

Government of Jammu and Kashmir  
**DEPARTMENT OF ECOLOGY, ENVIRONMENT AND REMOTE SENSING**

Paryavaran Bhawan, Transport Nagar, Gladeni, Jammu-180006

Website: www.jkdears.com email: dirjkers@gmail.com

### TENDER NOTICE

**Name of Work: Designing, Printing and supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File covers.**

For and on behalf of the Governor of Jammu & Kashmir State, the Department of Ecology, Environment and Remote Sensing, invites tender from Offset Printers/Publishers for Designing, Printing and supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File covers. The interested Offset Printers/Publishers submit the sealed quotations in two-part system "Technical and Financial". The contract with the Directorate will be valid for a period of 1 year from the date of sanction subject to satisfactory services of the firm. The tender document can be downloaded from [www.jkdears.com](http://www.jkdears.com) (departmental website). The following is the abstract of the tender document.

Notice Inviting Tender Details		
S.No		
1.	Department Name	DEPARTMENT OF ECOLOGY, ENVIRONMENT AND REMOTE SENSING
2.	Tender Number	DEERS/NMSHE/ 02 of 2018
3.	Tender Subject	Designing, Printing and supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File covers
4.	Item of work	<p><b>1. Desktop Calendar</b></p> <ul style="list-style-type: none"> <li>• Size: 10"×8"</li> </ul> <p><b>2. Posters</b></p> <ul style="list-style-type: none"> <li>• Size: 13.5"×19.5" (B3 Size) 16.5"×23.5"(A2 Size) 19.5"×27.5"(B2 Size)</li> </ul> <p><b>3. Brochures</b></p> <ul style="list-style-type: none"> <li>• Size: 8.5"×11.5" (A4 Size)</li> </ul> <p><b>4. Certificates</b></p> <ul style="list-style-type: none"> <li>• Size: 8.5"×11.5" (A4 Size)</li> </ul> <p><b>5. File Cover</b></p> <ul style="list-style-type: none"> <li>• Size: For (A4 Size) sheets</li> </ul> <p><b>6. Newsletter</b></p> <ul style="list-style-type: none"> <li>• Size: 22cm x 28 cm</li> <li>• Unit: Per 4 pages</li> </ul>
5.	Nature of Bidding	Two Part Bidding: 1 <sup>st</sup> Part: Technical Bid 2 <sup>nd</sup> Part: Financial Bid
6.	Period of Contract	One year
7.	Tender Category	Printing & Publishing
8.	Earnest Money Deposit (EMD) (In ₹)	5000.00 in favour of Accounts Officer, DEE&RS
9.	Bid Submission Start Date	17-02-2018 (10:00 Hrs)
10.	Bid Submission Closing Date	02-03-2018 (16.00 Hrs)
11.	Bid Opening Date	03-03-2018 (11.00 Hrs)
12.	Delivery Period	15 days from the date of purchase order
13	Place of Tender Opening	OFFICE OF THE APCCF/DIRECTOR Department Of Ecology, Environment and Remote Sensing, Paryavaran Bhawan, Transport Nagar, Gladeni, Jammu-180006

14.	Officer Inviting Bids/ Contact Person	Coordinator (NMSHE/ENVIS)
15.	Address/E-mail id	Department Of Ecology, Environment and Remote Sensing, Paryavaran Bhawan, Transport Nagar, Gladeni, Jammu- 180006 <a href="mailto:dirjkers@gmail.com">dirjkers@gmail.com</a> / <a href="mailto:jkcccdeers@gmail.com">jkcccdeers@gmail.com</a>
16.	Contact Details/ Telephone, Fax	Ph/Fax: 0191-2474553, 9419551345, 9419784349



Coordinator  
NMSHE/ENVIS

Ecology, Environment & Remote Sensing  
J&K, Jammu

No:DEERS/NMSHE-CCC/2018/363-365

Dated: 17/02/2018

Copy to:

1. The APCCF/Director, Department of Ecology, Environment & Remote Sensing, J&K Govt for favour of information.
2. The Joint Director, Information Department, Govt. of Jammu & Kashmir, Jammu for information and with the request to kindly order publication of the above notice in at least 4 (four) leading English/Urdu dailies of the state.
3. The Accounts Officer, Department of Ecology, Environment & Remote Sensing, J&K Govt., Jammu for information.
4. Record File.

