

MULTI PAGED COLOUR WALL CALENDAR, 2026

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:

(a) Providing of concept and theme relevant to the State of Meghalaya. (b) Design, layout and printing of “**Multi Paged Colour Wall Calendar, 2026**”.

TECHNICAL BIDS:

1. Size of the Calendar : 43 cm x 63 cm (approx)
2. No. of Pages : 6 (six) date sheets both sides printing including dates portion and Name of the state to be printed in 4/5 colours and fly-leaf to be Printed in multi colour.
3. Size of the date sheet : 31 cm x 43 cm (approx)
4. Size of the Photograph : 31 cm x 43 cm (approx)
5. Type of Font : 60 Points approx. (Italic/Bold) for dates etc.
6. Photographs : Best quality photographs to be arranged by the Tenderer as per the concept/theme approved for necessary incorporation. DIPR will hold the copyright/ownership of the photograph submitted by the Tenderer.
7. Binding : Best quality Wiro binding with maximum durability at the top
8. Paper : On 160 GSM Textured paper (sample to be enclosed)
9. Paper for fly leaf : 90 GSM Maplitho Paper
10. No. of Copies : 30,000 copies (Thirty thousand)
11. Marking of Holidays : General Holidays/Sundays to be marked in Red ink and Restricted Holidays in light blue ink
12. Artwork : All designs used will be the property of DIPR. Soft copy of the approved designs to be furnished to DIPR before printing.

MULTI PAGED COLOUR DESK CALENDAR, 2026

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:

(a) Providing of concept and theme relevant to the State of Meghalaya. (b) Design, layout and printing of “**Multi Paged Colour Desk Calendar, 2026**”.

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 printed on both sides.
9. Date Sheet : Data sheet to contain 3 months 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 with maximum durability at the top
11. Photographs : Best quality photographs to be arranged by the Tenderer as per the concept/theme approved for necessary incorporation. DIPR will hold the copyright/ownership of the photograph submitted by the Tenderer.
12. No. of Copies : 5000 copies (five thousand)
13. Other Specifications : The first page will contain the word “Meghalaya” with some inset photographs and the reverse will contain the month of December 2025, January 2026. The second page will contain the planner of January 2026, February 2026, March 2026 and the sequence will continue till the month of November 2026, December 2026 and January 2027.
14. Marking of Holidays : General Holidays/Sundays to be marked in red ink and Restricted Holidays in light blue ink
15. Artwork : All designs used will be the property of DIPR. Soft copy of the approved designs to be furnished to DIPR before printing.

DIARY, 2026

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:

(a) Providing of concept and theme relevant to the State of Meghalaya. (b) Design, layout and printing of “**Diary, 2026**”.

TECHNICAL BIDS:

1. Size of the Diary : 22 cm x 14 cm
2. Cover : Leatherite
3. Binding : Hard Cover Binding
4. Paper : On 80 GSM Maplitho Paper Ballarpur/JK for inside pages, 130 GSM on Art Paper Sinarmas/JK for 6 Photo pages (Sample to be enclosed)
5. Printing : Double Colour for all pages and multi colour for 12 Photo pages
6. Format : Full format of the Diary including cover containing all dates for whole year, (1 day per page), three year calendar, name with telephone numbers of the Governor, Chief Minister, Deputy Chief Minister, Ministers, Parliamentary Secretaries, Speaker of the Meghalaya Legislative Assembly, MLAs, Chief Secretary down to Heads of Department, Deputy Commissioners, Superintendents of Police with their names printed in gold embossing in the Front cover of the Diary, Basic statistics of the State, Colour Political Map of the World, India, Meghalaya and blank Telephone Index.
7. Photographs : Best quality photographs to be arranged by the Tenderer as per the concept/theme approved for necessary incorporation. DIPR will hold the copyright/ownership of the photograph submitted by the Tenderer.
8. Marking of Holidays : General Holidays/Sundays to be marked in Red ink and Restricted Holidays in light blue ink
9. No. of Copies : 6000 copies (six thousand)
10. Artwork : All designs used will be the property of DIPR. Soft copy of the approved designs to be furnished to DIPR before printing.

TENDER DETAILS

Scope of work: Designing and Printing of Meghalaya special editions of (1) Multi Paged Colour Wall Calendar 2026, (2) Multi Paged Colour Desk Calendar 2026 and (3) Diary 2026.

