bid will not be opened and read out in the bid-opening day. The financial bid will only be opened after the completion of the preliminary evaluation and only for those successful bidders who have qualified preliminary evaluation based on the technical bid. Any deviations which in the sole opinion of Purchaser render a bid substantially non-responsive may result in the bidder's proposal being rejected.

5. The procedure adopted by the Director of Information and Public Relations, Meghalaya for opening the tender shall be final and binding on all the parties.

6. The Commercial Bids will be opened after the evaluation of the Technical Bid at a time and place to be notified and the Purchaser at its discretion may call the responsive bidders for price read out.

7. During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

8. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished either the documents have been properly signed, and whether the bids are generally in order. Bids from without proper authorization, shall be treated as non-responsive.

9. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If the supplier does not accept the correction of errors, it bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

10. The Purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.

11. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
12. The Purchaser will evaluate and compare the bids, which have been determined to be substantially responsive.
13. The Purchaser's evaluation of a bid will exclude and not take into account: Any allowance for price adjustment during the period of execution of the Contract, if provided in the bid.
14. The Purchaser reserves the right at the time of evaluation and award of Contract to split up the items under procurement without considering it as a single package. Based on the evaluation if certain items found to be of great advantage to the Purchaser, the Purchaser reserves the right to award specific items to selected Bidders. Depending upon the Evaluation, the package may be divided item wise amongst more than one Bidder. The Purchaser may also increase/decrease the quantities by up to 20 percent the quantity of goods and services originally specified in the Schedule of Requirements (rounded off to the next whole number) without any change in unit price or other terms and conditions.
15. The price quoted by the bidder should be inclusive of all the expenses to be met by the bidder for production and supply of the ordered item including the cost of transportation to the prescribed destination and taxes to be paid by the bidder.
16. No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of a purchaser, it should do so in writing.
17. Any effort by a Bidder to influence the Purchaser in its decision on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

**V. QUALIFICATION CRITERIA**  
**QUALIFICATION REQUIREMENT**

**Eligible Bidders.**

1. This Invitation for Bids is open to only reputed printers having minimum annual turnover of Rs. 75 Lacs for any 2 years during the last three financial years duly certified by Chartered Accountant All bids submitted shall also include the following information.
  - (i) Copies of documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc.
  - (ii) The Bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity and experience (both technical and commercial) for the manufacture and supply of the required goods within the specified time of completion after meeting all his current commitments.
  - (iii) The Bidder should clearly confirm that all the facilities exist in his factory for inspection and testing and these will be made available to the Purchaser or his representative for inspection.
  - (iv) Reports on financial standing of the Bidder such as Audited profit and loss statements, balance sheets and auditor's report for the past two years, bankers certificates etc.
  - (v) A certificate duly authenticated by the Competent Authority (a Gazetted Officer of the industry, Commercial Taxes or Central Excise Department for certifying the documentary evidence) of the area where the Bidder firm is located showing the capacity for supply of printing materials for the last three financial years.
  - (vi) Bidders must be a printing press with documentary proof.
  - (vii) Bidders cannot be associated.
  - (viii) Trading License issues by Autonomous District Council of Meghalaya.
  - (ix) Solvency Certificate from Nationalized Bank.
  - (x) Different samples of similar works executed by the Bidder.
  - (xi) VAT/IT Clearance Certificate.
  - (xii) Earnest Money.
  - (xiii) Experience in supply of Diaries and Calendars for minimums 2 years with documentary Proof.
  - (xiv) Court Fee Stamp.
  - (xv) Concept and Designing.

And all the related Papers as per Tender Requirement.

## **CAPABILITY STATEMENT (CS)**

**(All the information desired below is compulsory)**

1. Name & Address of the Bidder :  
Phone/Fax/e-mail :
2. Classifications
  - (1) Printers :
  - (2) Printers cum Publishers :
  - (3) Others (Please specify) :
3. Plant:
  - (a) Location
  - (b) Description, Type & Size of building:
  - (c) Details of machines available with technical specifications and number of such machines.
4. Whether the Bidder has its own Power Backup/Generator facilities: Yes/No
5. Whether the Bidder has its own Binding Facilities: Yes/No
6. Whether the Bidder has its own Stitching Machine Facilities: Yes/No
7. Whether the Bidder has its own Cutting Machine Facilities: Yes/No
8. Whether the Bidder has its own Film Processing & Plate Making Facilities: Yes/No
9. Whether the Bidder has its own Offset Printing Facilities: Yes/No
10. Whether the Bidder has its own DTP Unit: Yes/No
11. Details of Other Facilities available with bidder if any:
12. Details of Personnel/Organization Structure:

Give Organization chart for following indicating clearly the No. of employees at various levels.

  - a. Quality assurance
  - b. Production
  - c. Marketing
  - d. Service
  - e. Administrative

Signature of the Bidder: \_\_\_\_\_

Business Address:

Phone No:

