

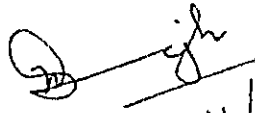
GOVERNMENT OF MANIPUR
DIRECTORATE OF INFORMATION & PUBLIC RELATIONS

TENDER NOTICE
Imphal, the 4th October, 2024

/465

No. 5/13/96-DIPR(Pt.III)/A : As conveyed approval by Government vide letter no. MGIPR-1/1/2023-IPR-IPR dated 25th September, 2024, sealed tenders are hereby invited from the reputed Firms for printing and supply of Manipur Government Wall Calendar, Diary 2025, Manipur Today (Monthly & Special Issue), Coffee Table Book, Booklet, Folder, Black & white Magazine etc. The tenders will be received upto 1.00 p.m. of 22nd October, 2024 and the same will be opened at 2.00 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.


04/10/2024
(Dr. Th. Charanjeet Singh)
Director,
Information & Public Relations,
Govt. of Manipur.

Copy to :

1. The Secretary to the Hon'ble Chief Minister, Manipur.
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.gov.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.



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

.....

TENDER NOTICE

Imphal, the 4th October, 2024.

No. 5/13/96-DIPR(PT.III)/A: Sealed tenders are hereby invited from the reputed firms/agencies for printing and supply of **Multi-colour and Black & White Magazine, Multi-colour Folders/Brochures, Coffee Table Book, Multi-colour Booklet, Manipur Government Wall Calendar and Diary, 2025** of the Directorate of Information and Public Relations.

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

A. Multicolour Magazines

Manipur Today& other similar Publications:

- I. Size/Dimension: 20 cm x 27.5 cm
- II. Paper Quality:
 - (a) Inside pages should be printed in Art Paper 100 GSM.
 - (b) Cover pages should be Art Board, 250 GSM.
- III Binding: Perfect Binding
- IV Printing charge per format of 2 (two) pages.
- V No. of copies: 1000 & the rates for subsequence copies for 1000, 2000, 3000, 3500, 4000, 5000 and above should be clearly quoted in the rate quotation.

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

- I. Size/Dimension: 1/8 DC.
- II. 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
- III. Printing charge per format of 2(two) pages, No. of copies 300 & the rates for subsequent additional copies for 500, 1000, should be clearly quoted in the rate quotation.



C. Multicolour Folder/Brochures: -

- I. Size/Dimension: 11 cm x 24 cm (Triple fold)
- II. Paper should be Art Paper 120 GSM
- III. Printing charge per 500 copies
- IV. No. of copies 500 & the rate for subsequence copies for 1000, and above should be clearly quoted in the rate quotation.

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

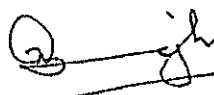
- I. Size/Dimension Demy
- II. Paper quality: -
 - a) Inside pages should be printed in Art Paper 120 GSM
 - b) Cover pages should be Hard Fusion Cover 600 GSM & Jacket with embossed printing.
- III. Binding: Hard Cover Binding with section sewing
- IV. Printing charge per format of 2(two) pages.
- V. No. of copies: 1000 & the rates for subsequence copies for 2000 and 5000 should be clearly quoted in the rate quotation.

E. Multicolour Booklet:

- I. Size /Dimension: 14 cms x 21 cms
- II. Paper should be Art Paper 120 GSM
- III. Printing charge per format of 2(two) pages
- IV. No. of copies: 500 & the rates for subsequent additional copies for 1000, 2000, 3000 and 4000 should clearly be quoted in the rate quotation.

F. Detailed Specification of the Wall Calendar, 2025

- I. Body of Calendar:
 - (a) Over-all size 62 cms (length) x 43 cms (breadth)
 - (b) 6 Inner pages and one fly leaf with spiral mounting and hanger rode (43 cms)
 - (c) Multicolour printing on both sides of inner page (31 cms x 43 cms)
 - (d) Multicolour printing on one side for the fly leaf.
 - (e) Gregorian dates and Manipuri Calendar dates (Thaban) to be printed on the lower remaining portion on three distinct colours (sample to be furnished by the office)
- II. Paper Quality: - 170 GSM imported Art Paper for the 6 inner pages and Maplitho paper for the fly leaf.