A. Technical Bid:

The Tender should be accompanied with the following: -

1. The application should be accompanied with a non-refundable processing fee of Rs.1,000/- and Bid Security (EMD) @ 5% of the total quoted value in the form of Demand Draft in favour of “**Director of Information and Public Relations, Meghalaya, Shillong**” payable at Shillong. 2.5% of the quoted value in case of tenderers belonging to Scheduled Caste/Scheduled Tribe. Copy of ST/SC certificate needs to be mandated for the said purpose. This Directorate shall not be responsible for postal delay, if any. A bid not accompanied with a processing fee and Bid Security (EMD) of the stated amount and Court fee stamp shall be rejected as non responsive.
2. Court fee stamp of Rs.1,000/-(one thousand) (Non Refundable) only for each item.
3. Submission of design in full format with sample paper. A copy of the selected design and sample paper will be retained for final comparison at the time of delivery of the articles. Tenders without design, paper sample and theme will be summarily rejected.
4. Specimen of similar works done by the Tendering Firm with statement of work experience/profile for the last 3 years, indicating details thereof along with testimonials and certificates for such works.
5. Minimum annual turnover of Rs.75 lakh (Printing) during the last 3 (three) financial years duly certified by Chartered Accountant.
6. Tendering firms will have to furnish details of the printing press viz. Certificate of Registration, name of the press, name of the proprietor, full postal address and copy of valid ISO 9001 certificate.
7. Attested copy of the Goods and Services Tax (GST) registration Certificate/ up-to-date Income Tax Clearance Certificate and PAN number.
8. Trading license from Autonomous District Council form KHADC/GHADC/JHADC for Non-Tribal firm should be given or SC/ST certificate for others (Mandatory).
9. Copy of Audited Balance Sheet for the last 3 years from a Chartered Accountant.
10. Bankers solvency certificate issued by the Nationalized Bank for an estimated value of Rs. 30,00,000/- (Rupees Thirty lakh) only.
11. Single Work Order for Rs.30 lakhs for printing of similar item should be given.
12. Submission of delivery plan to the location.
13. The Financial bid of the Bidder who submits the above required documents will be eligible for financial bid opening.
14. **DIPR reserves the right to relax any of the documents requirements as recommended by the Tender Committee.**

B. Financial Bid:

1. Rate shall be quoted for the first 1000 copies and subsequent 1000 copies.
2. **Each tenderer must submit only one quotation as per the specified tender details. Optional quotations shall not be entertained and summarily rejected.**
3. Rates quoted should be inclusive of all taxes and charges including loading and unloading charges, freight charges, cost of packing, artwork, designing and delivery to Office of the DIPR, Shillong, Districts and Sub Divisional Offices i.e. Jowai, Khliehriat, Nongpoh, Nongstoin, Mawkyrwat, Tura, Williamnagar, Ampati, Resubelpara, Baghmara, Mairang, Amlarem, Sohra & Dadenggre, Meghalaya Houses at New Delhi / Kolkata / Vellore/ Mumbai /Guwahati and Guwahati Airport).

4. The price quoted by the bidder shall remain fixed, valid 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.
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.

C. Bid Evaluation:

- A. The proposals so received will be evaluated in terms of both Technical and Financial parameters with respective weightage of 60% and 40% as per the table below:

Sl.	Particulars		Maximum Mark
1	Experience in printing field for at least 3 years particularly in printing calendars and diaries		10
2	Specimen of similar works done		10
3	Submission of design along with concept and theme relevant to the State of Meghalaya	Multi Paged Wall calendar	10
		Multi Paged Desk Calendar	10
		Diary	10
4	Sample paper		10
	SUB TOTAL		60
	Financial Offer/Parameters		40
	TOTAL		100

Minimum qualifying marks in Technical Bid will be 40

The financial weightage carrying 40 marks will be computed on the basis of overall percentage of agency charges quoted for designing and printing. The bidder quoting the lowest will be equated with maximum of 40 marks and for all other applicants marks will be calculated downwards on pro rata basis as per the formula below:

Formula for financial bid: L1 = Maximum Mark i.e. 40

$$L2, L3, L4, L5 = \frac{\text{Amount quoted by L1} \times \text{Total Mark}}{\text{Amount quoted by L2/L3/L4/L5}}$$

General Terms and conditions:

1. Before final printing, a proof copy in final form has to be shown to the Director, Information & Public Relations, Meghalaya, Shillong and approval obtained in writing, failing which he is not bound to accept delivery of the Calendars and Diary in case there is/are printing mistake(s) of the same.
2. Articles meant for delivery should be properly packed to avoid damage during transit. If any damage/shortage is detected during actual counting of the articles received, the cost of such damage/shortage will be adjusted against the final bill.
3. In the event of failure to supply the articles within stipulated time/date confirming to the approved specification or refusal to undertake the work allotted the Earnest Money which is retained as Security Deposit shall be forfeited and work order will be cancelled.
4. The Tenderer or Bidder cannot be an associate or consortium.
5. The Quotation should be addressed to the Director of Information and Public Relations, Government of Meghalaya, Lower Lachumiere, Shillong 793001 by the designation only. The bid has to be submitted in two parts, **Technical Bid** and **Financial Bid** in separate envelop/ covers for each items of work. The sealed outer envelope should be clearly written “**Tender for Printing of Multi Paged Colour Wall Calendar-2026/ Multi Paged Colour Desk Calendar-2026/ Diary-2026**”
6. All Tenders must reach this office on or before **2:00 P.M.** on the **30th October, 2025** and will be opened on the same day and time in presence of the tenderers or their authorized representatives. If the date of submission happens to be holiday, tenders will be opened on the next working day. This Directorate shall not be responsible for postal delay, if any.
7. The Director of Information and Public Relations, Government of Meghalaya, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any tender without assigning any reason thereof. The best quality sample with reasonability of rate will get priority for selection.
8. 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.
9. Undertaking/Letter of Acceptance to the terms and conditions and also accepting the period of delivery for supply of the same and the standard rate for a year.
10. 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.
11. 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.
12. 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.

13. 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.
14. 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.
15. 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.
16. 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.
17. To call for Re-Tender in case the Tender Committee is not satisfied with the design(s) submitted by the participating Firms, the decision of the Tender Committee will be final and no claims or objections on any ground shall be entertained whatsoever.
18. No conditional tender shall be accepted.

Sd/-
Director
Information and Public Relations,
Meghalaya, Shillong.