

Tripura State Pharmaceutical Price Monitoring & Resource Unit [TPMRU]
[Registered under the Societies Registration Act, 1860. Reg. No. 8175. Estt:- 2019]
Office of the Dy. Drugs Controller, Directorate of Health Services,
Health & Family Welfare Department, Government of Tripura
Address: Aushadh Niyantaran Bhavan, Office of the Deputy Drugs Controller,
Pandit Nehru Complex, Gurkhabasti, Agartala, Tripura-799006. Phone: 1800-345-3916.

F. No.10(3)-TPMRU/DDC/2023

Expression of Interest

Expression of Interest are hereby invited by the Tripura State Pharmaceutical Price Monitoring & Resource Unit, Agartala for "Empanelment of Agency for all kind of Seminar/Workshop/Training & other Public Awareness related works" in prescribed format from resourceful and reliable experienced Agencies/ Owners /or their authorized or Professional Agency. The particulars/items along with specification enclosed herewith at **Annexure-C**.

The last date of receiving quotation is up to 04.00 P.M of 25th July 2025 and will be opened on next working day at 03.00 P.M, if possible.

The Expression of Interest documents along with Terms & Conditions also may be downloaded from **www.health.tripura.gov.in.**

Signed by
Tapan Majumdar
Date: 09-07-2025 16:25:28

(Prof. (Dr.) Tapan Majumdar)
I/C, Director of Health Services &
Chairman of Executive Committee, TPMRU
Government of Tripura, Agartala

Copy forwarded for information & necessary action to:-

1. The Director, Information Cultural Affairs Department, Govt. of Tripura, Agartala.
2. The I/C, Deputy Drugs Controller, Govt. of Tripura, Agartala.
3. Copy for display in Notice Board of the Office of the DHS, Deputy Drugs Controller & NHM, Agartala.
4. The Nodal Officer IT, DHS, Govt. of Tripura, Agartala, for uploading in Govt. website.
5. The Project Coordinator, TPMRU, O/o the Dy. Drugs Controller, Agartala.

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TERMS AND CONDITION

1. Quotation shall have to be submitted in sealed cover addressed to the Member Secretary, Tripura State Pharmaceutical Price Monitoring & Resource Unit, Agartala, Tripura up to 04.00 P.M of 25th July, 2025 in the TPMRU Section, room no.-210, Office of the Deputy Drugs Controller, Pandit Nehru Complex, Gurkhabasti, Agartala. On the left side of the envelope last date of submitting quotation and last time of submission should be mentioned.
2. Sealed quotations are invited from reputed firms in two separate covers super scribed "Technical Bid" and "Financial Bid". Both covers should be put together in another separate cover super scribed with the **Ref. no. and the words "Empanelment of Vendor for TPMRU"**. The Quotations are likely to be opened on next working day at 03.00 P.M. if possible. Bidders or their representatives may remain present at the time of opening of quotations. No separate invitation will be given to the bidders.
3. All the documents along with the terms & Conditions sheet should be self attested.
4. **The following documents shall be submitted during submission of bids:**

