

TENDER DETAILS

SCOPE OF WORK

- 1 Designing and Printing of “Multi Coloured Wall Calendar, 2011”.

TECHNICAL DETAILS

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 printed in one 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 Pt. (Italic/Bold) for dates etc.
6. No. of Photographs: 12 coloured photographs. If found necessary 12 inset photograph may also be inserted/printed. The photographs should be supplied by the tenderer.
7. Binding: Full best quality Spiral Binding at the top.
8. Paper: On 130 GSM Sinarmas/JK Art paper (weight 25.2 Kg) (Sample to be enclosed).
9. Theme: As and when supplied by the Directorate
10. No. of copies: 20,000 copies (approx.)

TERMS AND CONDITIONS

1. Rate should be quoted for the first 1000 copies and subsequent 1000 copies.
2. Delivery within a period not exceeding 30 (thirty) days on the basis of a written indent.
3. 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).
4. The tender should be accompanied by the following: -
 - (a) 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.
 - (b) Specimen of similar works done by you the Tendering Firm with statement of work experience/profile indicating details thereof along with testimonials and certificates for such works.
 - (c) Copy to audited balance sheet for the last two years from the Chartered Accountant.
 - (d) Up-to-date Income/Sales/Professional Tax Clearance Certificate and also valid trading license wherever applicable.
 - (e) Deposit at Call at the rate of 5 (five) percent of the total quoted amount in any Bank in India as Earnest Money pledged in favour of the Director of Information & Public Relations, Meghalaya, Shillong. The Earnest Money is refundable to the unsuccessful tenderers. In case of successful tenderers, the Deposit at Call will be retained as security deposit till satisfactory completion of the job and delivery of the Calendars.
5. Tenders without design, paper sample and theme (with write-up) will be summarily rejected.
6. 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 Calendar is to be printed.
7. Before the final printing, a proof copy in final form has to be shown to the Director of Information & Public Relations, Meghalaya, Shillong and approval obtained, failing

which DIPR is not bound to accept delivery of the Calendar in case there is/are printing mistake(s) in the same.

8. Articles meant for delivery should be properly packet so as 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.
9. In the event of failure to supply the articles within the stipulated time/date or incomplete or not conforming to the approved specification or refusal to undertake the work allotted either expressly or otherwise, the Deposit at Call which is retained as security deposit shall be forfeited and work order will be cancelled.
10. Request for enhancement of rates during the contract period shall not be considered under any circumstances.
11. The Tender should be addressed to the Director of Information & Public Relations, Meghalaya, Shillong – 793001 by designation only. The word “**Tender for printing of Multicoloured Wall Calendar, 2011**” should be clearly be written on the sealed cover containing the tender.
12. The Director of Information & Public Relations, Meghalaya, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reasons thereof.

NOTE: THE TENDERER MUST SUBMIT THE CASH RECEIPT IN ORIGINAL ISSUED BY THIS DIRECTORATE TOWARDS COST OF TENDER DETAILS ALONG WITH THEIR TENDER, IN ABSENCE OF WHICH, THE TENDER WILL BE SUMMARILY REJECTED.

TENDER DETAILS

SCOPE OF WORK

- 1 Designing and Printing of “Deluxe or Executive Diary, 2011”.

TECHNICAL DETAILS

1. Size of the Diary: 24½ cm x 18½ cm (approx.).
2. Cover: Rexin.
3. Binding: Hard Cover binding.
4. Paper: On 80 GSM Maplitho Paper for inside pages (Sample to be enclosed)
5. Format: Full format of the Diary including cover containing dates for the 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 and Deputy Speaker of the Meghalaya Legislative Assembly, MLAs, Chief Secretary down to Head of Departments, Deputy Commissioners, Superintendents of Police, other high dignitaries of the State 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, Guide Map of Shillong, coloured photographs of the life and culture of the people of Meghalaya, Landscape and Scenery, list of Holidays, Personal Memoranda, Postal Tariffs, STD Codes, Conversion Table and blank Telephone Index.
6. Theme: As and when supplied by the Directorate
7. No. of copies: 3500 copies (approx.)

TERMS AND CONDITIONS

1. Rate should be quoted for the first 1000 copies and subsequent 1000 copies.
2. Delivery within 30 (thirty) days on the basis of a written indent.
3. 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).
4. The tender should be accompanied by the following: -
 - (a) 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.
 - (b) 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.
 - (c) Copy to audited balance sheet for the last two years from the Chartered Accountant.
 - (d) Up-to-date Income/Sales/Professional Tax Clearance Certificate and also valid trading licence wherever applicable.
 - (e) Deposit at Call at the rate of 5 (five) percent of the total quoted amount in any Bank in India as Earnest Money pledged in favour of the Director of Information & Public Relations, Meghalaya, Shillong. The Earnest Money is refundable to the unsuccessful tenderers. In case of successful tenderers, the Deposit at Call will be retained as security deposit till satisfactory completion of the job and delivery of the Diary.
5. Tenders without design in full format, paper sample will be summarily rejected.

6. 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 Diary is to be printed.
7. Before the final printing, a proof copy in final form has to be shown to the Director of Information & Public Relations, Meghalaya, Shillong and approval obtained, failing which DIPR is not bound to accept delivery of the Diary in case there is/are printing mistake(s) in the same.
8. Articles meant for delivery should be properly packet so as 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.
9. In the event of failure to supply the articles within the stipulated time/date or incomplete or not conforming to the approved specification or refusal to undertake the work allotted either expressly or otherwise, the Deposit at Call which is retained as security deposit shall be forfeited and work order will be cancelled.
10. Request for enhancement of rates during the contract period shall not be considered under any circumstances.
11. The Tender should be addressed to the Director of Information & Public Relations, Meghalaya, Shillong – 793001 by designation only. The word “**Tender for printing of Deluxe Diary, 2011**” should be clearly be written on the sealed cover containing the tender.
12. The Director of Information & Public Relations, Meghalaya, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reasons thereof.

