

## **PRINTING OF MONTHLY MEGHALAYA CHRONICLE NEWSLETTER**

### **Technical Details of the Tender:**

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

### **SCOPE OF WORK:**

(a) Printing of monthly Meghalaya Chronicle Newsletter for one year.

### **TECHNICAL BIDS:**

1.	Size of the Chronicle	:	56/35 cms
2.	Print size	:	50/33 cms
3.	Type of Paper	:	Standard newsprint 42/45 GSM
4.	No. of pages	:	8 pages (Front Page & Last Page in colour, all other pages in black and white)
5.	No. of copies per issue	:	10000 copies (English) 20000 copies (khasi) 20000 copies (Garo)
6.	No. of issues	:	24 (Twenty Four)
7.	Printing Press Specification	:	Web Offset Printing Press. <ul style="list-style-type: none"><li>• Size of Page 56/35 cms</li><li>• Printing Capacity- Minimum of 20,000 Copies per hour.</li></ul>

## **TENDER DETAILS**

### **Scope of work: Printing of monthly Meghalaya Chronicle Newsletter.**

#### **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 is mandated for the said purpose. This Directorate shall not be responsible for postal delay, if any. A bid not accompanied with a receipt of tender fee issued by directorate 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 sample paper. A copy of the sample paper will be retained for final comparison at the time of delivery of the articles. Tenders without paper sample 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.50 lakh (Printing) during the last 2 (two) financial years duly certified by Chartered Accountant.
6. Experience in printing field for at least 3 years particularly in Web Printing.
7. Tendering firms will have to furnish details of the printing press/ Certificate of Registration as printing Press with full details of setup with list of P&M manpower details etc., name of the press, name of the proprietor, full postal address and copy of valid ISO 9001 certificate.
8. Attested copy of the Goods and Services Tax (GST) registration Certificate/ Permanent Account Number/ ISO Certificate.
9. Trading license from Autonomous District Council form KHADC/ GHADC/ JHADC for Non- Tribal firm should be given or SC/ST certificate for others (Mandatory).
10. Copy of Audited Balance Sheet for the last 3 years from a Chartered Accountant.
11. Bankers solvency certificate issued by the Nationalized Bank for an estimated value of Rs. 30,00,000/- (Rupees Thirty lakh) only.
12. Single Work Order for Rs. 30 lakhs for printing of similar items should be given.
13. Submission of Sample paper, Non Blacklist affidavit.
14. Printing Press with Web Offset Setup can only participate in the Tender.
15. Submission of delivery plan to the location.

16. The Financial bid of the Bidder who submits the above required documents will be eligible for financial bid opening.
17. **DIPR reserves the right to relax any of the documents requirements as recommended by the Tender Committee.**

**B. Financial Bid:**

1. Rates quoted should be inclusive of all taxes and charges including loading and unloading charges, freight charges, and delivery to Office of the DIPR, Shillong and Tura.
2. 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 2 (Two) 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 presented in the Technical Bid duly specified and signed.
3. The bids shall remain valid for a period of Two Year from the date of Tender Document and can be extended with due consent from both the parties. 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 Technical parameters with as per the table below:

SI No.	Particulars
	<ol style="list-style-type: none"> <li>1. Tender Fee</li> <li>2. Bid Security</li> <li>3. Court fee stamp</li> <li>4. Tender Receipt</li> </ol>
	<ol style="list-style-type: none"> <li>1. Annual turnover of Rs.50 Lakh (Printing) during the last 3 financial years duly certified by Chartered Accountant</li> <li>2. Audited Balance Sheet for the last 3 years from a Chartered Accountant</li> </ol>
	<ol style="list-style-type: none"> <li>1. Permanent Account Number/ Income Tax Clearance Certificate/GST registration/ISO Certificate/Trading License or ST/SC Certificate</li> </ol>
	<ol style="list-style-type: none"> <li>1. Experience in printing field for at least 3 years particularly in Web Printing.</li> <li>2. Details of the printing press/ Certificate of Registration as printing Press with full details of setup with list of P&amp;M manpower details etc.</li> <li>3. Bankers solvency certificate.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Submission of design &amp; Concept and delivery plan to the location</li> <li>2. Sample paper</li> <li>3. Non Blacklist affidavit</li> <li>4. Single Work Order for Rs.30 lakhs for Printing.</li> </ol>

## **General Terms and conditions:**

1. Before final printing, a proof copy in final form has to be shown to the Director of Information & Public Relations, Meghalaya, Shillong and approval obtained in writing, failing which he is not bound to accept delivery of the Monthly Meghalaya Chronicle Newsletter 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 associates 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 Printing of Monthly Meghalaya Chronicle Newsletter"
6. All Tenders must reach this office on or before 2:00 P.M. on the **26<sup>th</sup> July, 2024** 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 what was by 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, the 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 & Public Relations  
Meghalaya, Shillong

**FINANCIAL BID FORMAT:**

<b>Sl No</b>	<b>Particulars</b>	<b>First 10000 copies</b>	<b>Subsequent 10000 copies</b>
1	8 pages (Front page & Last page in colour, all other pages in black and white)		
2	8 pages (All pages in black and white)		
3	8 pages (All pages in Colour)		
4	16 pages (Front page & Last page in colour, all other pages in black and white)		
5	16 pages (All pages in black and white)		
6	16 pages (All pages in Colour)		