

GOVERNMENT OF MANIPUR/1122
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS
(Moirangkhom, MSRTC Complex, Imphal -795001)

TENDER NOTICE

Imphal, the 20th November, 2017

No.5/13/96-DIPR(Pt-III)A: Scaled tenders are hereby invited from the reputed Firms for printing and supply of Multicoloured and Black & White Magazines, Manipur Government Wall Calendar and Diary, 2018. The tenders will be received upto 2 p.m. of 25th November, 2017 and the same will be opened at 3 p.m. of the same day by the undersigned in his office room in presence or absence of the tenderers as the case may be.

For details kindly visit websites www.dipr-manipur.gov.in/ www.manipurtenders.gov.in/ www.manipur.gov.in or the DIPR, Manipur during office hours.


(Meghachandra Kongbam)

Director

Information & Public Relations

Manipur

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DIRECTORATE OF INFORMATION & PUBLIC RELATIONS**

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The following specifications/details should be quoted clearly & submitted along with the Quotaion/
Tender :

A. Multicolour Magazines

Manipur Today Thakhaigee Chephong & other similar publications):

1. Size/Dimension : Quarto Demy
2. Paper Quality
 - a) Inside pages should be printed in Art Paper 120 GSM.
 - (b) Cover pages should be Art Board , 250 GSM.
3. Binding : Perfect Binding
3. Printing charge per format of 2 (two) pages.
4. No. of copies : 1000 & the rates for subsequent copies for 1500, 2000, 2500, 5000, 10,000 and 20,000 should clearly be quoted in the rate quotation.

B. Manipur At A Glance (Coffee Table Book) :

1. Size/Dimension : Quarto Demy
2. Paper Quality
 - a) Inside pages should be printed in Art Paper 120 GSM.
 - (b) Cover pages should be Hard Fushion Cover 600 GSM & Jacket with embossed printing
3. Binding : Hard Cover Binding with section Sewing
3. Printing charge per format of 2 (two) pages.
4. No. of copies : 1000 & the rates for subsequent copies for 1500 and 2000 should clearly be quoted in the rate quotation.

C. Black & White Magazines (Annual Administration Report & other similar publications):

1. Size/Dimension : 1/8 D.C.
2. Paper Quality
 - a) Inside pages should be printed in White Printing Paper Cream Wove (DC) 60 GSM.
 - (b) Cover pages should be Pulp Board White
3. Printing charge per format of 2(two) pages
4. No. of copies : 500 & the rates for subsequent additional copies for 1000, 1500 & 2000 should clearly be quoted in the rate quotation.

D. Multicolour Folders/Brochures:

1. Size/Dimension : 11 cm X 24 cm (Triple fold)
2. Paper should be Art Paper 120 GSM
3. Printing charge per 500 copies
4. No. of copies : 1000 & the rates for subsequent copies for 1500, 2000, 3000 & 5000 should clearly be quoted in the rate quotation.

E. Multicolour Booklet :

1. Size/Dimension : 14 cms X 21 Cms
2. Paper should be Art Paper 120 GSM.
3. Printing charge per format of 2 (two) pages
4. No. of copies : 500 & the rates for subsequent additional copies for 1000, 1500, 2000, 3000 and 5000 should clearly be quoted in the rate quotation.

F. Detailed Specifications of the Wall Calendar, 2018

1. Body of Calendar :
 - (i) Over-all size 62 cms (Length) x 43 cms (Breadth)
 - (ii) 6 inner pages and one fly leaf with spiral mounting and hanger rode (43 cms)
 - (iii) Multicolour printing on both sides of inner page (31 cms x 43 cms)
 - (iv) Single colour printing on one side of the fly leaf.
 - (v) Gregorian dates and Manipuri calendar dates (thaban) to be printed on the lower remaining portion in three distinct colour (sample to be furnished by the office).
2. Paper Quality : 170 GSM Imported Art Paper for the 6 inner pages and Maplitho paper for the fly leaf.
3. No. of Copies : 15000 & the rates for subsequent copies for 16000, 17000, 18000, 19000 and 20000 should be clearly quoted in the rate.

G. Detailed Specifications of the Diary, 2018

1. Size : 21 cms x 15 cms
2. Cover :
 - (i) Good quality hard both front and back cover and page indicator thread.
 - (ii) On the front cover "State Emblem" and words "Manipur Diary, 2018" and "Manipur Khotchin Lathup" below the Emblem (sample to be furnished by the office). The colour of the cover will be intimated at the time of issuing supply order.
3. Inner Portion : India's map indicating Manipur, complimentary pages, personal memoranda, general information, write-up on Manipur with colour photographs, general holidays, restricted holidays and the public holidays for the year, 2018, important telephone numbers and calendar for the years, 2017 and 2019 will be printed at the beginning portion of the Diary (15 pages approximately). The pages of the dates will be one page for one day and will be printed in English and Manipuri and additional 5(five) leaves as Note Pages should be inserted in the last part of the Diary.

4. Paper Quality : 70 GSM Maplitho Paper (J.K.Brand).
5. No. of Copies : 7000 & the rates for subsequent additional copies for 8000, 9000 & 10000 should be clearly quoted in the rate.

Terms & Conditions

The tenders should be accompanied by the following :

- (i) Specimen of outstanding similar works done by the Firm, samples of paper to be used in printing all the publications including Calendar & Diary and 2/3 samples of Diary cover in latest design.
- (ii) The contents and the design of the Calendar and Diary, 2018 will be provided by DIPR, Manipur.
- (iii) Rate should be quoted in words and figures clearly and should be inclusive GST. Rate quotations should be F.O.R., Imphal.
- (iv) Recommended firm (s) shall be required to enter into a formal Contractual Agreement with the undersigned.
- (v) Only such firm who can complete the work and make delivery at Imphal within 15 days of placing the order should quote the rates. In case of the Manipur Govt. Diary, 2018, the time limit will be 25 days.
- (vi) Tenders submitted/received after the stipulated time & date and without complete documents shall not be entertained.
- (vii) Earnest money of Rs.30,000/- (Rupees thirty thousand) only in the form of Demand Draft in favour of the undersigned which may be converted into security deposit for the successful tenderer.

The undersigned reserves the right to accept or reject any tender in full or part without assigning any reason thereof.



(Meghachandra Kongbam)

Director,
Information & Public Relations,
Government of Manipur.