<ul style="list-style-type: none"> i) Cover Letter expressing interest ii) Agency Profile (Annexure A). iii) GST Registration Certificate. iv) PAN Card. v) Trade License. vi) Audited financial statements for the last 3(three) years(2022-23, 2023-24, 2024-25) 	<ul style="list-style-type: none"> vii) Proof of relevant work experience of Government agencies/PSUs/Corporate clients (work orders, client testimonials, etc.). viii) Self-declaration of non-blacklisting (Annexure B) ix) Price bid as per Annexure-C
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5. **Bidders will submit the rate quotation as per the format in Annexure-C.**
6. The quotation will be received by post/by courier or directly to the office only.
7. Quotations received after the schedule time & date will be rejected and the Undersigned will not be liable for any kind of delay.
8. Income tax and GST will be deducted from the bill as per guidelines of the Govt. /Society, if needed.
9. Payment will be made by e-transfer.
10. **The items mentioned in Annexure-C might be required to be delivered and arranged throughout the State of Tripura, as TPMRU conducts seminars/workshops/trainings across various districts. Hence, the vendor/agency should be capable of delivering and managing such activities across the state as and when required.**
11. **Work Order & Execution**
 - a. Work assignments will be awarded to the empanelled agency on a **case-to- case basis** through work orders.
 - b. The agency must **acknowledge and confirm** the work order within 2 working days of issuance.
 - c. Any **delay in execution** beyond the agreed timeline without valid justification may lead to penalties or cancellation of the order.
12. **Performance & Quality Compliance**
 - a. The agency shall ensure that all printed materials adhere to the approved design, specifications and color accuracy as per the client's requirements.
 - b. Any defective, damaged, or substandard material will be rejected and the agency must reprint/ replace the materials at no extra cost.
 - c. If repeated quality issues arise, TPMRU reserves the right to blacklist the agency and terminate the empanelment.
14. **Confidentiality & Intellectual Property**
 - a. All designs, content, and printed materials provided by TPMRU shall remain confidential and must not be shared with third parties.
 - b. The agency shall not claim any ownership over the designs or use them for promotional purposes without prior written permission.
15. **Pricing & Payment Terms**
 - a. The rates quoted by the agency shall remain valid for the entire empanelment period, unless revised mutually.
 - b. No hidden costs or additional charges beyond the approved quotation will be entertained.
 - c. Payments will be made only after successful delivery and inspection of materials.

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16. Penalties & Termination

- a. If the agency fails to deliver as per the agreed schedule, a penalty of 1% of the work order value per day (up to a maximum of 10%) may be imposed.
- b. TPMRU reserves the right to terminate the empanelment if:
 - i. The agency fails to execute 3 consecutive orders satisfactorily.
 - ii. There is any fraudulent activity, breach of confidentiality, or violation of contract terms.
 - iii. The decision of TPMRU shall be final and binding in case of disputes.

17. Bids will be evaluated based on the experience and financial proposal (individual lowest amount/item).

18. TPMRU Society reserves the right to select multiple agencies based on its requirements.

19. The empanelment will initially be for a period of 2(Two) years, extendable based on performance and mutual agreement.

20. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.

21. Annexures:

i. Annexure-A: Agency Profile

- Name of the Agency:
- Address:
- Contact Details:
- Year of Establishment:
- Details of Key Clients:

ii. Annexure-B: Declaration of non-blacklisting

"I, [Name], on behalf of [Agency Name], hereby declare that our agency has not been blacklisted by any government or private organization as of the date of this application."

iii. Annexure-C

Sl No	Name Of Items	Specifications (including designing, if any)	Unit	Rate including GST (in Rs.)
1	Printing of Star Flex	340 GSM	Sq. ft.	
2	Printing of Black Back Flex	280 GSM	Sq. ft.	
3	Printing of Normal Flex	260 GSM	Sq. ft.	
4	Hoarding	Temporary Wooden Structure with printing & fixing	Sq. ft.	
5	Hoarding	Permanent Iron Structure	Sq. ft.	
6	Fixing of Flex	Permanent Iron Structure	Sq. ft.	
7	Designing of flex, brochure, standee, leaflet, sticker, cover page, invitation card	Single side	01 No.	
8	Designing of brochure, leaflet, sticker, cover page	Both Side	01 No.	
9	Flex	With Iron NLB Frame- 1 inch square pipe	Sq. ft.	
10	Roll-Up Standee	3ft X 6 Ft With Aluminum Frame And Black Back Flex	01 No.	

