

**GOVERNMENT OF ARUNACHAL PRADESH
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS
NAHARLAGUN**

TENDER PARER

(TENDER PAPER IS NON TRANSFERABLE)

“The Printing/publication of Diary 2019 exclusively subject to approval from Government and availability of fund for the financial year 2018-2019”

Tender paper for **Printing of Govt Diary 2019**. The condition set forth in the aforesaid tender notice published in the newspaper will remain unchanged. Last date of submission of tender in the tender box available in the office chamber of the Director IPR Naharlagun is **18th December 2018 upto 1200 hours**, as per specification, details of tender, acceptance of terms & condition of tender, mode of payment and delivery of materials are given below.

SPECIFICATION FOR DIARY 2019 (NORMAL)

1	Size of diary	:	15.8 cm x 22.5 cm for case (folder size) and 15.2cm x 21.8 cm for inner pages
2	Paper for inner sheet	:	J.K white Maplitho Printing paper of 60 GSM (one broad sheet sample of paper to be enclosed)
3	No of pages	:	460 pages (minimum) likely to be increased or decreased)(break-up 365 Diary portion including Saturdays & Sundays, 80 page write-up,8 pages from the end papers and Saturdays and Sundays will be in one page and rest diary portion 1 day in a page
4	Method of printing	:	Offset method printing.
5	Materials to be used for cover and jacket of the diary	:	*Hard board case binding with paper rexin on top. Colour of the rexin should be Black (sample available with office of the Deputy Director(PUB)
6	Rates to be quoted	:	Rate to be quoted per copies. The complete design work of the Diary should be carried out by the successful bidder after completion of bidding process. The telephone numbers and other information will be provided by the department.
7	Number of copies to be printed	:	20000 (Twenty Thousand) copies only subject to variation and availability of fund
8	Dummy	:	* Only one (1) Dummy of the diary (full size) as per size at SL No 1 must be strictly enclosed with the Technical Bid *The dummy having Map of Arunachal Pradesh in two pages must be at the beginning of the Diary in the art paper of 170 GSM. After map there will be a Photographs in the left side and title page with Ashok Emblem and other information as per sample. On the reverse side of the title page there will be state logo and Departmental logo in multicolour. Daily planner ribbon to be added. Last 3 (three) year calendar should be appended in last page of the Diary. 500 (five hundred) copies minimum required to be embossed with individual name of officers in the cover page bottom. Inner sheets of the diary should be ruled.
9	Sample of paper	:	One broad sheet of sample paper of inner pages, rexin of jacket, hard board, sample of ribbon, should be enclosed with Technical Bid as indicated at SI No.2 & 5.
10	Payment	:	Payment will be made only on availability of fund and allocation of fund by the government. Successful bidder should not insist or pressurize for early payment after completion of delivery.
11.	Estimated Cost	:	Rs. 50,00,000/- (Rupees fifty lakhs) only.

SPECIFICATION FOR DIARY 2019 (SMALL)

1	Size of Diary	:	11.2 cm X 19.2 cm for case (Folded size) 10.5 cm X 18.7 cm for inner pages
2	Paper for inner sheet End paper	:	100 GSM Off White Parchment paper for inner pages and 150 GSM Off White Parchment paper for End paper
3	No of pages	:	200 pages (minimum) likely to be increased or decreased)
4	Method of printing	:	Offset method printing and binding is Section Sewing, case binding
5	Materials to be used for cover and jacket of the diary	:	Coloured Rexin paper with Hard Board (Sample available with Deputy Director, IPR for reference)
6	Number of copies to be printed	:	10000 (ten thousand) copies only
7	Rates to be quoted	:	Rate to be quoted for per copy. The complete design work of the diary should be carried out by the successful bidder after completion of bidding process is over.
8	Dummy	:	* Only one (1) Dummy of the Diary (full size) as per size at SL No 1 must be strictly enclosed with the technical bid. Inner sheets of the diary should be ruled.
9	Sample of paper	:	One broad sheet of sample paper of inner pages, rexin of jacket, hard board, sample of ribbon, should be enclosed with Technical Bid as indicated at SI No.2 & 5.
10	Payment	:	Payment will be made only on availability of fund and allocation of fund by the government. Successful bidder should not insist or pressurize for early payment after completion of delivery.
11.	Estimated Cost	:	Rs. 25,00,000/- (Rupees Twenty five Lakhs) only.

DETAILS OF TENDER

Only One (1) camera finished dummy of the **Diary 2019** (Normal) and **Diary (small size)** as per specification above to be submitted along with the Tender. **Without the dummy , no tender will be accepted.** Submission of more than one Dummy shall summarily be rejected.

