

OFFICE OF THE CONTROLLER
GOVT. PRINTING AND STATIONERY, M.P., BHOPAL - 462011
Phone : 0755 - 2551063

No. GB-IV/Diary/(K-11)/2014-15/3515

Bhopal, dated 28-11-2014.

TENDER NOTICE

ONLINE Bidding are invited on <https://www.mpeproc.gov.in> from the printers and Diary manufacturers who have sufficient experience of printing and manufacturing of Diaries with production facilities and have annual turnover of Rs. 20 Crores and have essentially obtained and executed at least one single order of manufacturing cost of one crore forty lacs of Diaries's printing. in a year, shall only be eligible for submitting Online Tender on or before **19-12-2014 upto 2.00 PM.**

2. In all respects hard copy of technical tender document must be received at the office of undersigned latest by 3.00 PM on **19-12-2014** as per **Key-Dates**. Online opening of the Technical Tender and Hard Copy of the same will be opened on **19-12-2014** at **3.30 PM** in the Office of the undersigned in the presence of such tenderers or their authorised representatives as may be present.



Controller,
Govt. Printing and Stationery,
M. P., Bhopal.

कार्यालय नियंत्रक
शासकीय मुद्रण तथा लेखन सामग्री, मध्यप्रदेश, भोपाल-462011
दूरभाष : 0755 - 2551069

क्रमांक जी.बी. चार/डायरी (के-11) 2014-15/3515

भोपाल, दिनांक 28-11-2014

निविदा सूचना

प्रिन्टर्स एवं डायरी निर्माताओं जो मुद्रण और डायरी के विनिर्माण उत्पादन का पर्याप्त अनुभव रखते हों, 20 करोड़ रुपये का वार्षिक टर्न ओव्हर हो, एवं एक वर्ष में 1.4 करोड़ रुपये की डायरी निर्माण का एकल आदेश प्राप्त किया हो से मध्यप्रदेश शासन की डायरी-2015 प्रदाय किये जाने हेतु आई.टी. विभाग की वेबसाइट <https://www.mpeproc.gov.in> से ऑनलाईन निविदाएं दिनांक 19-12-2014 अपराह्न 2.00 बजे तक आमंत्रित की जाती है।

2. ई-टेण्डरिंग में प्रस्तुत तकनीकी भाग की हार्डकापी **Key-Dates** अनुसार अधोहस्ताक्षरकर्ता के कार्यालय में दिनांक 19-12-2014 अपराह्न 3.00 बजे तक प्रस्तुत किया जाना होगा। ई-टेण्डरिंग का तकनीकी भाग एवं हार्ड कापी के लिफाफे दिनांक 19-12-2014 को अपराह्न 3.30 बजे स्वेच्छा से उपस्थित निविदाकारों/उनके प्रतिनिधियों के समक्ष खोली जावेगी।

नियंत्रक

शासकीय मुद्रण तथा लेखन सामग्री
मध्यप्रदेश, भोपाल।

Key-Dates and Time

1. Bid document downloading end date : 5.00 P.M. on 18-12-2014
2. Bid closing & last date & time for submission on online Bids : 2.00 PM on 19-12-2014
3. Last Date & time for submission of Hard Copy of technical Bids. : 3.00 PM on 19-12-2014
4. Date of Opening of Technical Bid : 3.30 PM on 19-12-2014
- 5.. Date of Opening of Commercial Bids : 4.30 PM on 19-12-2014

Description Prescribed for Diary of Year, 2015

- | | | |
|------------------|---|---|
| 1. Size | — | 17.2 cm. x 24 cm. (without hard case)
18.2 cm. x 24.50 cm. (with hard case) |
| 2. Quantity | — | 1,20,000 (One lakh twenty thousands) |
| 3. Pages Number | — | About 352 Pages (176 Leafs) on 70 GSM Maplitho super fine printing paper with min. 92% brightness. |
| 4. End Paper | — | Shall be on 120 GSM Maplitho Super fine printing paper (First and last end Paper shall be Printed is four colours as per dummy. |
| 5. Colour Scheme | — | The inner/text pages of the Diary shall be printed in single colour. The colour scheme of pages shall be furnished by the Deputy Controller, Govt. Central Press, Bhopal. |
| 6. Binding | — | Hard Case, Section sewing, 2.0 mm. mill Board, 250 GSM Art Card with four colour printing thermal Matt lamination pasted, Round back, Head and tail Band, Ribbon markers and Gold gilding foreage head & tail (all three sides) shall be done on all diaries.

The M. P. Govt. logo and Golden leafing letter for year 2015 die shall be imposed on front cover. |
| 7. Packing | — | A lot of 30 diaries should be pack in Cartoon duly water proof packing shall be supplied. |

Terms of tender for Printing, Packing and supply of Govt. Diaries for the year 2015

(1) ONLINE Bidding are invited on <https://www.mpeproc.gov.in> from the printers and Diary manufacturers who have sufficient experience of printing and manufacturing of Diaries with production facilities and have annual turnover of Rs. 20 Crores and have essentially obtained and executed at least one single order of manufacturing one lakh Diaries with all three side gilding in a year, shall only be eligible for submitting Tender form. All the facilities of production of tendered material should be available under one Roof in the premises of the Tenderer. No part of the tendered work shall be given to any sub-contractor for any process of production (Printer/Binder). The Tenderer must essentially own fully automatic Merchandised binding unit for preparing Diaries as per the specification specified in the Tender. Documentary evidence for the order executed shall be submitted along with the tender.

