No.NEC/IPR /668/2019
Ministry of Development of North Eastern Region
North Eastern Council Secretariat
*****

Dated : 11th September, 2019

Tender Notice for Designing and Printing of NEC Wall Calendar 2020

Sealed tenders are invited from professional printers with ISO 9001:2015 Certification for Designing and Printing of Wall Calendar, 2020. The tender documents are uploaded in the NEC website www.necouncil.gov.in. Interested parties may fill in the Tender Form (both technical and financial bids) and submit along with copies of relevant documents including ISO 9001 2015 Certificate, Earnest Money and Tender Fee as mentioned in the documents in sealed covers to the L/O Director, Information & PR, North Eastern Council Secretariat, Nongrim Hills, Shillong -793003 by 3:00 PM upto 11.10.2019.

L/o Director (IPR)
North Eastern Council Secretariat,
Nongrim Hills,
Shillong : 793003
Email:-iprsector@gmail.com
Notice for Inviting Tenders for Designing and Printing of NEC Wall Calendar 2020

<table>
<thead>
<tr>
<th>Tender No:</th>
<th>NEC/IPR/668/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important Dates</strong></td>
<td></td>
</tr>
<tr>
<td>Date of Publishing of the Tender</td>
<td>11-09-2019</td>
</tr>
<tr>
<td>Bid Document Download Start Date</td>
<td>11-09-2019</td>
</tr>
<tr>
<td>Tender Closing date/time</td>
<td>11-10-2019</td>
</tr>
<tr>
<td>Date &amp; Time of Technical Bid Opening</td>
<td>15-10-2019 at 3.30 PM (Subject to change)</td>
</tr>
<tr>
<td>Date &amp; Time of Presentation by successful bidders</td>
<td>To be decided later</td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Financial Bid</td>
<td>To be decided later</td>
</tr>
<tr>
<td>Submission of printed copies of Desk Calendar</td>
<td>After 25 days from date of issue of the work order</td>
</tr>
<tr>
<td>Copies of Desk Calendar to be delivered at NEC</td>
<td>To be specified in the Work Order</td>
</tr>
</tbody>
</table>

L/o Director (IPR)
North Eastern Council Secretariat,
Nongrim Hills,
Shillong: 793003
Email:-iprsector@gmail.com
No.NEC/IPR /668/2019  
North Eastern Council  
Ministry of Development of North Eastern Region  
Government of India  

**Tender Notice for Designing and Printing of NEC Wall Calendar 2020**

Sealed tenders are invited from professional printers with ISO 9001: 2015 Certificate for layout designing and printing of Wall Calendar, 2020 of the North Eastern Council as per the following specifications:

1. **Name of the job:** Designing & Printing of NEC Wall Calendar 2020  
2. **Theme:** To be indicated in the Work Order  
3. **Size:** 43cms x 63cms  
4. **Number of Pages:** 14 (7 Sheets back to back) including Fly Leaf  
5. **Paper:** 160 GSM Texture Paper  
6. **Design and Layout:** To be done by the Printer  
7. **Holiday List:** Holiday List for 2020 should be printed in Red Colour for Gazetted Holidays and Sundays and Blue Colour for Restricted Holidays  
8. **Print order:** 5,000 copies  
9. **Printing:** The Printer has to design the artworks, photographs with contents/ brief write-up as per the theme & prepare date sheets as instruction of the North Eastern Council and print after approval  
10. **Colour:** 4 + 4 colour  
11. **Binding:** Quality Wire-O binding  
12. **Back support:** 4 cms duplex board of 350 GSM (Sample to be enclosed with the Technical Bid)  
13. **Time for delivery:** The complete job is to be done in 25 days time from the work order.  
14. **Packing & forwarding:** The Calendars should be duly packed in brown
papers, tied-up into suitable bundles of 25 each to ensure safety of the contents so as to avoid loss or damage in transit.

15. **Delivery:**

   The printer will, at her/ his own cost, deliver the bulk in 25 days of approval of final design and issue of work order at the addresses given by NEC as follows.