Government of Jammu and Kashmir  
**DEPARTMENT OF ECOLOGY, ENVIRONMENT AND REMOTE SENSING**

Paryavaran Bhawan, Transport Nagar, Gladeni, Jammu-180006

Website: www.jkdears.com email: dirjkers@gmail.com

**DETAILED TENDER NOTICE**

**Tender No: DEERS/NMSHE/ 02 of 2018**

**Name of Work: Designing, Printing and supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File covers”.**

For and on behalf of the Governor of Jammu & Kashmir State, the Department of Ecology, Environment and Remote Sensing, invites tender from Offset Printers/Publishers for Designing, Printing and supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File covers. The interested Offset Printers/Publishers can submit the sealed quotations in two-part format (Technical and Financial). The contract with this Department shall be valid for a period of one (1) year from the date of sanction subject to satisfactory services of the firm. The descriptions and specifications are as follows:

S.No	Item of work	Size	Unit	Specifications	Quantity
1	Desktop Calendar	10"×8"	Per calendar	<p><b>Standard specifications:</b>            Cover and Stand printed on 14 pt 330 gsm, laminated with UV coating. Calendar - printed on one side. Custom calendar can be printed on one or two sides</p> <p><b>Size:</b>            10"×8" in landscape            Imprint picture: Stand 10"×7"            Imprint picture: Grid 10"×7"</p> <p><b>Description:</b>            13 sheeter, 1 Cover, 12 months.            Wire-O Bound, Hardboard Ease            Front page (cover) printed full color            Grids: Printed Full Color            Imprint picture: UV Coated</p> <p><b>Customize:</b>            Graphics, photographs, logos, design.</p> <p><b>Holiday:</b>            The Holiday list for 2018 to be printed in Red for general Holidays/Sundays and Blue for Restricted Holidays</p> <p><b>Environmental Days:</b>            The list of Environmental Days to be printed in green</p>	1000 No
2	Posters	13.5"×19.5" (B3 Size) 16.5"×23.5" (A2 Size) 19.5"×27.5" (B2 Size)	Per poster	<p><b>Standard specification:</b>            Printed on glossy 170 gsm, laminated with UV coating            At 300 ppi (pixels per inch) the image needs to be 4960 x 7016 pixels. For photos it is also the optimum resolution but a somewhat lower pixel count (200 to 220 dpi) is acceptable for great looking photographs.</p> <p><b>Size:</b></p> <ol style="list-style-type: none"> <li>1. 13.5"×19.5" (B3 Size)</li> <li>2. 16.5"×23.5" (A2 Size)</li> <li>3. 19.5"×27.5" (B2 Size)</li> </ol> <p><b>Customize:</b>            Graphics, photographs, logos, design.</p>	500 each 1000 each

3	Brochures	8.5"×11.5" (A4 Size)	Per 4 pages	<p><b>Standard specification:</b> Printed on glossy 300 gsm, with laminated coating. At 300 ppi (pixels per inch) the image needs to be 2480 x 3508 pixels. For photo it is also the optimum resolution but a somewhat lower pixel count (250 dpi) is acceptable for great looking photographs.</p> <p><b>Size:</b> 8.5"×11.5" (A4 Size)</p> <p><b>Customize:</b> Graphics, photographs, logos, design.</p>	100 No 200 No
4	Certificates	8.5"×11.5" (A4 Size)	Per copy	<p><b>Standard specification:</b> Printed on parchment paper (300 gsm), with laminated coating. At 300 ppi (pixels per inch) the image needs to be 2480 x 3508 pixels. For photo it is also the optimum resolution but a somewhat lower pixel count (250 dpi) is acceptable for great looking photographs.</p> <p><b>Size:</b> 8.5"×11.5" (A4 Size)</p> <p><b>Customize:</b> Graphics, photographs, logos, design.</p>	100 No 200 No
5	File Cover	For (A4 Size) sheets	Per 100 files	<p><b>Standard:</b> With high quality plastic material processed under modern technologies.</p> <p><b>Imprint:</b> Government of Jammu And Kashmir Department of Ecology, Environment And Remote Sensing with logo</p> <p><b>Key features:</b></p> <ul style="list-style-type: none"> <li>• Assorted colors</li> <li>• Light in weight</li> <li>• Strong clips for holding documents</li> <li>• Durable and waterproof cover</li> </ul>	200 No 500 No
6	Newsletter	22cm x 28 cm	Per 4 pages	<p><b>Standard specification:</b> Printed on glossy 200 gsm imported laminated art card paper</p> <p><b>No of pages:</b> 12 pages</p> <p><b>Color:</b> Grids: Printed Full Color Imprint picture: UV Coated</p> <p><b>Binding:</b> Staple binding (central stitching) The job includes all aspects relating to production of the Newsletter including compilation of documents/material provided by the Department, editing, designing, proof reading, photo editing and printing of document. E-version of the Newsletter in English is also to be prepared by the agency.</p>	1000 No

