

## **TENDER DETAILS**

### **SCOPE OF WORKS**

1. Designing and Printing of “**Mizoram Diary, 2024**”

### **TECHNICAL DETAILS : Big**

1. Size of the Diary : 14Cm x 20 ½ Cm
2. Paper : (a) Thick paper  
(b) 10 pages of Notes at the preface  
(c) 8 pages of notes at the conclusion.  
(d) Separate pages for each day  
(e) Pages of Expenses, Cash account, Month, Objectives this month should be excluded.
3. Binding : Hard cover
4. No. of copies. : 3150 copies.

### **TECHNICAL DETAILS : Small**

1. Size of the Diary : 9 Cm x 17.3 Cm
2. Paper : (a) Thick paper  
(b) 10 pages of Notes at the preface  
(c) 8 pages of notes at the conclusion.
3. Binding : Hard cover
4. No. of copies. : 3150 copies.

### **TERMS AND CONDITIONS**

- 1) Rate should be quoted for per piece.
- 2) Delivery within 30(thirty) days of issue of Work Order to the Directorate of Information & Public Relations, Aizawl, Mizoram.
- 3) Rate quoted should be inclusive of all taxes, Art work, designing, packaging transportation (by road) to Directorate of Information & Public Relations Aizawl and other Mizoram House mentioned above etc.
- 4) The tender should be accompanied by the following :-
  - (a) Experience of successfully designing, printing and delivery of State Diary should be clearly mentioned along with specimens, certificates and testimonials.
  - (d) Up-to-date Income/Sales/Professional Tax Clearance Certificates and also valid trading license wherever applicable.
- 5) Before the final printing, a proof copy in final form has to be shown to the Director of Information & Public Relations, Government of Mizoram, Aizawl for obtaining approval.
- 6) Articles meant for delivery should be properly packed so as to avoid damage during transit. If any damage/shortage are detected during actual counting of the articles received, the cost of such damage/shortage will be adjusted against the final bill.

*contd.....2/-*

- 7) Tender should be accompanied by an Earnest Money amounting to 2 (two) percent of the estimated value of the total printing cost should be deposit by printing firm in the form of Bank Draft in favour of the Director of Information & Public Relations, Mizoram payable at Aizawl. No Tender will be considered without the stipulated Earnest Money amount. Earnest Money amount of the selected Tenderer will be retained till the satisfactory completion of the delivery of the full quantity ordered.
- 8) Request for enhancement of rates during the contract period shall not be considered under any circumstances.
- 9) The Tender should be addressed to the Director of Information & Public Relations, Government of Mizoram, Aizawl by designation only. The word "**Tender for printing of Mizoram Diary, 2024**" should be clearly written on the sealed cover containing the tender.
- 10) The Director of Information & Public Relations, Government of Mizoram is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reasons thereof.
- 11) THE TENDERER MUST SUBMIT THE CASH RECEIPT OF RS. 200/- IN ORIGINAL ISSUED BY THE DIRECTORATE TOWARDS COST OF TENDER DETAILS ALONGWITH THEIR TENDER, IN ABSENCE OF WHICH, THE TENDER WILL BE SUMMARILY REJECTED.

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