2. In all respects hard copy of technical tender document must be received at the office of undersigned latest by 3.00 PM on **19-12-2014** as per **Key-Dates**. Online opening of the Technical Tender and Hard Copy of the same will be opened on **19-12-2014** at **3.30 PM** in the Office of the undersigned in the presence of such tenderers or their authorised representatives as may be present.

3. Eligibility for the tenderer.

- (1) Tender document cost of Rs. 5,000/- in shape of D.D. in favour of the **Controller, Govt. Printing and Stationery, Bhopal** shall be submitted.
- (2) EMD of Rs. 5,00,000/- (Rs. Five Lakh) in the shape of F.D.R./C.D.R. for 12 months, of a Nationalised/ Scheduled Bank, payable in favour of the **Controller, Govt. Printing & Stationery, Madhya Pradesh, Bhopal**, shall be enclosed with the Technical Tender.
- (3) It shall be essential for the tenderer to submit a certificate to the effect that the tenderer possess two offset-sheet fed four colour machine respectively of A/1, A/2 size and two web-Offset Machine Double Colour A/1 size and 4 sheet fed machines/Double Colour with make & Model (and a declaration that the Machines are fitted in the premises of their own).
- (4) It shall be essential for a tenderer to submit a certificate to the effect that a fully automatic mechanised binding unit is fitted within its premises.
- (5) It shall be essential for a tenderer to submit a daily capacity certificate of Gold gilding work on the Diary.
- (6) It shall be essential for a tenderer to submit excellent samples of last 3 years Diary manufacturing.
- (7) It shall be essential for a tenderer to submit a certificate of clearance of VAT / CST and PAN No.

- (8) It shall be essential to submit a declaration of a Turn-over of Rs. 20 Crores yearly and a Photo Copy of the order of having got an order of about Rs. 1.4 Crores previously.
- (9) It shall be essential for the tenderer to submit under his signature and seal, three samples of Diary as per the specification shown in the tender.

4. Rates should be quoted per unit in Rupees inclusive of Paper, Printing, Binding, packing, Transportation and other charges with all taxes.

5. The successful tenderer shall have to enter into an agreement after depositing F.D.R./ C.D.R. of an amount equal to 10% amount of ordered work (after deducting the amount of EMD) within fixed period. In case of failure to enter into the agreement, the security deposit of Rs. 5,00,000/- (Rs. Five Lakh) shall stand forfeited, vis-a-vis on assigning the work to the next higher tenderer the amount of difference shall be recovered from the successful tenderer as arrears of land Revenue.

6. Submission, of Tender shall mean that the tenderer has accepted all the terms and conditions of the tender. In case the tenderer, withdraws his tender, his EMD shall be forfeited.

7. Regular entry-tax and other prevailing taxes, shall be deducted from the bills of the tenderer.

8. The approximated number of Pages of the Diary may be reduced or increased.

9. The number of copies of the Diaries to be printed may be reduced or increased upto 15%.

10. After the final approval of the format of the Dairy, two thousand Diaries (advance copies) shall be essentially supplied on fourth day to the Office of the Deputy controller, Govt. Central Press, Bhopal.

11. The ordered quantity of copies shall have to be supplied **within 20 days** (from the last date of the final approval of the format, otherwise a penalty, @ of 5% per week shall be imposed.

12. In case after the final approval of format, the advance copies are not received within the fixed period of fourth day a penalty of Rs. 50,000/- shall be imposed.

13. The ordered material shall be supplied to the Deputy Controller, Govt. Central Press, Bhopal, Regional Press, Indore and Rewa and the Assistant Controller Govt. Stationery and Publication, Stores, Bhopal, Gwalior and Jabalpur by the tenderer on his own expenses.

14. On receipt of complete quantity of the material to the offices noted in the supply order, as per the prescribed description, payment of the 80 to 90% of the amount shall be made. Balance amount shall be made after completion of entire work.

15. The Controller, Govt. Printing and Stationery, Madhya Pradesh, Bhopal shall have the right to approve or disapprove the tender without assigning any reason therefore.

16. Any dispute between both the parties shall be referred to the Principal Secretary Revenue Deptt. who shall be the Arbitrator with the consent of the Parties and the decision passed by him shall be binding upon both the parties.



Controller,
Govt. Printing and Stationery,
Madhya Pradesh, Bhopal.

Minimum Requirements to fullfill the technical tender

1. Tender document cost of Rs. 5,000/- in shape of D.D.
2. EMD of Rs. 5,00,000/- (Rs. Five Lakh) in the shape of F.D.R./C.D.R. for 12 months.
3. Annual turnover of Rs. 20 Crores for last two years.
4. Certificate to the effect that the tenderer possess two offset-sheet fed four colour machine respectively of A/1, A/2 size and two web-Offset Machine Double Colour A/1 size and 4 sheet fed machines/Double Colour with make & Model (and a declaration that the Machines are fitted in the premises of their own).
5. Essentially obtained and executed atleast one single order of manufacturing diary cost of Rs. 1.4 Crores previously.
6. Certificate of establish fully automatic mechanised binding unit within in own premises.
7. Certificate of per day capacity of Gold guilding work on the Diary.
8. Three samples of diary as per technical details of tender.
9. Excellant samples of manufactured diaries for last 3 years.
10. VAT / CST clearence certificate.
11. PAN No. of the Tenderer.

Price Bid

Sr. No.	Description	Quantity	Rate (each diary) should be quoted In Rupees F.O.R. Godown Inclusive of Paper, Printing, Binding, Packing, Transportation, other charges and taxes. (4)
(1)	(2)	(3)	(4)
1.	Diary of 2015 as per description mentioned in Tender.	1,20,000	
2.	± 4 pages of the diary if pages are increased or decreased		