

No.F 3. (5-22)/PROC/IEC/TSACS/2020-21 (A)

Tripura State **AIDS** Control Society

August, 2021

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 and reliable experienced Agencies/ Owners /or their authorized agencies for printing and supply of **Foam Board** throughout the state.

The Detailed information, terms & conditions and description, specification and list of items etc. 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 **27th August, 2021** or can be down loaded the same from the website health.tripura.gov.in . The last date of receiving quotation is up to 4-00 p.m. of **31st August, 2021** and will be opened on next working day at 3 p.m. if possible.



13/8/2021

(Dr. Tanusree Chakraborty)
I/c. 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) up to 4 p.m. of **31st August, 2021.**

2. On to top of the envelop which needs to be superscribed 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 in 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 open 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.

| Sl | Name of the items | Basic Price (Rate/unit) | Applicable Taxes | | | Total price / unit (all inclusive) |
|--------|-------------------|-------------------------|------------------|------------------|------------------|-------------------------------------|
| | | | Tax - A (-----%) | Tax - B (-----%) | Tax - C (-----%) | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7=3+4+5+6 |
| Item 1 | | | | | | |

5. Price should be quoted on FOR Door delivery.

6. Order should be completed with- in **30 (thirty)** days from the date of issue of final print order. A penalty of 1% on the total value shall be charged for every/part week of delay beyond stipulated period.

7. i) The quotation should be accompanied by up to date copies (self attested) of PAN Card, Valid Trade license in related works ,* GST Registration Certificate* 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 of **Rs. 4000.00** (Rupees Four Thousand) only drawn in favor of Tripura State **AIDS** Control Society, Agartala having validity to cover the period of S.N.I.Q. from any Nationalized Bank 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.

iv) 5% of the value of the ordered quantity will also have to be deposited as Performance Security money by Demand Draft/Call Deposit from any scheduled Bank by the firm within 15 (fifteen) days from the date of issuance of supply/work order. It will be released after completion of supply.

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 sample of printing material/materials etc. need to be attached with the quotation and 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 should be submitted to the undersigned for payment along with account / bank details, IFSC code etc.

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. Any settlement of legal dispute would have to be made at Agartala jurisdiction.

20. The following IEC materials will be procured as per specifications, quantity, placed of delivery are shown against each. The quantities may increase or decrease depending upon the need of the society.

| Sl | Name of the Work | Specifications | Size | Total Numbers and Place of Delivery |
|----|-------------------|--|-------------|---|
| 1. | Foam Board | (i) Thickness: 3 mm (ii) Vinyl (Branded) (iii) Printing & ink: High quality (iv) Design: Matter would be provided by TSACS (Maximum 5 items) (v) Fitting & Fixing in all the centers | 6ft X 4 ft. | *24 nos. ICTC centre *3 nos. ART & FRT centre *18 nos. STD centre *3 nos. OST centre *11 nos. BLOOD BANKs |

21. The design of all the above materials would be finalized by the IEC section of TSACS..


13/8/2021

(Dr. Tanusree Chakraborty)
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