

## SHORT TENDER NOTICE

NO.DIR/PTG/(S)4/2023-2024/2

Dated 6<sup>th</sup> September, 2023.

Sealed quotation affixing Court Fee Stamp of Rs. 1000/- (Rupees one thousand) only (Non-Refundable) are invited from Paper mills Accredited Agents or Bonafied importers, Stockists and Dealers **for supply of Printing Papers for the Government Presses at Shillong, Tura and Jowai for the year 2023-2024.**

**The last date for receiving Tender will be on the 12<sup>th</sup> of October, 2023 and the same shall be opened on the same day at 2 pm.**

The details of the Tender may be obtained from the Office of the Undersigned during office hours of any working day subject to a payment of **Rs 1000/- (Rupees One Thousand)** only or, the same may be downloaded from the Official website of this Office [megpns.gov.in](http://megpns.gov.in). However all quotations should be accompanied with the receipt of the tender purchased or downloaded.

(S.R. Marak)  
Director  
Printing & Stationery  
Meghalaya, Shillong.

## TENDER NOTICE

NO.DIR/PTG/(S)4/2023-2024/1

Dated 6<sup>th</sup> September, 2023.

Sealed Tenders affixing court fee stamp of Rs. 1000/- (Rupees one thousand) only (non-refundable) are invited by the undersigned from Paper mills Accredited Agents or Bonafied importers, Stockists and Dealers for supply of the following Printing Papers:

Sl. No.	Description	Weight	Sizes	GSM	Rate.
1)	White Cream Wove	15.6 Kg	56 x 91 cms	60	per Ream
2)	White Cream Wove	8.9 Kg	43 x 69 cms	60	per Ream
3)	White Cream Wove	11.6 Kg	51 x 76 cms	60	per Ream
4)	Art Paper (Sinarmas)	34.6 Kg	58.5 x 91 cms	130	Per Ream
5)	Art Paper (Sinarmas)	11.8 Kg	58.5 x 91 cms	220	Per Pkt. of 100 sheets
6)	Colour Manila Paper	6.1 Kg	46 x 56 cms	47	Per Ream
7)	Executive Bond(BILT)	9.3 Kg	45.5 x 58.5 cms	70	Per Ream
8)	Ivory Board (BILT)	11.9 Kg	56 x 71 cms	300	Per Pkt. of 100 sheets
9)	Century Board	9.7 Kg	56 x 71 cms	170	Per gross of 144 sheets
10)	Kraft Paper	34.6 Kg	58.5 x 91 cms	130	Per Ream
11)	Azurlaid Paper	11.1 Kg	43 x 69 cms	70	per Ream
12)	Maplitho Paper	18.6 Kg	58.5 x 91 cms	70	Per Ream
13)	Colour Maplitho Paper	18.6 Kg	58.5 x 91 cms	70	Per Ream
14)	Maplitho Paper	21.3 Kg	58.5 x 91 cms	80	Per Ream
15)	Maplitho Paper	24 Kg	58.5 x 91 cms	90	Per Ream
16)	Maplitho Paper	32 Kg	58.5 x 91 cms	120	Per Ream
17)	Gloss Coated Paper	5.95 Kg	56.5 x 71 cms	150	Per Pkt. of 100 sheets
18)	Art Paper (Sinarmas / JK)	45.2 Kg	58.5 x 91 cms	170	Per Ream
19)	Art Paper (Sinarmas / JK)	13.3 Kg	58.5 x 91 cms	250	Per Pkt. of 100 sheets
20)	Art Paper (Sinarmas / JK)	16 Kg	58.5 x 91 cms	300	Per Pkt. of 100 sheets
21)	Texture Paper	49.2 Kg	63.5 x 91 cms	160	Per Ream
22)	Triplex Board	21 Kg	56 x 71 cms	350	Per gross of 144 sheets
23)	Digital Texture 9 Paper (cream colour)		A3	246	Per Pkt. of 100 sheets
24)	Digital Texture 9 Paper (cream colour)		A4	246	Per Pkt. of 100 sheets
25)	Digital Texture 9 Paper (cream colour)		A3	250	Per Pkt. of 100 sheets
26)	Digital Texture 9 Paper (cream colour)		A4	250	Per Pkt. of 100 sheets
27)	Digital Texture 9 Paper (cream colour)		A3	300	Per Pkt. of 100 sheets
28)	Digital Texture 9 Paper (cream colour)		A4	300	Per Pkt. of 100 sheets
29)	Double Crown Maplitho Paper		Between	90 & 100	Per Ream
30)	Double Crown Art Paper		Between	200 & 300	Per Ream
31)	Double Crown Art Paper		Between	130 & 170	Per Ream
32)	D.O. Letter White (Plain)		A4	100	Per Pkt. of 100 sheets
33)	D.O. Letter Cream (Plain)		A4	100	Per Pkt. of 100 sheets
34)	D.O. Letter White(Golden Embossed Ashoka Emblem)		A4	100	Per Pkt. of 100 sheets
35)	D.O. Letter Cream(Golden Embossed Ashoka Emblem)		A4	100	Per Pkt. of 100 sheets
36)	D.O. Letter White (Golden Embossed Ashoka Emblem)		Medium	100	Per Pkt. of 100 sheets
37)	D.O. Letter Cream (Golden Embossed Ashoka Emblem)		Medium	100	Per Pkt. of 100 sheets
38)	Invitation Card Landscape White (Golden Embossed Ashoka Emblem)		7 x 5	300	Per Pkt. of 100 sheets
39)	Invitation Card Landscape Cream (Golden Embossed Ashoka Emblem)		7 x 5	300	Per Pkt. of 100 sheets
40)	Invitation Card Potrait White (Golden Embossed Ashoka Emblem)		7 x 5	300	Per Pkt. of 100 sheets
41)	Invitation Card Potrait Cream (Golden Embossed Ashoka Emblem)		7 x 5	300	Per Pkt. of 100 sheets
42)	Visiting Card White (Golden Embossed Ashoka Emblem)		54 x 92 mm	300	Per Pkt. of 100 sheets
43)	Visiting Card Offwhite (Golden Embossed Ashoka Emblem)		54 x 92 mm	300	Per Pkt. of 100 sheets
44)	Visiting Card Cream (Golden Embossed Ashoka Emblem)		54 x 92 mm	300	Per Pkt. of 100 sheets