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TENDER DETAILS

SCOPE OF WORK

- 1 Designing and Printing of “Pocket Diary, 2011”.

TECHNICAL DETAILS

1. Size of the Diary: 9 cm x 17 cm (approx.).
2. Cover: Leatherite/PVC/Rexin.
3. Binding: Hard Cover binding.
4. Paper: 80 GSM Maplitho Paper for inside text (Sample to be enclosed)
5. Format: Full format of the Diary including cover containing all dates for the whole year, 3 (three) year calendar, name with telephone numbers of the Governor, Chief Minister, Deputy Chief Minister, Ministers, Parliamentary Secretaries, Speaker and Deputy 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.
6. No. of copies: 3500 copies (approx.)

TERMS AND CONDITIONS

- 1) Rate should be quoted for the first 1000 copies and subsequent 1000 copies.
- 2) Delivery within 30 (thirty) days on the basis of a written indent.
- 3) 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).
- 4) The tender should be accompanied by the following: -
 - (a) 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.
 - (b) 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.
 - (c) Copy to audited balance sheet for the last two years from the Chartered Accountant.
 - (d) Up-to-date Income/Sales/Professional Tax Clearance Certificate and also valid trading licence wherever applicable.
 - (e) Deposit at Call at the rate of 5 (five) percent of the total quoted amount in any Bank in India as Earnest Money pledged in favour of the Director of Information & Public Relations, Meghalaya, Shillong. The Earnest Money is refundable to the unsuccessful tenderers. In case of successful tenderers, the Deposit at Call will be retained as security deposit till satisfactory completion of the job and delivery of the Diary.
- 5) Tenders without design, paper sample will be summarily rejected.
- 6) 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 Diary is to be printed.
- 7) Before the final printing, a proof copy in final form has to be shown to the Director of Information & Public Relations, Meghalaya, Shillong and approval obtained, failing which DIPR is not bound to accept delivery of the Pocket Diary in case there is/are printing mistake(s) in the same.

- 8) Articles meant for delivery should be properly packet so as 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.
- 9) In the event of failure to supply the articles within the stipulated time/date or incomplete or not conforming to the approved specification or refusal to undertake the work allotted either expressly or otherwise, the Deposit at Call which is retained as security deposit shall be forfeited and work order will be cancelled.
- 10) Request for enhancement of rates during the contract period shall not be considered under any circumstances.
- 11) The Tender should be addressed to the Director of Information & Public Relations, Meghalaya, Shillong – 793001 by designation only. The word “**Tender for printing of Pocket Diary, 2011**” should be clearly be written on the sealed cover containing the tender.
- 12) The Director of Information & Public Relations, Meghalaya, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reasons thereof.

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TENDER DETAILS

SCOPE OF WORK

- 1 Designing and Printing of “Multi Coloured Desk Calendar, 2011”.

TECHNICAL DETAILS

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: 11cm x 18cm (approx.).
5. Size of the Photograph: 13cm x 14cm (approx.).
6. Type of font: 20 Points approx. (Italic/Bold)
7. Paper: 220 GSM Sinarmas/JK Art Board (Sample to be furnished)
8. Theme: As and when supplied by the Directorate
9. No. of Pages: 13 pages to be done on both sides.
10. Date sheet: Date sheet to contain 3 months in each i.e. preceding month at the top left hand side, current in the middle and succeeding month at the bottom right hand side.
11. Binding: Full best quality spiral Binding at the top.
12. No. of Photograph: 12 (twelve) Nos. to be supplied by tenderer.
13. No. of copies 3500 copies (approx)
14. Other specification
 1. The first page will contain the word “Meghalaya” with some inset photograph and the reverse will contain the month of Dec’ 09, January 10. The second page will contain the planner of January 10, February 10 and March 10 and the sequence will continue till the month of November 10, December 10 and January 2011.
 2. The planner for December’10 which is the last page will contain on the reverse the Map of Meghalaya in colour showing the 7 (seven) Districts of the State.
 3. The Holiday list for 2011 to be printed in Red for general holidays/Sundays and Blue for Restricted Holidays.

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- 4) The tender should be accompanied by the following: -
 - (a) 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.
 - (b) 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.
 - (c) Copy to audited balance sheet for the last two years from the Chartered Accountant.
 - (d) Up-to-date Income/Sales/Professional Tax Clearance Certificate and also valid trading license wherever applicable.

- (e) Deposit at Call at the rate of 5 (five) percent of the total quoted amount in any Bank in India as Earnest Money pledged in favour of the Director of Information & Public Relations, Meghalaya, Shillong. The Earnest Money is refundable to the unsuccessful tenderers. In case of successful tenderers, the Deposit at Call will be retained as security deposit till satisfactory completion of the job and delivery of the Desk Calendar.
- 5) Tenders without design in full format, paper sample will be summarily rejected.
 - 6) 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 Multi Coloured Desk Calendar is to be printed.
 - 7) Before the final printing, a proof copy in final form has to be shown to the Director of Information & Public Relations, Meghalaya, Shillong and approval obtained, failing which DIPR is not bound to accept delivery of the Multi Coloured Desk Calendar in case there is/are printing mistake(s) in the same.
 - 8) Articles meant for delivery should be properly packet so as 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.
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