



Government of Jammu and Kashmir
Directorate of Information & Public Relations



Media Complex, Pologround, Srinagar / Rail Head, Jammu
(fax) JammuWebsite : www.jkdirinf.in e-Mail: dirinf17jk@gmail.com

Short Term Tender Notice

Sealed tenders are invited from all the reputed Printing agencies for Printing of Booklet/ e-Compendium (already designed).

1. The Tender document is available on our departmental website www.jkdirinf.in.
2. The tender document complete, in all respects, should reach at Directorate of Information & Public Relations, Media Complex Rail Head, Jammu by or before 18.04.2022 upto 2.00 PM by hand.
3. The Bids received after stipulated date and time shall not be entertained.

Sd/-

(Rahul Pandey) IAS
Director Information & PR
Dated: 11 /04/2022

No:INF/ Pur-58/2019-20 1155-d)

Copy to the:

1. Principal Secretary to Government, Information Department Civil Secretariat, J&K for information.
2. Joint Director Information, Jammu/ Kashmir with the request that the tender notice may be published in two leading local newspapers each in respective divisions.
3. Deputy Director Information (Central),(AV), Directorate of Information
4. Accounts Officer, Directorate of Information for information.
5. P.A to Director Information for information of the DIPR.
6. I/C Website with the request to uploaded the Tender Notice/ document on the departmental website immediately.

Dy. Director Information
(Central)

11/4/22

1. Time schedule for Tender process

Date and time of publication of Tender notice on official website	12.04.2022
Download of Tender notice commences from	12.04.2022
Last date and time of submission of tender document	18.04.2022 1400hrs by Hand
Date and time of opening of technical bid	18. 04.2022 1600hrs
Date and time of the opening of financial bid	To be informed to the qualified technical bidders

(Note the Technical and the Financial Bids should be submitted separately under the sealed envelope)

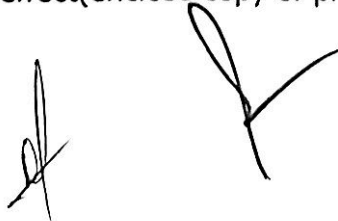
2. General instructions:-

- I. The specifications as mentioned in the tender document should not be altered by the tenderer.
- II. The name and address of the tenderer must be clearly mentioned and no overwriting, correction, insertion shall be permitted in any part of the tender.
- III. The tender is liable to be rejected if complete information is not provided.
- IV. Tenders received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- V. All the technical/financial bids will be opened by the committee authorized for this purpose.
- VI. Department reserves the right to reject any tender without assigning any reason.
- VII. All matters connected with this shall be subject to the exclusive jurisdiction of courts in J & k.
- VIII. The agency should keep 24 X 7 service facility available during execution of work

3. Eligibility Criteria

The bidder should have following qualification for bidding:

- I. They should submit last three financial years statement including last Financial year audited accounts from Chartered Accountant to this effect(enclose copy of proof).



- II. The agency should have been in existence for not less than 05 years (Enclose copy of Proof
- III. Shall be having 03 years experience and expertise in the relevant field of printing . (Enclose copies).
- IV. Should have GST number, Registration certificate and PAN number (enclose copies).
- V. EMD and performance security shall be intimated on individual work basis as per GFR 2017 or Government orders from time to time.

4. Scope of work

The agency shall have to Print the booklet/e- compendium for the department. As the matters are strictly time bound, the agency has to execute the work in stipulated time frame after due proof checks etc. The tender shall comprise of below mentioned specifications:-

LAYOUT					
S. No	Booklet layout Description	Size	Rate Per Book (Master Version) English	Rate Per Book (Language version) Hindi, Urdu etc	Quality of Paper
1	Running text type setting	a) 8"x5 1/2" b) 10 1/2"x7 1/2" c) 9" x 10" d) 5 1/2"x8 1/2" e) 13 1/2"x9 1/2"	For all sizes i) upto 50 pages ii) upto 100 pages iii) upto 150 pages iv) upto 200 pages		Inner Page 170 GSM Texture Sheet Front/Back Hard Bound with UV Coating
2	Running text type setting with images/graphics	a) 8"x5 1/2" b) 10 1/2"x7 1/2" c) 9" x 10" d) 5 1/2"x8 1/2" e) 13 1/2"x9 1/2"	For all sizes i) upto 50 pages ii) upto 100 pages iii) upto 150 pages iv) upto 200 pages		
3	Creative Cover page design	a) 8"x5 1/2" b) 10 1/2"x7 1/2"	For all sizes		

		c) 9" x 10" d) 5 1/2"x8 1/2" e) 13 1/2"x9 1/2"			
--	--	--	--	--	--

Note- In case the Number of pages falls between any of the categories specified in the above mentioned table , then the rates will be calculated as lowest rates quoted in the lower category with lower number of pages plus lowest quoted pro rata for the lower category with lower number of pages.

In case the Number of Pages exceeds 200 pages then the rate will be calculated as lowest quoted rate in category iv as mentioned in the table above plus lowest quoted pro rata for category iv as mentioned in above table.

5. Financial Bid

- I. The rates quoted should be inclusive of all applicable taxes covering the cost of all components viz. creative options. Layout and supply at the designated place.
- II. Rates quoted should be both in figures and words. In case of dispute the rates quoted in the words will be taken as final.

6. Responsibility of the agency

In case of default in maintaining time schedule, the department can initiate legal and criminal proceedings against the agency and will impose penalty and can blacklist the agency/firm from further participation in the tendering process.


 Dy. Director Information
 (Central)
