

## MULTI WALL CALENDAR, 2018

### **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. (a) Providing of concept and theme relevant to the State of Meghalaya. (b) Design, layout and printing of “**Multi Wall Calendar, 2018**”.

#### **TECHNICAL BIDS:**

1. Size of the Calendar : 43 cm x 65 cm (approx)
2. No. of Pages : 6 (six) date sheet both sides printing including dates portion and Name of the state to be printed in 4/5 colours and fly-leaf to be Printing in multi colour.
3. Size of the date sheet : 32 cm x 43 cm (approx)
4. Size of the Photograph : 32 cm x 43 cm (approx)
5. Type of Font : 60 Points approx. (Italic/Bold) for dates etc.
6. No. of Photographs : 12 Best quality photographs (coloured) to be arranged by the Tenderer as per the concept/theme approved.
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 : 20,000 copies
11. Marking of Holidays : General Holidays/Sundays to be marked in Red ink and Restricted Holidays in light blue ink
12. Artwork : All design used will be the property of DIPR (to be given in a CD by the Printer/Tenderer)

## **MULTI DESK CALENDAR, 2018**

### **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. (a) Providing of concept and theme relevant to the State of Meghalaya. (b) Design, layout and printing of “**Multi Desk Calendar, 2018**”.

#### **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 with maximum durability at the top
11. No. of Photographs : 12 Best quality photographs (coloured) to be arranged by the Tenderer as per the concept/theme approved.
12. No. of Copies : 4500 copies
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’ 17, January 18. The second page will contain the planner of January 18, February 18 and March 18 and the sequence will Continue till the month of November 18, December 18 and January 2019.
14. Marking of Holidays : General Holidays/Sundays to be marked in Red ink and Restricted Holidays in light blue ink
15. Artwork : All design used will be the property of DIPR (to be given in a CD by the Printer/Tenderer)

## DELUXE DIARY, 2018

### 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. (a) Providing of concept and theme relevant to the State of Meghalaya. (b) Design, layout and printing of “Deluxe Diary, 2018”.

#### TECHNICAL BIDS:

1. Size of the Diary : 24 ½ cm x 18 ½ cm (approx)
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, ( 2 days 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. No. of Photographs : 12 Best quality photographs (coloured) to be arranged by the Tenderer as per the concept/theme approved.
8. Marking of Holidays : General Holidays/Sundays to be marked in Red ink and Restricted Holidays in light blue ink
9. No. of Copies : 4000 copies
10. Artwork : All design used will be the property of DIPR  
(To be given in a CD by the Printer/Tenderer)

## **POCKET DIARY, 2018**

### **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. Design, layout and printing of “**Pocket Diary, 2018**”.

#### **TECHNICAL BIDS:**

1. Size of the Diary : 9 cm x 17 cm (approx)
2. Cover : Leatherite
3. Binding : Hard Cover Binding
4. Paper : On 80 GSM Maplitho Paper Ballarpur/JK for inside pages, (Sample to be enclosed)
5. Printing : Double Colour for all pages
6. Format : Full format of the Diary including cover containing all dates for Whole year, ( 2 days 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. Marking of Holidays : General Holidays/Sundays to be marked in Red ink and Restricted Holidays in light blue ink
8. No. of Copies : 4000 copies
9. Artwork : All design used will be the property of DIPR (to be given in a CD by the Printer/Tenderer)

## **TENDER DETAILS**

**Scope of work: Printing of Meghalaya Multi Wall Calendar 2018/ Multi Colour Desk Calendar 2018/ Deluxe Diary 2018 /Pocket Diary 2018**

### **A. Technical Bid:**

1. The application should be accompanied with a non-refundable processing fee of Rs. 1,000/- and a Bid Security (EMD) @ 5% of the total quoted value in the form of Demand Draft in favour of the “**Director of Information and Public Relations, Meghalaya, Shillong**” payable at Shillong. A bid not accompanied by the EMD of the stated amount shall be rejected as non responsive.
2. The tender should be accompanied with Duplicate design in full format. 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 duplicate design, paper sample and theme will be summarily rejected.
3. Experience in printing field for at least 3 years with documentary Proof.
4. Minimum annual turnover of Rs.75 Lacs (Printing) for any 2 years during the last three financial years duly certified by Chartered Accountant.
5. Attested copy of the Certificate of Registration as printing Press. (Duly attested).
6. Attested copy of the up-to-date Goods and Services Tax (GST)/Income Tax Clearance Certificate and PAN number.
7. Trading license: The successful bidder/tenderer is to submit a Trading License from the District Council indicating the purpose of which license is issued.
8. Copy of Audited Balance Sheet for the last 2 years from a Chartered Accountant.

### **B. Financial Bid:**

1. Rate should be quoted for the first 1000 copies and subsequent 1000 copies.
2. Rates quoted should be inclusive of all taxes and charges including loading and unloading charges, freight charges, cost of packing, artwork and designing and delivery to DIPR, Shillong, Meghalaya Houses at New Delhi / Kolkata / Vellore/ Mumbai /Guwahati and Guwahati Airport).
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.

## 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 Diaries 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 Quotation should be addressed to the Director of Information and Public Relations, Government of Meghalaya, Lower Lachumiere, Shillong 793001 by the designation only. The word “Tender for Printing of **(i) Multi Colour Wall Calendar (ii) Multi Colour Desk Calendar, (iii) Deluxe Diary and (iv) Pocket Diary- 2018**” each should be clearly written on the sealed cover containing the tender separately for a particular items of works.
5. All Tenders must reach this office on or before **2:00 P.M.** on the **12<sup>th</sup> October, 2017** 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. No conditional tender shall be accepted.

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