

**GOVERNMENT OF MANIPUR
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS**

TENDER NOTICE

Imphal, the 16th October, 2019

No.5/13/96-DIPR(Pt-III)A/³⁵⁰ Sealed tenders are hereby invited from the reputed Firms for printing and supply of **Multicoloured Manipur Today, Coffee Table Book, Multicoloured Folders/Booklet and Black & White Magazines**, The tenders will be received upto 2 p.m. of 31st October, 2019 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.

Mme 16/10/2019
(H.Balkrisna Singh)
Director
Information & Public Relations
Manipur

Copy To :-

1. The Secretary to the Hon'ble Chief Minister, Manipur for kind information of the Hon'ble Chief Minister
2. The Commissioner (IPR), Govt. of Manipur for favour of information
3. The SIO, NIC, Imphal. He is requested to upload the above **Tender Notice** in the website www.manipurtenders.gov.in.
- ✓ 4. The OSD, Department of Information Technology, Govt. of Manipur. He is requested to upload the above **Tender Notice** to the State Government website.
5. The Editors of Local Dailies/ISTV/IMPACT TV for kind wide publicity.
6. DIPR Notice Board
7. Guard File.

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

A. Multicolour Magazines

Manipur Today & 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 :

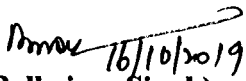
1. Size/Dimension : 14 cms X 21 Cms
2. Paper should be Art Paper 120 GSM.
3. Printing charge per format of 2 (two) pages
4. No. of copies : 500 & the rates for subsequent additional copies for 1000, 1500, 2000, 3000 and 5000 should clearly be quoted in the rate quotation.

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 latest design.
- (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 5 days of placing the order should quote the rates.
- (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.


(H. Balkrisna Singh)
Director
Information & Public Relations,
Manipur.