- III. No. of Copies: 15000, 20000, and above should be clearly quoted in the rate.

G. Detailed Specification of the Diary, 2025:

- I. Size: 21 cms x 15 cms
- II. 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, 2025" below the Emblem (sample to be furnished by office).
The colour of the cover will be intimated at the time of issuing supply order.
- III. 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 2025, important telephone numbers and calendar for the years, 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.
- IV. Paper Quality: 70 GSM Maplitho Paper (J.K. Brand).
- V. No. of copies: 10,000, 12,000 and above should be clearly quoted in the rate.

3. The following are the eligibility criteria of firm/agency:

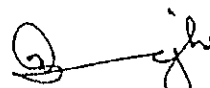
- (i) The firm/agency should be a registered firm, with past experience of supplying calendar and diary worth not less than Rs 10.00 lakhs (Rupees Ten-lakhs) to the Government.



4. TERMS & CONDITIONS:

The tenders should be accompanied by the following:

- (i) The firm has to submit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand) only in the form of D-at-Call /Bank Draft of any nationalised Bank drawn in favour of Director, IPR, Manipur payable at Imphal. EMD of the successful bidder will be retained as performance security.
- (ii) Tenders shall be submitted in two envelopes, viz, 'Envelope A or Technical Bid' and 'Envelope -'B' or Financial Bid'. Envelope-'A' will contain the following: (a) sample/dummy of wall calendar and diary meeting specifications and of good quality prints, (b) Earnest Money Deposit (EMD), (c) samples of papers to be used in printing all the publications including Calendar & Diary and 2/3 samples of Diary cover in latest design (d) Sales tax and income tax clearance certificates, and (e) Documents of proof of past experience of supplying calendar and dairy to Government worth not less Rs.10 lakhs (Ten lakhs) issued by concerned Department of the Government.
- (iii) Samples of calendar and dairy enclosed in 'Envelope A' should meet the specifications as prescribed in the Notice Inviting Tender. Quality of prints in the calendar and dairy should be good and this quality should be maintained in the actual calendar and dairy to be supplied if the firm/agency is chosen. When the committee opening the technical bids, if not satisfied with the quality of prints in dummy calendar and dairy ,shall reject the tender and not open 'Envelope-B' of the rejected tenderer.
- (iv) 'Envelope A or Technical bids' which do not contain any of the documents mentioned in point (ii) above will be rejected and 'Envelope B or Financial bids' will not be opened for these rejected tenderers.
- (v) The contents and the design of the Calendar and Diary, 2025 will be provided by the DIPR, Manipur.
- (vi) 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.



- (vii) Recommendation firm(s) shall be required to enter into a formal Contractual Agreement with the undersigned.
 - (viii) 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, 2025 the time limit will be 25 days.
 - (ix) The selected firm/agency shall be required to furnish the final proof copy before printing to the undersigned for approval.
 - (x) Directorate of Information and Public Relations reserves the rights to accept or reject any of the tenders in full or part without assigning any reason thereof, and no claim/dispute in this regard will be entertained.
5. Interested tenderers may submit their tenders to 'Director, IPR, Manipur, Keishamapat Nityaipat Chuthek, Imphal-795001' which must reach on or before **22nd October, 2024 by 1:00 p.m.** Tenders would be opened on the same day at **2:00 p.m.** by the undersigned in his office room in presence or absence of the tenderers as the case may be.
6. Tenders submitted/ received after stipulated time & date and without complete documents shall not be entertained.
7. This Notice can also be viewed on the website www.manipur.gov.in.



04/10/2024

(Dr. Th. Charanjeet Singh)
Director
Information & public Relations
Manipur.