

TENDER DETAILS

SCOPE OF WORKS

1. Designing and Printing of “**Multi Coloured Wall Calendar, 2024**”

TECHNICAL DETAILS

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| 1. | Size of the Calendar | : | 58cms x 43cms |
| 2. | Paper | : | 130 GSM Good quality Art Paper (Sample to be furnished) & Flyleaf in Maplitho paper (70 GSM) |
| 3. | No. of Pages | : | 13 pages (12 Pages +1 Flyleaf) both sides printing in multicolours and flyleaf in one colour |
| 4. | Binding | : | Full best quality spiral Binding at the top |
| 5. | No. of Photograph | : | 12 (Twelve) Nos. |
| 6. | No. of copies. | : | 74,000 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 (bulk by special Truck) and to Mizoram House of Kolkata, New Delhi, Mumbai, Bangalore, Vellore.
- 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) Specimen of similar works done by the Tendering Firm with statement of work experience/profile indicating details thereof along with testimonials and certificates for such works.
 - (b) Experience of successfully designing, printing and delivery of State Government Wall Calendars should be clearly mentioned along with specimens, certificates and testimonials.
 - (c) Copy of audited balance sheet for the last three years from the chartered Accounts.
 - (d) Up-to-date Income/Sales/Professional Tax Clearance Certificates and also valid trading license wherever applicable.
- 5) Tenders without design in full format, Theme (suggested subject-matter) of the Calendar with explanatory write-up and paper sample will be summarily rejected.
- 6) 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.
- 7) Articles meant for delivery should be properly packed so as to avoid damage during transit.

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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.

- 8) Weightage would be given to the firm who has experience of successfully designing and printing of Wall Calendars for North East states in general and Mizoram in particulars. Professional working experience with departments of Mizoram State Government, if any, should also be mentioned along with submission of a Company Profile in the matter of creative/artistic-print-production assignments.
- 9) 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.
- 10) Request for enhancement of rates during the contract period shall not be considered under any circumstances.
- 11) 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 Multi Coloured Wall Calendar, 2024"** should be clearly written on the sealed cover containing the tender.
- 12) 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.
- 13) THE TENDERER MUST SUBMIT THE CASH RECEIPT OF RS.200/-IN ORIGINAL ISSUED BY THE DIRECTORATE TOWARDS COST OF TENDER DETAILS ALONG WITH THEIR TENDER, IN ABSENCE OF WHICH, THE TENDER WILL BE SUMMARILY REJECTED.

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