Contd.

45) Braille Embossing Paper                      178-198 kg.    29 cm (width)                      140    Per Roll

**TERMS AND CONDITION**

- i) Earnest Money of Rs.2,00,000/-(Rupees Two Lakh) only Rs.1,00,000/-(Rupees One Lakh) 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.
- ii) Earnest Money will be converted into Security Money for the successful Tenderer and for unsuccessful Tenderers the Earnest Money will be released after finalization of the contract.
- iii) The rate should be quoted per ream, per packet, per gross, inclusive Taxes/ GST and F.O.R Shillong/ Tura/ Jowai as mentioned with the items.
- iv) No Tender will be considered unless accompanied by the latest Tax Clearance Certificate and Professional Tax Certificate in prescribed form.
- v) Tenderer belonging to Scheduled Tribe / Caste should submit a certificate declaring them as such by the competent Authority and non- Tribal Tenderers are required to submit Trading License from the respective District Council.
- vi) Latest Audited Balance Sheet/ CA report for turnover should be furnished along with the quotation.
- vii) Financial stability Certificate issued during the current financial year from Banks mentioning the approx value up to which Tenderer is capable to run the contract should be furnished.
- viii) The Tenderer is at liberty to quote for all items or part of the Tender.
- ix) No Tender will be accepted without any sample of Papers.
- x) The Tenderer should submit Dealership Certificate from the Original Paper manufacturer or their Authorised Stockist along with their copy of Stockist Certificate from the Original paper manufacturer without which the rates would not be accepted.
- xi) The tender paper will be made available subject to a payment in cash for a sum of Rs. 1000/-(Rupees One Thousand) only.
- xii) The Quotation will have to be accompanied with the Original Receipt of the tender Purchased.
- xiii) Sealed Tenders complete in all respect with " Tender for Printing Papers " superscripted boldly on the sealed cover must reach the Office of the Undersigned on or before 2.00 PM on the 12<sup>th</sup> October , 2023 and will be opened on the same day in presence of the tenderers or their authorized representatives.
- xiv) 2(two) nos. of certified copy of recent Passport size photographs of the quotationer / tenderer to be attached.
- xv) Tenders received after the above date and time will not be entertained.
- xvi) The Undersigned reserve the power of rejecting any Tender without assigning any reasons thereof and does not bind himself to accept the lowest rate of any Tender.

Sd/-  
(S.R.Marak)  
Director  
Printing & Stationery  
Meghalaya, Shillong.