

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG – 793 003**

**Notice Inviting Tender/Quotation
For printing of Wall, Desk Calenders, Diaries
and Greeting Cards**

Sealed Tenders are invited by the undersigned for printing of Executive Dairy, General Diary, Multi-colour Wall and Desk Calendars and Quotation for Greeting Cards for 2010. Details about specifications, layout, designs, technical details as well as the terms and conditions may be had of from the office of the undersigned or downloaded from NEC website i.e. necouncil.gov.in. Interested printers having adequate experience and expertise in the respective field may submit the sealed tender to the undersigned on or before September 30, 2009.

(Shyamal Biswas)
Director (IPR)

TENDER DETAILS

SCOPE OF WORK

Designing and Printing of NEC Multi Colour Wall Calendar – 2010

TECHNICAL DETAILS

1. Size of the Calendar : Not less than 43 cm x 65 cm (approx.)
2. No. of Pages (Sheets) : 12 + 1 (fly leaf)
3. Theme : **Unsung Heroes of North East/Essence of North East India/glory of North East.**
Reproduction of Classic Art work, Sketches, Paintings, Photographs, etc., dealing with subjects for which North East India is proud of . The Tenderers will need to prepare the narration on the theme.
Selection will be made on the basis of best available Sample clubbed with reasonability of rate.
4. Photographs : Tenderers themselves have to arrange best quality photographs of the 8 NER States with equal representation.
5. Binding : Best quality Binding with maximum durability at the top.
6. Paper : Best quality Art Paper of not less than 150 GSM.
The type of paper and measurement thereof to be used shall be clearly defined.
7. No. of Copies : 3000 copies
8. Marking of holidays : Holidays to be marked in red ink.
9. Approval of Samples : The successful tenderers have to get the samples of photographs, design, theme, etc., approved at different stages before final print order by DIPR, NEC.

TENDER DETAILS

SCOPE OF WORK

Designing and Printing of NEC Desk Calendar – 2010

TECHNICAL DETAILS

1. Size of the Desk Calendar : 20 cm x 24 cm (approx.)
2. No. of Pages : 12 + 1 (fly leaf)
3. Theme : **Glory of North East/Essence of North East/
Development and Progress of North Eastern Region.**
4. No. of Copies : 2500 copies
5. Paper : Best quality Art (glossy) Paper of not less than 150 GSM
The type of paper and measurement thereof to be used
shall be clearly defined.
6. Photographs : Best quality photographs with brief descriptions of
the 8 NER States having equal representation to be
supplied by the Tenderer.
7. Marking of holiday : Holidays to be marked in red ink.
8. Binding : Best quality binding with maximum durability on the
top is a must.

**Selection will be made on the basis of best
available Sample, Paper quality, etc., with
reasonability of rate.**

TENDER DETAILS

SCOPE OF WORK

Designing and Printing of NEC Executive Diary - 2010

TECHNICAL DETAILS

1. Size : Not less than 21 cm x 26cm (inner refill)
Not less than 22 cm x 27 cm (outer cover)
2. Description of Pages : One full page for each day (covering the entire year)
3. Information Pages : Information including NEC and 8 States of NER to be collected and prepared by the tenderer are required to be printed.
4. Photographs : 30 photographs representing all the NE States are to be printed alongwith caption and information on such photographs which have to be collected by Tenderer.
5. Cover : Leatherite cover with multi colour cover design.
6. Map : India Map and Maps of all North East State to be collected by the tenderer and printed.
7. Quantity : 600 copies

**The best available sample clubbed with
reasonability of rate would get priority for selection.**

TENDER DETAILS

SCOPE OF WORK

Designing and Printing of NEC General Diary - 2010

TECHNICAL DETAILS

1. Size : Not less than 21 cm x 14 cm (inner refill)
Not less than 22 cm x 15 cm (outer cover)
2. Description of Pages : One full page for each day (covering the entire year)
3. Information Pages : Information on NEC and NER to be collected by the tenderer.
4. Photographs : Photographs highlighting NEC and 8 States of NER to be collected by the tenderer and printed.
5. Quotations : Quotable quotes in all the pages
6. Cover : Rexin/hard board with multi colour cover design.
7. Map : India Map, North East Map (including Sikkim)
8. Quantity : 3000 copies

The best available sample clubbed with reasonability of rate shall get priority for selection.