   **Shillong:**
   Director (IPR), North Eastern Council Secretariat, Nongrim Hills Shillong - 793003

   **Delhi:** Liaison Officer, i/c NEC Guest House and Liaison Office, NEC Guest House, 28, Chanakyapuri, New Delhi - 110011

16. **Art work will be the property of NEC (to be given in a CD by the Printer).**

17. **Earnest Money Deposit:**

   Rupees 50,000/- (Rupees fifty Thousand only) in the form of Demand Draft/Pay Order in favour of DDO, North Eastern Council, Shillong with the quotation along with tender fee of Rs. 500/- (Rupees five hundred only) with the Technical Bid.

18. **Performance security:**

   i) The selected bidder will have to submit performance security equivalent to ten percent of the value of job order in form of Bank Guarantee before awarding of job.

   ii) Annual Turnover of the printer should not be less than Rs. 50.00 lakh for the last 3 years.

19. **Penalty for delay:**

   5% penalty for every week’s delay for left over job subject to a maximum of 10% of the total cost of job. Further, NEC reserves the right to terminate the job if performance of the agency is not satisfactory or if there are printing mistakes.

20. The Tender should be accompanied by the following:

   (i) Layout Design in full format (both hard and soft copies). Tenders without layout design and paper sample will be summarily rejected;
(ii) Specimen/ sample of similar works done by the Printer with statement of work experience/ profile indicating details thereof along with copies of testimonials and certificates of awards if any received from the Government for such works.

21. Bids are to be submitted in two bid form comprising of (a) Technical Bid and ( b) Financial bid as per in the Annexure at I, II. Interested parties are requested to submit the offer in separate sealed cover (inclusive of all taxes & all other charges) with copies of all relevant documents to the Link Officer, Director, Information and Public Relations, North Eastern Council, Shillong by 3.00 PM of 11th October, 2019. The envelope must be marked as “Tender for Designing & Printing of NEC Wall Calendar 2020”. North Eastern Council reserves the right to reject any or all the offers without assigning any reason thereof. Rates quoted shall be valid for six months from the date of Work Order.
Annexure-I

North Eastern Council Secretariat
Designing & Printing of NEC Wall Calendar 2020

**Technical Bid Form**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the Printer</td>
</tr>
<tr>
<td>2.</td>
<td>Postal Address (With Contact Number and Email ID)</td>
</tr>
<tr>
<td>3.</td>
<td>ISO 9001 2015 Certification No. (Copy to be enclosed)</td>
</tr>
<tr>
<td>4.</td>
<td>GST Regn. No. (Copy of the last return to be enclosed)</td>
</tr>
<tr>
<td>5.</td>
<td>PAN No. (Enclose copy of IT return for the last 3 years showing annual turnover)</td>
</tr>
<tr>
<td>6.</td>
<td>Enclosed Draft Design (A prototype of the Calendar) in full format (Yes/No)</td>
</tr>
<tr>
<td>7.</td>
<td>Experience in printing Calendars for Government Organisation / Departments (Enclose with proof)</td>
</tr>
</tbody>
</table>
| 8. | Demand Draft details | a) EMD  
   b) Tender Fee |

Date:  

Company / Firm seal (Signature of the Tenderer)
Annexure-II

North Eastern Council Secretariat
Designing & Printing of NEC Wall Calendar 2020

Financial Bid

<p>| | | |</p>
<table>
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<td>Colour</td>
<td>4 + 4 colour 14 Pages (7 Sheets back to back) including Fly Leaf</td>
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<td>5.</td>
<td>Print order of Calendars</td>
<td>5,000 copies</td>
</tr>
<tr>
<td>6.</td>
<td>a) Rate per copy</td>
<td>Rs.</td>
</tr>
<tr>
<td></td>
<td>b) GST (in % and amount)</td>
<td>Rate of GST in %_ Rs.</td>
</tr>
<tr>
<td></td>
<td>c) Any other charges (if any, to specify)</td>
<td>Rs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: Rs __________________ per copy</td>
</tr>
</tbody>
</table>

(Signature of the Tenderer)

Date:                                                 Place:
Company /Firm Seal                                         Name & Address of the Agency/Printer
ANNEXURE-III

Declaration Certificate

This is to certify that I/We before signing this tender have read and fully understood all the term and conditions contained herein and undertake myself/ourselves to abide by all of them.

That I/We certified that our agency have not been blacklisted by State/ Central Government or any of its institutions nor are we facing any investigation or/ and inquiry by any Government whether State or / and Central.

Signature

Name:

Stamp