

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF PRINTING & STATIONERY  
MEGHALAYA: SHILLONG**

**No.DIR/STY/21-22/21/01/2**

**Dated Shillong, the 18th October, 2021**

Sealed Tenders affixing court fee stamp of Rs. 1000/- (Rupees One Thousand) Only (non-refundable) are invited from the manufacturers for Supply of the following File cover, File board, Envelops of different sizes and bound registers of different pages for the Printing & Stationery Department at Shillong/Jowai/Tura for the year 2021-2022

**Technical Specifications**

**1. Bound Registers of different pages**

Size-19cm x31cm

Paper - 58 GSM cream wove paper

Printing - Ruling in black colour on both sides

Binding - Hard case binding with 24 oz board with cover pasted & printed in single colour.

- a) No. of pages - 152 pages
- b) No. of pages - 200 pages
- c) No. of pages - 300 pages
- d) No. of pages — 400 pages

**2. File Cover (general)**

Size - 14 inch x 22 inch (open size)

Paper- 300 GSM triplex board

Printing - Single colour on one side.

Binding - Centre cloth pasting of 1.5 inch with 2 eye lids on top

**3. File Cover (Special / Secretariat)**

Size - 16 inch x 26 inch (open size) Paper- 300 GSM triplex board

Printing - Single colour printing on one side

Binding - Full white colour cloth liner pasted on inside with 3.5 inch binding cloth pasted in centre of file cover with 1 eye lid on top

**4. File Board**

Size - 14 inch x 10 inch

Paper - 32 oz straw board

Printing - Single colour on one side

Binding - Cloth border on all four sides with cloth flap of 4 inch with thread in the centre of file board.

**5. Envelops of different sizes (General)**

Paper - Brown craft paper of 60GSM Printing - Single colour on one side

- a) Size - 9.5 cm x 23 cm
- b) Size - 12 cm x 27 cm
- c) Size - 15 cm x 20 cm
- d) Size - 30cm x 40 cm

**6. Envelops of different sizes (Special)**

Paper - Yellow laminated / Plastic coated of 100GSM Printing - Single colour on one side

- a) Size - 9.5 cm x 23 cm
- b) Size - 12 cm x 27 cm
- c) Size-15 cm x 20 cm
- d) Size - 30cm x 40 cm

## **Terms & Conditions**

The Tender should be a sole proprietorship/ partnership firm / company registered in India, under the Companies Act 1956, in operation for a period of at least 5 years as on date of submission of bid, as evidenced by the Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies.

2. The Tenderer must be manufacturer of those items mentioned above based in India having all the required processes in-house. Self-certified copy of manufacturing certificate, License issued by competent authority (Director of Industries) must be submitted. Authorized Traders / agents of manufacturers will not be considered.
3. No Tenders will be considered unless accompanied by samples as per specification mentioned above.
4. No Tender will be considered unless accompanied by the Goods and Service Tax Registration Certificate and Professional tax clearance in prescribed form and Photo Copy of PAN CARD (duly attested)
5. Tenderer belonging to Schedule Tribe / Caste should submit a certificate declaring them as such by the competent Authority and non-Tribal Tenderers must submit trading License by the respective District Council along with Tender.
6. **Experience** : The Tenderers must have at least five (5) years of experience of Manufacturing and Supply of above mentioned items duly supported by work orders issued by Government / Semi Government department. The Tenderer must have an average minimum annual turnover of at least 75 lakh in the last three years for the supply of above mentioned items duly supported by work orders issued by Government / Semi Government departments. The minimum average Annual Turnover of the firm should not be less than 125 lakhs in the past three years duly supported by CA turnover certificate and Audited Balance Sheet.
7. **Earnest Money** of Rs. 1,00,000/- (Rupees One Lakh) only, Rs. 50,000/- (Rupees Fifty Thousand) Only in case of SC/ST must be submitted along with the Tender by Term Deposit or Bankers Cheque pledged in favour of "Director, Printing and Stationery, Meghalaya, Shillong"
8. The Tenderer should not have been blacklisted by any Central or any state government or Public Sector undertakings, at the time of submission of the bid. None of the proprietors/partners/directors should have been convicted in any criminal activity in any Court regarding corruption or criminal liabilities. An affidavit in this regard covering above points without any misinterpretation should be submitted on a stamp paper of Rs.10 duly notarized.
9. **Financial standing of the bidder** - Solvency Certificate issued by the nationalized bank should be equal to the value of Rs.50,00,000.00 (Rupees Fifty Lakhs) only or more. The solvency certificate issued by the bank should not be older than six months from the date of opening of this tender.
10. **Price quoted** should be **F.O.R Shillong /Jowai / Tura** inclusive of all Taxes / GST. Price Should be quoted for 1000 nos. each.
11. **Delivery**: The selected tender is expected to cause delivery of the goods within 30 Days from the date of placing formal order.
12. **Payment**: 100% (Hundred Percent) payment will be made on received and after inspection of the Consignment.
13. **Insurance** :Transit Insurance along with demonstration shall be done by the successful Tenderer without any extra charges.

14. Under no circumstances, use of eraser / correcting fluid will be entertained.
15. Rates once submitted will be final for the whole financial year and no representation for enhancement of rates on the ground of increase in the market price will be entertained. The Tender can be extended in the same rates, Terms and conditions, with duly consent from both the parties.
16. The Tender Paper will be made available subject to a payment in cash for a sum of Rs. 1000/- (Rupees One Thousand) Only. The Tender will have to be accompanied with the Original Receipt of the tender Purchased or Downloaded.
17. Tender in sealed cover superscripted with the words **TENDER FOR SUPPLY OF FILE COVER, FILE BOARD, ENVELOPS OF DIFFERENT SIZES AND BOUND REGISTERS OF DIFFERENT PAGES 2021-2022 with “TECHNICAL OFFER” and “FINANCIAL OFFER”** separately in two folders should reach the Office of the undersigned on or before 12 Noon of 18th October, 2021 which will be opened in the same day at 2.00 PM in presence of the Tenderer or their authorised representatives if any. The bids shall be open one after another. “TECHINCAL OFFER” shall be open first and no pricing shall be quoted in the Technical Offer. Only Tenders which qualify in the Technical Bid, their “FINANCIAL BID” shall be opened.
18. No deviation of Product quoted shall be entertained.
19. Tenders received after the above date and time will not be entertained.
20. The Undersigned Reserves the power of rejecting any Tender without assigning any reasons there-of and does not bind himself to accept the lowest rates of any Tender.

Sd/-

**(E.D.R. Tariang)**  
**Director**

Printing & Stationery Meghalaya: Shillong.