## TERMS & CONDITIONS

1. The quotation is to be submitted in sealed envelope super-scribed with “Quotation for **Designing, Printing and Supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File Covers**” and should contain the technical bid and financial bid in two separate, sealed envelopes and should reach this office by or before 2<sup>nd</sup> March, 2018 up to 4.00 PM.
2. **Technical Bid:** The quotation is to be submitted in sealed envelope super-scribed with “Quotation for Designing, Printing and Supply of Desktop Calendars, Brochures, Posters, Certificates and File covers – Technical Bid” on the top and should contain the following documents:-
  - a. Revenue Stamp (Rupees 2) only.
  - b. Earnest Money Deposit (EMD) of Rs. 5000/= in favour of Accounts Officer, DEE&RS.
  - c. Registration Certificate of the Firm/Company viz. Proprietary, Partnership, Private Limited, Public Limited etc. (attach photocopy of the Certificate of Incorporation).
  - d. Name of Proprietor/Partner/Director signing the tender document.
  - e. GST/Service Tax Registration No. (if applicable).
  - f. Income Tax Particulars GSTIN/ Permanent Account Number (PAN)/ Income Tax Returns Certificate (2016-17) (attach photocopy of the same)
  - g. One copy of similar publication by the printer including work-order for the same.
  - h. Samples of papers to be used mentioning clearly the brand and GSM. (If two or more samples are submitted for an individual item, the quotation for rates should clearly indicate the rate for each sample separately).
  - i. Rates are to be mentioned in the Financial Bids only
3. Financial bids will be opened only if the party qualifies in the technical bid.
4. **Financial Bid:** The Financial Bid is to be submitted in a separate sealed envelope super-scribed with “Quotation for Designing, Printing and supply of Desktop Calendars, Brochures, Posters, Certificates, Newsletters and File covers – Financial Bid” on the top and should contain the financial bid in following format:

S. No.	Item of work	Size	Unit	Quantity	Amount inclusive of all Taxes
1	Desktop Calendar	10"×8"	Per calendar	1000 No	
2	Posters	13.5"×19.5" (B3 Size)	Per poster	500 each	
				1000 each	
		16.5"×23.5" (A2 Size)	Per poster	500 each	
				1000 each	
19.5"×27.5" (B2 Size)	Per poster	500 each			
		1000 each			
3	Brochures	8.5"×11.5" (A4 Size)	Per 4 pages	100 No	
				200 No	
4	Certificates	8.5"×11.5" (A4 Size)	Per copy	100 No	
				200 No	
5	File Cover	for (A4 Size) sheets	Per 100 files	200 No	
				500 No	
6	Newsletter	22cm x 28 cm	Per 4 pages	1000 No	

- a. Rates should be quoted in rupees inclusive of all taxes i.e. T.D.S. & GST, etc. and other applicable charges (if any).
- b. The Rates should be valid for at least one year.
- c. If two or more sample papers are submitted for an individual item, the rates against each item should clearly indicate reference to the samples.

5. The printing job is to be completed and supplied within 15 days from the date of receipt of the manuscript/soft copy of the matter.
6. The Director, EERS reserves the right to accept or reject any or all of the bids received without assigning any reasons. The Director, EE&RS also reserves the right to split the tender and place orders on more than one bidder at its discretion.
7. In case of any deviation from the prescribed quality, delay in delivery be observed in future publications, the Director, EERS (Chairman – Tender Committee) reserves the right to cancel the contract with prior notice.
8. Any dispute what so ever, will be confined under the jurisdiction of Jammu & Kashmir High Court.

No: DEERS/NMSHE-CCC/2018/363-365

Dated: 17/02/2018



Coordinator  
NMSHE/ENVIS

Ecology, Environment & Remote Sensing  
J&K, Jammu

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