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11	Printing of Customized Certificate	A4 Size 250 GSM	01 No.	
12	Printing of Brochure	A3 size 200 GSM	01 No.	
13	Printing of Booklet A5 Size 24page Including Cover Page	Cover 250 GSM Glossy And Inside Pages Glossy 0170 GSM-multicolor	01 No.	
14	Printing paper L folder	Printed 250 GSM For Carrying A4 Size Papers	01 No.	
15	File cover	for A4 size papers	01 No.	
16	File cover- Silk screen printing	for A4 size papers	01 No.	
17	A4 size letter head	90 GSM	01 No.	
18	Leaflet A4 Size Single Side	Glossy 130 GSM	01 No.	
19	Leaflet A5 Size Single Side	Glossy 0130 GSM	01 No.	
20	Note Book With Front Page Customised With 50 Pages	Size- 14cm X 201.5 Cm Cover 250 GSM Glossy And Inside Pages plain unrolled- 75 GSM, Unrolled- 50 pages,	01 No.	
21	Notepads With Front Page Customised with 30 pages	Size- 014cm X 201.5 Cm Unrolled- 30 pages, Cover 200 GSM Glossy And Inside Pages plain unrolled- 75 GSM	01 No.	
22	Writing Pad	Size- 014cm X 201.5 Cm Unrolled- 30 pages, Inside Pages plain unrolled- 75 GSM	01 No.	
23	T-shirt	Round Neck T-Shirt With Sublimation Printing	01 No.	
24	T-shirt	Polo T-Shirt With Sublimation Printing	01 No.	
25	Invitation Card	Single Side Including Envelope A5 Size-200 GSM	01 No.	
26	Sticker	A4 Size 170 GSM With Clear Adhesive	01 No.	
27	Photo Frame	A4 Size - 2 Inch Frame + Glass + Mounting 01.5 Inch	01 No.	
28	Customized Leather Executive Folders	PU/Leather-bound with embossed government emblem	01 No.	
29	Light Lamp with tray	candles, Match box, small lamp	01 Job	
30	Stage gardening - with new artificial flower	Floral Decoration: <ul style="list-style-type: none"> Flower arrangement on the dais/front table/Stage border Floral garlands or borders around the podium or backdrop Flower vases or small bouquets on guest tables 	Sq. ft.	

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		Podium:		
		<ul style="list-style-type: none"> Small flower bouquet on podium 	01 No.	
		Flower vases or small bouquets on guest tables	01 No.	
31	Stage gardening - with new original flower	Floral Decoration: <ul style="list-style-type: none"> Flower arrangement on the dais/front table/Stage border Floral garlands or borders around the podium or backdrop Flower vases or small bouquets on guest tables 	Sq. ft.	
		Flower vases or small bouquets on guest tables	01 No.	
32	House of plants	With small pot and Printed Paper Planter Carry Bags	01 No.	
33	Printing of Programme schedule-	A4 size –Multicolour- 100 GSM	01 No.	
34	Roller Ball Pen Blue	Tip Size 0.5mm, Body Type Plastic, Closure Type Click off cap	01 No.	
35	Gel Ink Roller ball Pen V7	Colour Blue, Ink Type Fine Liquid, Tip Size 0.7mm, Closure Type Click off cap	01 No.	
36	Host for the seminar	State and District level seminar	01 day	
37	Photography of the seminar	01 photographer	01 hour	
38	Videography of the seminar	01 Videographer	01 hour	
39	Video Production-documentary	NA	30 Sec.	
40	Video recording & Editing	NA	30 sec.	
41	Projector & Screen	01 projector & 01 Screen	01 day	
42	Led Screen with required equipments	Size- 016 ft X 8 ft	01 day	
43	Uttariyo	Material: High-quality fabric, preferably, Comfortable, wrinkle-free, and soft to the touch Size: Length: 1.5 meters to 1.8 meters, Width: 20 to 25 centimeters Color: Base color: White, Cream, or Light Beige Decorative borders or threads: Golden, Maroon, or Organizational color theme.	01 No.	
44	Carpeting of the venue	red & green colour for 01 day seminar	Sq. ft.	

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45	Audio Visual System.	i. Mixer 01 No. ii. Cordless microphone- 03 Nos. iii. Podium microphone- 01 No. iv. Speaker-0 4 Nos.	01 day	
46	Decoration of the event site	Podium: Covered with clean cloth (preferably with organization logo or emblem)	Sq. ft.	
		Cloth-based welcome gate	Sq. ft.	
		fabric drapes	Sq. ft.	
		Guest chairs to be covered with clean chair covers (white color)	01 No.	
		Table Decoration: Covered tables with cloth (preferably white with colored skirting)	Sq. ft.	
		Registration Desk Table covered and decorated fabric drapes	Sq. ft.	
47	2 Sided V-Shaped Nameplates for dignitaries/speakers at Table Stand	12" Inches	01 No.	