

**GOVERNMENT OF MANIPUR
DIRECTORATE OF TOURISM**

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NOTICE INVITING TENDER

Imphal, the 9th July, 2014

No.6/90/95-DTSM(Pt) Sealed tenders are invited from eligible firms/agencies for printing of brochures, folders, docket folders and pocket brochures for distribution to guests, visiting tourists and for use in various Trade Fairs and Festivals inside and outside the state and also for distribution during Manipur Sangai Festival, 2014.

Sl. No.	Description	Size	Paper	Quantity
1.	Multi Colour Folders, 5 Folds	22 x 17 sq. inch	170-GSM Art Paper	20,000 Copies
2.	Multi Colour Brochures 36 Pages including Cover	8.5 x 11 Sq. Inch	Inside Paper: 170 GSM imported Art Paper, Cover: 250 GSM Art Paper(Lamination) perfect binding	10,000 Copies
3.	Multi Colour Wall Poster	19" x 29" Sq. Inch	170 GSM Art Paper	6,000 Copies
4.	Pocket Brochures	16.6 x 11.8 Sq. Inch. With 2(two) Ivory sheets on cover	70 GSM Double demy maplitho, 2 (two) 250 GSM Ivory Sheets (laminated) sized 3 x 4.2 Sq. Inch on Cover	7,000 Copies
5.	Docket Folders	10 x 13.5 Sq. Inch	250 GSM Art Paper (laminated) front in pocket	5,000 copies

2. Budget available for this supply is Rs 11.38 lakhs only.

3. Eligibility Criteria:

- a. The firm should be registered firm with past experience of supplying publicity materials worth not less than Rs. 8.50 lakhs with Government Departments.
- b. Annual turnover should not be less than Rs. 40.00 lakhs.

4. TERMS & CONDITIONS

- i. Tenders to be submitted in two envelopes named 'Cover A' and 'Cover B'. 'Cover A' should contain Technical Bid. 'Cover B' should include Price Bid. In the first stage Technical Bids will be opened.
- ii. Total costs as well as rates per copy for each category should be quoted in figures and words clearly
- iii. Rates should be inclusive of all taxes and other charges and should be F.O.R. Imphal.
- iv. 5% i.e. Rs.56,900/- (Rupees fifty six thousand nine hundred) only of tender value shall be submitted by the agency as Earnest Money Deposit (EMD). EMD should be submitted in the form of Demand Draft drawn on a Scheduled Bank in favour of 'Deputy Director, Tourism, Government of Manipur'. EMD submitted in any other form or bids without EMD shall not be accepted. EMD of the successful bidder will be retained as Performance Security and will be forfeited in case of failure to supply as per quality and quantity.

v. Tender document must be supported by Registration Certificate, latest income tax returns filed, Annual Turnover stated for the last three financial years, viz. 2010-2011, 2011-2012, 2012-2013, along with statement certified by an Auditor/Chartered Accountant, proof of supply of such material to the Government of Manipur in the past. Bid documents without such supporting documents are liable to be rejected.

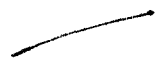
vi. Unrealistic rates quoted are liable to be rejected.

vii. Supply of the items shall be made within 20 (Twenty) days from the date of receipt of purchase order.

viii. Incomplete and conditional tenders shall be rejected.

ix. Department of Tourism reserves the right to accept or reject all or any of the tenders at any stage of the process without assigning any reason thereof, and no claim/dispute in this regard will be entertained.

5. i) Date of Commencement of Sale of Tender Document: 14/07/2014-Monday (10.00 a.m.)
ii) Last date of issue of Tender Form: 23/07/2014-Wednesday (3.00 p.m.)
iii) Last date of submission of Tender Form: 04/08/2014-Monday (02.00 p.m.).
iv) Opening of Tender (Technical Bid & Price Bid) 06/08/2014-Wednesday (11.00 a.m. & 1.00 p.m.).
6. Interested Tenderers may submit their tenders to Director (Tourism), Government of Manipur, North A.O.C, Hotel Imphal complex, which must reach on or before 04/08/2014 by 02:00 PM.
7. Interested eligible bidders, if so desire, may obtain further information from the office of the authority inviting tender.
8. Details are also available at www.sangaifestival.gov.in, www.manipur.gov.in & www.manipur-tourism.gov.in

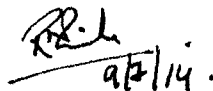

(Rachel N. Guite)
Deputy Director (Tourism), Manipur.

Memo No: 6/90/95-DTSM (Pt.)

Imphal, the 9th July, 2014

Copy to :

1. Principal Secretary (Finance), Government of Manipur.
2. Principal Secretary (Tourism), Government of Manipur.
3. Commissioner (Finance), Government of Manipur.
4. Commissioner (Vigilance), Government of Manipur.
5. Director (Information Public Relation), Government of Manipur. He is requested to publish the NIT in 3 local dailies 1 (one) English & 2 (two) Manipuri on 12-07-2014. The bill in this regard may be addressed to the undersigned or early payment.
6. Website Manager, www.sangaifestival.gov.in, www.manipur.gov.in & www.manipur-tourism.gov.in for uploading the above NIT in their websites on 11-07-2014.
7. Notice Board.


(Rachel N. Guite)
Deputy Director (Tourism), Manipur.