

GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG – 793003, Meghalaya
Website:<https://necouncil.gov.in>

Tender Notice for Designing and Printing of NEC Desk Calendar 2024

Sealed tenders are invited from professional printers with ISO 9001: 2015 Certificate for layout designing and printing of Wall Calendar, 2024 of the North Eastern Council as per the following specifications:

1. Name of the job: Designing & Printing of NEC Desk Calendar 2024
2. Theme: To be indicated in the Work order
3. Size: 18.5*24.5 cms
4. Number of Pages: 26 (13 Sheets back to back) including Fly Leaf
5. Paper: 270 GSM Texture Paper
6. Design and Layout: To be done by the Printer
7. Holiday List: Holidays List for 2024 should be printed in Red Colour for Gazetted Holidays and Sundays and Blue Colour for Restricted Holidays
8. Print order:
9. Printing: The Printer has to design the artworks, photographs with Contents/brief write-up as per the theme & prepare date sheets as per the 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 Officers,
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: Rs. 11,400/-/(Rupees Eleven Thousand Four Hundred only)in the form of Demand Draft/Pay order in favour of DDO, NEC Shillong with the quotation along with tender fee of Rs._____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. The performance security will be furnished in the form of the Bank Guarantee or Fixed Deposit Receipt from any commercial bank in favour of DDO, NEC payable at Shillong. The performance security should be valid for a period of 60 days beyond the date for supply as mentioned in the work supply/order.
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 of the Link Officer, Director, Information and Public Relations, North Eastern Council, Shillong by 20/10/2023. The envelope must be marked as **Tender for Designing & Printing of NEC Desk Calendar 2024**. 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.

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Technical Bid Form

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

Date:

Company/Firm seal

(Signature of the Tenderer)

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Financial Bid Form

1	Name of the job	Designing & Printing of NEC Desk Calendar 2024
2	Size	18.5cms*24.5cms
3	Paper	270 GSM Texture Paper
4	Colour	4+4 colour 26 Pages (13 Sheets back to back) including Fly Leaf
5	Print order of Calendars	
6	a) Rate per copy	Rs.
	b) GST (in % and amount)	Rate of GST in %
	c) Any other charges (if any, to specify)	Rs.

Date:

Company/Firm seal

(Signature of the Tenderer)

Place :

Name & Address of the Agency/Printer