

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS

:::

No.MP.1/2016/28

Dated Shillong, the 23rd August, 2016.

TENDER NOTICE

Sealed Tenders are invited for the following items of work from bonafide, reputed firm/agency. Each tender should be affixed with non-refundable Court Fee Stamp as indicated below:-

1.	Printing of Multi Colour Wall Calendar 2017	-	Rs.1000/-
2.	Printing of Desk Calendar-2017	-	Rs.1000/-
3.	Printing of Deluxe Diary-2017	-	Rs.1000/-
4.	Printing of Pocket Diary-2017	-	Rs.1000/-

1. Tenders are invited in Two Bid tendering System (Technical Bid and Financial Bid) from reputed and experienced Printing Press for Printing for Calendar/for the state of Meghalaya during the calendar year 2016-2017
2. The Technical Bid must be accompanied with prescribed Earnest Money Deposit of 5 (Five) percent of the total quoted amount (which is refundable except if forfeited due to non compliance of conditions) by Demand Draft pledged in favour of Director of Information and Public Relations, Meghalaya, Shillong. Non-refundable Court Fee Stamp of Rs.1000/- is also to be accompanied in the aforesaid package. In case of successful tenders, the Deposit at call will be retained as security deposit till satisfactory completion of the work.
3. Bids not accompanied by Earnest Money shall be summarily rejected.
4. The Technical Bid and price Bid are to be submitted as per submission as per submission of Bid (copy enclosed).
5. Detailed Tender documents are available in the office of the undersigned from **24th August, 2016** during working hours on payment of a non-refundable amount of **Rs.2000/- only** for each items of work and can also be downloaded from this office website www.megipr.gov.in.
6. Tenders will be received in the office of the Director of Information and Public Relations till 1:00 Pm on the **14th September, 2016** and opened on the same day at 2:00 pm in presence of the Bidders or their representatives. The Financial Bid envelopes of only those tenders whose Technical Bids are found valid will be opened on a subsequent date to be notified.

The intending tenderer must note that the bid has to be in two parts, Technical and Financial Bid in separate cover. The “Technical Bid” & “Financial Bid”. The two separate covers will have to be inserted in a Third cover duly sealed and submitted as Tender offer. After evaluation of the Technical Bid, the Financial Bid of the successful Firms only will be short listed for opening for final selection.

The Financial Bid of the unsuccessful tenderers will be returned unopened. Sealed Tenders complete in all respect with *“Tender for Printing of the Wall Calendar, Desk Calendars, Deluxe Diary and Pocket Diary-2017”* superscripted boldly on the sealed cover must reach this office on or before 1:00 Pm on the 14th September, 2016 and will be opened on the same day in presence of the tenderers or their authorized representatives.

Tenders received after the above date and time will not be entertained.

Director of Information and Public Relations,
Meghalaya, Shillong.

Memo.No.MP.1/2016/28-A

Dated Shillong, the 23rd August, 2016.

Copy to:-

1. The Under Secretary to the Government of Meghalaya, Information and Public Relations Department for information and necessary action.
 2. The Resident Commissioner, Meghalaya House, 9-Aurangzeb Road, New Delhi-110011.
 3. The Trade Advisor and Director of Movement, Meghalaya House-2, 120 Shanti Palli, Kasba Road Connector, Kolkotta-700107.
 4. The Director of Printing and Stationery, Govt. of Meghalaya for publishing the Tender in the next issue of the Meghalaya Gazette.
 5. The advertisement Branch for publication in National/Regional/Local Newspaper in one issue each and also to upload in the Departmental Website.
 6. Notice Board.
- } From favour of display in their office notice board.

Director of Information and Public Relations,
Meghalaya, Shillong.