

1. Time schedule for Tender process

Date and time of publication of Tender notice on official website	07.04.2022
Download of Tender notice commences from	07.04.2022
Last date and time of submission of tender document	14.04.2022 1600hrs
Date and time of opening of technical bid	14. 04.2022 1700hrs
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 rates shall be valid till 31.03.2023 or till next tender process is completed whichever is earlier.
- IX. The designer of the agencies shall be available 24*7. The boarding and lodging on account of this shall be borne by the concerned agency.

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 conceptualizing, designing, developing and 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.

ASU


4. Scope of work

The designing agency shall have to conceptualize, design and develop 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. The tender shall comprise of below mentioned specifications:-

LAYOUT				
S. No	Booklet layout Description	Size	Rate Per page (Master version) English	Rate Per page (Language version) Hindi, Urdu etc
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	
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" c) 9" x 10" d) 5 1/2"x8 1/2" e) 13 1/2"x9 1/2"	For all sizes	

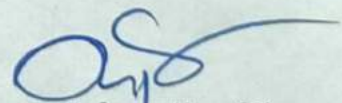
5. **Financial Bid**

- I. The rates quoted should be inclusive of all applicable taxes covering the cost of all components viz. Layout and supply of soft copy 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

7. In case of any clarification on tender, the same may be obtained from Mr. Nipun Bhat, Senior Assistant (6005812506)


Dy. Director Information (C)
Directorate of Information & PR