Sealed tender under THREE BIDS should be sent in separate sealed cover each for **technical bid, Power-point presentation on quality of paper, cover, ink get up and other technicalities during the technical bidding for evaluation and financial bid mentioning the bid for which it is meant for on the cover of the bid. This is being done to ensure quality as per Quality and Cost Based Selection (QCBS) system** The entire contents may then be sealed in the third cover super scribed as **Tender for Diary 2019 (normal) and Diary 2019 (small) due date 18th December 2018 upto 1200 hrs.**

(A) Technical Bid: This will comprise of the following:-

- I. Valid trading Licence of Licensing authority indicating that the firm is a printing or a publisher having printing facilities (proof must invariably be enclosed).
- II. Up-to-date Income Tax Clearance Certificate.
- III. Copy of GST Registration to be enclosed
- IV. A professionally made dummy of the **Diary 2019** as per specification with front cover of the Diary will have the Ashok emblem on the top, LOGO in middle and name of the State with year in bottom embossed on it with gold leaf.
- V. Second and third with facing cover page will contain a colored Map of Arunachal Pradesh on Art paper of 170 GSM as front and back end paper.
- VI. The last page of Diary portion will contain calendar of 3 years in 170 GSM Art paper (2018, 2019 & 2020)

- VII. Earnest money of **Rs 50,000/- (Fifty thousand)** only for **Diary (Normal size)** and **Rs. 25,000/- (Rupees twenty five thousand)** only for Diary (small size) to be enclosed in the form of deposit at call or Demand draft in any bank in India pledged in favour of Director, Information and Public Relations, Govt of Arunachal Pradesh, Naharlagun. The **earnest money** is refundable to the unsuccessful tenderer. In case of successful tenderer, the deposit at call will be retained as a part of security deposit till satisfactory completion of the job and delivery of the order items. Deposit in cash will invite disqualification and summarily lead to rejection of the tender. No tender with cash deposit or payment through Treasury Challan will be accepted.
- VIII. **No Dues Certificate** from **Managing Director, AP Apex bank in case of firm from Arunachal Pradesh** as on date to be enclosed.
- IX. **One cassette/Pen Drive (soft copy)** containing PPT of design and other details such as quality of paper, cover, ink get up and other technicalities should be submitted alongwith Technical Bid.

B) FINANCIAL BID:

This will comprise only the rate for printing of diary inclusive of all charges .No other enclosure meant for other bid will be accepted. Financial Bid of diary should be submitted in separate envelop and not with technical bid.

Financial Bid of those firm qualifying in the technical bid and PPT will only be opened

The rates for printing of the Diary should be inclusive of cost of art/board, **maplitho paper** as per the specification and all other materials required for fabrication of cover, scan plan of positive, printing and binding etc. All taxes, cost of packing, GST, forwarding and freight (FOR office of the DIPR) should be included in the rate itself.

OTHER TERMS AND CONDITION

- a) Sample/Dummies enclosed with the Tender should be duly signed and affixed with seal of the Firm;
- b) Sample of the entire diary with paper as per specification given in the Tender Notice shall have to be submitted with the Tender in the Technical Bid; else the tender will summarily be rejected.
- c) Initially only the technical bid and Presentation of the tender will be opened by the Technical Board and after the evaluation of the same by the duly constituted committee, the Financial Bid of the qualified tenderer (s) will only be opened by a duly constituted Board for Financial Bid;
- d) The aforesaid duly constituted committee for technical Bid will select the best design(s) out of all the layouts and designs, submitted by the tenderer(s) in the Technical Bid . No tender without camera finished dummy of **Diary 2019** will be accepted. Process of **Quality Control Based System (QCBS) through presentation of PPT will be adopted for selection of best designs.**
- e) Thereafter the duly constituted committee will open the financial bid of those firm who qualified in the Technical Bid . No other Financial Bid will be taken into consideration by the committee.
- f) The committee after due examination of Financial Bid will finally recommend the Financial Bid of the selected tender (s). Order for preparation of the diary will be placed to the selected firm(s) as the case may be subject to availability of fund.
- g) The committee do not bind itself to accept the lowest quoted rate and reserves the right to accept or reject any or all the bid (s) without assigning any reason (s) thereof;
- h) The committee will also have the right to make suitable changes in the design and layout which will be binding upon the successful tenderer.

Notwithstanding any of the condition mentioned in the foregoing paragraphs, other conditions of the Tender are given below.

