

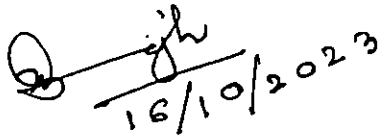
**GOVERNMENT OF MANIPUR
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS**

TENDER NOTICE
Imphal, the 16th October, 2023

No. 5/13/96-DIPR(Pt.III)/A ^{N/13} : Sealed tenders are hereby invited from the reputed Firms for printing and supply of Multicoloured and Black & White Magazine, Manipur Government Wall Calendar and Diary, 2024. The tenders will be received **upto 2.00 p.m. of 3rd November, 2023** and the same will be opened at 3.00 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 website www.manipurtenders.govt.in/www.manipur.gov.in or the DIPR, Manipur during the office hours.

The Tender value will be Rs. 60.00 lakhs approximately.


(Dr. Th. Charanjeet Singh)
Director,
Information & Public Relations,
Govt. of Manipur.

Copy to :

1. The Secretary to the Hon'ble Chief Minister, Manipur for kind information of the Hon'ble Chief Minister.
2. The PPS to the Hon'ble Minister/IPR, Manipur for kind information of the Hon'ble Minister.
3. The Commissioner (IPR), Govt. of Manipur for favour of information.
4. The SIO, NIC, Imphal. He is requested to upload the above Tender Notice in the website www.manipurtenders.govt.in
5. The Director, Department of Information Technology, Govt. of Manipur. He is requested to upload the above Tender Notice to the State Government website.
6. The APO(P). He is requested to publish the Tender Notice to the Newspapers as per rules.
7. The Editor of Local Dailies/ISTV/IMPACT TV for kind wide publicity.
8. DIPR Notice Board.
9. Guard File.

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The following specifications/ details should be quoted clearly and submitted along with the Quotation /Tender:-

A. Multicolour Magazines

Manipur Today, Thakhaigee Chephong & other similar Publications :-

1. Size/Dimension : 20 cm x 27.5 cm
2. Paper Quality:
 - a) Inside pages should be printed in Art Paper 100 GSM.
 - b) Cover pages should be Art Board, 250 GSM.
3. Binding: Perfect Binding
4. Printing charge per format of 2 (two) pages.
5. No. of copies : 1000 & the rates for subsequence copies for 1000, 1500, 2000, 2500, 3000, 5000, 10,000 and 20,000 should be clearly quoted in the rate quotation.

B. Black & White Magazines (Annual Administrative Report & other similar publications):

1. Size/Dimension : 1/8 DC.
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 300 & the rates for subsequent additional copies for 500,1000, 1500 & 2000 should clearly be quoted in the rate quotation.



Contd...2/-

C. Multicolour Folder/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 500 & the rate for subsequence copies for 1000, 1500, 2000, 3000 & 5000 should be clearly be quoted in the rate quotation.

D. Manipur at a Glance (Coffee Table Book):-

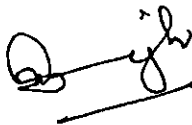
1. Size/Dimension Demy
2. Paper quality :-
 - a) Inside pages should be printed in Art Paper 120 GSM
 - b) Cover pages should be Hard Fusion Cover 600 GSM & Jacket with embossed printing.
3. Binding: Hard Cover Binding with section sewing
4. Printing charge per format of 2(two) pages.
5. No. of copies : 1000 & the rates for subsequence copies for 2000, 3000 and 5000 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 Specification of the Wall Calendar, 2024

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 for the fly leaf.
 - (v) Gregorian dates and Manipuri Calendar dates (Thaban) to be printed on the lower remaining portion on 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 :15000,17000, 20000, 21000, 22000, 23000,24000, 25000 the rates for subsequent copies for 26000 and 27000 should be clearly quoted in the rate.



Contd.....3/-

G. Detailed Specification of the Diary, 2024:

1. Size : 21 cms x 15 cms
2. Cover : (i) Good quality razine sponge padded both front and back cover and page indicator thread.
(ii) On the front cover "State Emblem" and words "Manipur Diary, 2024" 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, complementary pages, personal memoranda, general information, write-up on Manipur with colour photographs, general holidays, restricted holidays and the public holidays for the year 2024, important telephone numbers and calendar for the years, 2023 and 2025 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 : 10,000, 11,000 & 12000 and the rates for subsequent additional copies for 13000 & 14000 should be clearly quoted in the rate.

TERMS & CONDITIONS:

The tenders should be accompanied by the following :

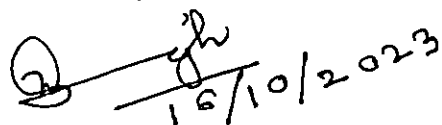
- (i) Specimen of outstanding similar works done by the Firm, samples of papers to be used in printing all the publication including Calendar & Diary and 2/3 samples of Diary cover in latest design.
- (ii) The contents and the design of the Calendar and Diary, 2024 will be provided by the DIPR, Manipur.
- (iii) Rate should be quoted in words and figures clearly and should be inclusive of all taxes including GST and other charges. Rate quotations should be F.O.R. Imphal.
- (iv) Recommendation firm(s) shall be required to enter into a formal Contractual Agreement with the undersigned.



Contd.....4/-

- (v) Only such firm who can complete the work and make delivery at the Imphal within 15 days of placing the order should quote the rates. In case of the Manipur Government Diary, 2024 the time limit will be 25 days.
- (vi) Tenders submitted/ received after stipulated time & date and without complete documents shall not be entertained.
- (vii) Earnest money of Rs. 50,000/- (Rupees fifty thousand) only in the form of D-at-Call in favour of the undersigned which may be converted into security deposit for the successful tenderer.

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

A handwritten signature in black ink, followed by a horizontal line and the date 16/10/2023 written below it.

(Dr. Th. Charanjeet Singh)
Director,
Information & Public Relations,
Govt. of Manipur.