

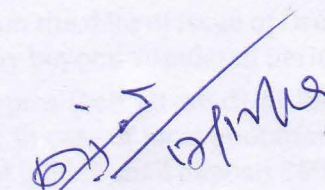
No F3 (5-22)/Proc/IEC/TSACS/2019-20  
Tripura State **AIDS** Control Society  
Health & Family Welfare Department  
Government of Tripura  
Akhaura Road, Opp. Of IGM Hospital

December, 2019

### Short Notice Inviting Quotation

Sealed Quotation in two (2) bid system is hereby invited by the Project Director, Tripura State **AIDS** Control Society, Agartala, Tripura from the resourceful, reliable and experienced Agencies/ Owners /or their authorized agencies for DTR, Design Printing & Binding of Wall Calendar and News Letter.

The Detaille information, terms & conditions and description, specification of items may be collected from the Office of the undersigned (from IEC section ) on any working day between 11 a.m. to 4 p.m. of- 21<sup>st</sup> December, 2019 or can be down loaded the same from the website, [www.health.tripura.gov.in](http://www.health.tripura.gov.in). The last date of receiving quotation is up to 4-00 p.m. of 23<sup>rd</sup> **December , 2019** and will be opened on next working day at 3 p.m. if possible.



(Dr. P.K. Majumder)  
Project Director  
Tripura State **AIDS** Control Society,  
Agartala: Tripura.





**TERMS AND CONDITION**

1. Quotation shall have to be submitted in sealed cover addressed to the Project Director, Tripura State **AIDS** Control Society, Health & Family Welfare Department, Govt. of Tripura, Akhaura Road, Agartala, Tripura (west) **4 p.m. of 23<sup>rd</sup> December, 2019.**
2. On top of the envelop it needs to be super scribed with the name of work, reference no. & last date of submission should be mentioned. The Quotation is likely to be opened on next working day at 3-00 p.m., if possible. Quotationers or their representatives may remain present at the time of opening of quotations. No separate invitation will be given to the bidders.
3. The interested bidders shall submit the bids in 2 (two) parts, namely **Financial Bid** and the **Technical Bid**. The 2 bids should be put in 2 (two) separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. **The 2 envelopes shall thereafter, be placed inside a larger sealed cover and the same may be submitted.** The Technical Bid shall contain all details regarding the items offered by the bidder, compliance of terms and conditions submission of documents etc. in other words, everything except the rate offered. **The 'Financial Bid' shall contain only the rate offered by the bidder.** While processing the bids, the technical bids will be first and the eligible bidders meeting all requirements will be short-listed. Thereafter, financial bids of only short-listed bidders will be opened and the lowest bidder will be selected.
4. Rate should be quoted in words and in figures. Taxes or charges with should be mentioned clearly and separately along with % of charges.
5. Price should be quoted on FOR Door delivery.
6. Order should be completed with- in **15 ( fifteen )** days from the date of issue of Order. A penalty of 1% on the total value shall be charged for every week of delay beyond stipulated period.
7. i) The quotation should be accompanied by up to date copies (self attested) of PAN Card, GST Registration Certificate, Valid Trade license of related works ( in case of local quotationer), Working Experience in this background if any with proof. The interested bidder shall deposit EMD in the form of Bank Deposit AT – call/Call Deposit Receipt/On Demand Pay only would be drawn in favor of Tripura State **AIDS** Control Society, Agartala having validity to cover the period of SNIQ from any Schedule Bank of **Rs. 4,000.00** (Rupees Four thousand ) only as earnest money along with the Technical Part only .  
ii) Earnest money of the un-successful bidders will be returned after the finalization of the process.  
iii) Earnest money of the successful bidder will be treated as security money.
8. The quotation will be received by post/by courier only. Quotation received after the schedule time and date will be rejected and the undersigned will not be liable for any kind of delay.
9. No insurance charge is admissible.
10. Any settlement of legal dispute would have to be made at Agartala jurisdiction.
11. Neither part supply, nor part bill will be entertained.
12. The security money shall be forfeited in case of failure to execute the order/orders within the stipulated period or any other breach of contract on the part of the successful bidders.
13. Income tax and GST will be deducted from the bill as per guidelines of the Govt./Society, if needed.
14. The design of the items will be available in IEC sec. of TSACS. Experience in supplying such articles in any Govt. Department is preferable.
15. After successful completion of works (as per work order) the bill in triplicate and Bank details should be submitted to the undersigned for payment.



16. Payment of bill will be made after completion of works successfully as per Work order by e-transfer.
17. No enhancement of rates within the validity period of the contract shall be entertained.
18. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.
19. The approved rate shall remain valid up-to one year from the date of finalization of process.
20. The design of all the materials would be finalized by the IEC section, Tripura SACS.
21. The following IEC materials /works will be procured as per specifications, quantity are shown against each. The quantities may increase or decrease depending upon the need of the society.

Sl	Name of the Work	Specifications	Approx Quantity
1	<b>Printing &amp; Binding of Wall Calendar</b>	Printing of 5 <sup>th</sup> Color with Aqueous coated over throughout Calendar of 6 pages & 2 months at each page and 1 extra cover page.;  1. Size: 20 inch. x 30 inch 2. Paper: 130 GSM Glossy imported 3. Binding : Spiral Binding	500 nos.
2	<b>Printing &amp; Binding of News Letter</b>	Printing 5 <sup>th</sup> Color with Aqueous coated over throughout News Letter  1. Size: 27 cm x 21 cm. 2. Page: Minimum 20 pages & maximum 30 pages 3. Paper: 170 GSM Glossy Art paper 4. Cover page: 250 GSM 5. Binding: Centre Binding	300 nos.

(Dr. P.K. Majumder)

Project Director

Tripura State AIDS Control Society,