- Tender for **Diary 2019** should be submitted in sealed cover, if submitted together, it will be rejected forthwith.
- Technical Bid will be opened by a duly constituted Board in presence of tenderer who wishes to be present in the board on 18th December 2018 at 12.15 hrs in the office chamber of **Director IPR Naharlagun**. Financial Bid (s) of those firms (s) who qualified in Technical Bid & Presentation Bid will be opened on the following days at the same venue.
- Request for enhancement of rates after opening of the tender and during the contract period shall not be considered under any circumstances.
- The size of the 3rd (third) envelope /cover of the tender to be restricted to the opening of the windows of the Tender box which is 2 (two) inch (breadth) X 13.5 Inch (Length). In case it can not be restricted separate envelope for each item of tender to be submitted.
- **Security deposit:** The successful tenderer will have to deposit 10% of the total ordered value as security deposit by adjusting the earnest money so deposited along with tender. Security deposit will be released only after the successful completion of ordered material(s)
- The successful tenderer will have to enter into a written agreement on non judicial court stamp paper of **RS 100/- (Rupees one hundred) only** which will have to be purchased by the successful tenderer.
- Supply of ordered materials will have to be made to this office within **20 (twenty) calendar days** from the date of placing of order.
- The successful tenderer (s) will have to ensure delivery of the Diary of the officers viz **Resident Commissioner & Member of Parliament of Arunachal Pradesh, New Delhi, Deputy Resident commissioners Kolkata, Guwahati, Shillong, Tezpur, Lilabari, Mahanbari and Dy Director (S&T) Jorhat, DIPR NEC, Shillong, all DIPR of North Eastern States** as per required quota which will be communicated in writing by the office of the **DIPR Naharlagun**, at the expenses of the tenderer.

Please ensure CHECK LIST if you have enclosed the following:-

- a) Attested copy of Printing Press trading license renewed up to date.
- b) Dummy of Diary.
- c) Experience Certificate on printing of Diary in Government/PSUs/NGOs to be enclosed.
- d) Sample paper of Diary.
- e) Sample paper of Jacket/rexin to be used in the Diary.
- f) Sample of ribbon of planner
- g) Separate sealed packets for Technical, Power Point Presentation and Financial Bid each for Diary 2019.
- h) Copy of GST Registration
- i) Attested copy of up to date income tax clearance
- j) Earnest money of **Rs 50,000/- (Rupees fifty thousand) and Rs. 25,000/- (Rupees twenty five thousand)** only respectively in deposit at call or in Demand draft for Diary 2019
- k) The sample/dummies enclosed with the Tender signed and affixed with seal of the firm.

Any firm who have submitted tender without obtaining tender paper by paying **Rs 1000/- (Rupees one thousand)** from the Department the tender of such firm will be rejected.

Non submission of any of the above document /materials, the tender will be rejected

NB: The successful tenderer will have to produce the original document before the Board if required for recommendation

TERMS OF PAYMENT

The Directorate shall make payment subject to availability of fund to the successful tenderer (s) as per the Financial Bid , as recommended by the committee subject to deduction of GST, on satisfactory completion of the job by the tenderer/contractor as per order and only on full delivery of material ordered, in the office of the DIPR and after inspection by a duly constituted committee.

No part payment for part supply will be made.

The Directorate will not make any payment for preparation of professionally prepared dummy and layout to those tenderer(s) whose bids are not finally accepted by the committee.

DELIVERY OF MATERIALS

1. The delivery of the entire ordered quantity should be made within a period not exceeding **20 (twenty) calendar days** on the basis of written indent and after signing of the agreement.
2. The Diaries printed in number as ordered shall have to be delivered to the office of the undersigned.
3. Diaries meant for delivery should be properly packed to avoid damage during transit. The cost of loss or damage if any done will have to be borne by the contractor/firm itself. In the event of failure to supply the article within the stipulated time/date or incomplete or not confirming to the approved specification or refusals or otherwise, the deposit at call which is retained as security deposit shall be forfeited and work order will be cancelled and no payment for the purpose will be made. Such firm will also be blacklisted for any future supply.

Sd/-OBANG TAYENG

Director

Information and Public Relations
Government of Arunachal Pradesh
Naharlagun

No.IPR (PUB) 137/2018

Dated Naharlagun, the2018

Copy to :-

1. M/s.....
2. Office copy

(DENHANG BOSAI)

Deputy Director

For Director, IPR

CHECK LIST

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- j) Earnest money of **Rs 50,000/- (Rupees fifty thousand) and Rs. 25,000/- (Rupees twenty five thousand)** only respectively in deposit at call or in Demand draft for Diary 2019
- k) The Dummy enclosed with the Tender affixed with seal of the firm.
- l) NOC from MD, Apex Bank

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4	Method of printing	:	Offset method printing and binding is Section Sewing, case binding
5	Materials to be used for cover and jacket of the diary	:	Coloured Rexin paper with Hard Board (Sample available with Deputy Director, IPR for reference)
6	Number of copies to be printed	:	500 (five hundred) copies only
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