TERMS AND CONDITIONS FOR PRINTING OF DIARIES AND CALENDARS:

1. Rate should be quoted for the total number of copies.
2. Rates quoted should be inclusive of all taxes and charges including loading and unloading charges, freight charges, cost of packing, Art work and designing and delivery to NEC, Shillong.
3. The tender should be accompanied by the following :
 - a) Minimum 2 nos. of Samples including narration on the theme and Paper Samples (**Best quality sample with reasonability of rate will get priority for selection**).
 - b) Specimen of similar work done by the Tendering Firm with a Statement of work experience/profile indicating details thereof along with attested copies of Testimonials and Certificate for such work should be furnished.
 - c) Attested copy of the certificate from a Chartered Accountant to be enclosed as a proof of financial stability of the tendering firm.
 - d) Attested copies of relevant papers of up-to-date Income Tax Clearance Certificate, Service Tax, Registration Certificate, valid Trading License etc., to be enclosed with the Tender without which the Tender will be summarily rejected.
 - e) Deposit at call at the rate of 5% of the total quoted amount by Draft in any Bank in India as Earnest Money pledged in favour of the Assistant Secretary, North Eastern Council Secretariat, Shillong payable at Shillong as required to be made. The earnest money is refundable to the unsuccessful tenderers. In case of successful tenderer the deposit at Call will be retained as Security Deposit till satisfactory completion of the job and delivery of the Multi Colour Calendars (Desk & Wall) and Dairies (Executive/General).
4. Tender without design, paper sample, etc., will be summarily rejected.
5. Before final printing, a proof copy in final form has to be shown to the Director, Information & Public Relation, NEC, Shillong and approval obtained failing which he is not bound to accept delivery of the same.
6. Articles meant for delivery should be properly packed to avoid damage during transit. Any damage/shortage will be adjusted against the final bill.
7. The Tender should be addressed to the Director of Information and Public Relations, NEC, Nongrim Hills, Shillong 793003 by the designation only. The word 'Tender for Desk Calendar/Wall Calendar/General Diary/Executive Diary-2010 as the case may be should be clearly written on the sealed cover containing the Tender.

All tenders must reach the DIPR, NEC on or before September 30, 2009 (Wednesday) during working hours. The tenders will be opened on October 01, 2009 (Thursday) at 12 noon in presence of the Tenderers.

8. The DIPR, NEC, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any tender without assigning any reason thereof.
9. In the event of failure to supply the articles within stipulated time/date conforming to the approved specifications or refusal to undertake the work allotted the deposit at call which is retained as Security Deposit shall be forfeited and work order will be cancelled.
10. The Tender-issuing authority reserves the right to make their own suggestion/addition/alteration, if necessary, at any moment of time before final approval.
11. Delivery of the articles in good and sound condition must be made on or before December 15, 2009 (Tuesday) at NEC Headquarters, Shillong.

QUOTATION NOTICE

SCOPE OF WORK

Supply and Printing of Greeting Cards including envelopes. **Cards must be of WHO/Helpage/ India/Cry/UNICEF** as far as practicable or any other branded samples.

TECHNICAL DETAILS

1. Size : Not less than 7" x 5"
2. Specification : Multi colour design with printing.
3. No. of Cards : 3500 nos.
4. Selection Procedure : Best available samples with reasonability of rate shall be the one and only criterion for selection.

TERMS AND CONDITIONS :

1. Rate should be quoted on total number basis.
2. Rates quoted should be inclusive of all taxes, cost of packing, forwarding and freight, and delivery to NEC, Shillong.
3. The Quotation should be accompanied by the following :
 - a) Sample (Best quality sample will get priority for selection).
 - b) Deposit at call at the rate of 5% etc., of the total quoted amount by Draft in any Bank in India as Earnest Money pledged in favour of the Assistant Secretary, North Eastern Council Secretariat, Shillong payable at Shillong is required to be accompanied with the quotations. The earnest money is refundable to the unsuccessful quotationers. In case of successful quotationer the deposit at Call will be retained as Security Deposit till satisfactory completion of the job and delivery of the same to NEC Headquarters at Shillong.
4. Quotation without specimen will be summarily rejected.
5. Articles meant for delivery should be properly packed to avoid damage during transit. If any damage/shortage is detected during actual counting of the articles received, the cost of such damage/shortage will be adjusted against the final bill.

6. Before final printing, a proof copy in final form has to be shown to the Director, Information & Public Relations, NEC, Shillong and approval obtained in writing, failing which he is not bound to accept delivery of the Cards in case there is/are printing mistake(s) of the same.

7. In the event of failure to supply the articles within stipulated time/date confirming to the approved specification or refusal to undertake the work allotted the Earnest Money which is retained as Security Deposit shall be forfeited and work order will be cancelled.

8. The Quotation should be addressed to the **Director of Information and Public Relations, NEC, Nongrim Hills, Shillong 793003** by the designation only. The word **“Quotation for Printing and Supply of Greeting Cards”** should be clearly written on the sealed cover containing the quotation .

All Quotations must reach on or before September 30, 2009 (Wednesday) during working hours and will be opened on October 01, 2009 (Thursday) at 12 noon in presence of the quotationers.

9. The DIPR, NEC, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any tender without assigning any reason thereof. **The best quality sample with reasonability of rate will get priority for selection.**

10. **Delivery of printed Cards (to be printed as per given specification) along with envelopes has to be made at NEC Headquarters, Shillong on or before December 15, 2009 (Tuesday).**