

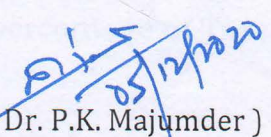
No.F3 (5-17)/PROC/IEC/TSACS/2020-21 / 4050

December, 5th 2020

Short Notice Inviting Quotation

Sealed Quotation in two (2) bid system is hereby invited by the Project Director, Tripura State AIDS Control Society (TSACS) from resourceful and reliable experienced Agencies/ Owners /or their authorized Agencies or Professional Agency to print preparation of printing **Leaflet** with messages on HIV/AIDS.

The detailed information, terms & conditions and description, specification may be collected from the office of the undersigned (from Procurement section) on any working day between 11 a.m. to 4 p.m. till 17th December, 2020 or the same can be downloaded from the website health.tripura.gov.in . The last date of receiving quotation is up to 4-00 p.m. of 18th December, 2020 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.

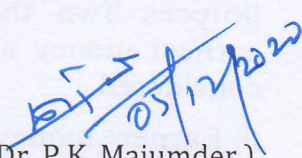
TERMS AND CONDITION

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) up to 4 p.m. of 18th December, 2020.
2. On the left side of the envelope last date of submission should be mentioned. The Quotations are 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 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. The percentage of Taxes or charges should be mentioned clearly and separately.
5. Price should be quoted on FOR door delivery.
6. The work should be completed with- in **30 (thirty)** 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, Valid Trade license in related works, GST Registration certificate, Working Experience in this background with proof, Deposit at Call/Demand Draft/On Demand Pay on any scheduled Bank for an amount of **Rs.2000/-** (Rupees Two thousand) only in favor of Tripura State AIDS Control Society as earnest money shall have to be furnished without which no quotation will be considered.
 - 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 security money shall be forfeited in case of failure to execute the order within the stipulated period or any other breach of contract on the part of the successful bidders.
9. The quotation will be received by post/by courier directly to the office only. . Quotation received after the schedule time and date will be rejected and the undersigned will not be liable for any kind of delay.

[Handwritten signature]
05/12/20

10. The agency must have enough qualification and experience in such type of works.
11. Income tax and GST will be deducted from the bill as per guidelines of the Govt. /Society, if needed.
13. After successful completion of work (as per work order) the bill in triplicate should be submitted to the undersigned for payment on monthly basis.
14. Payment of bill will be made after completion of works successfully as per work order .Payment will be made by e-transfer.
15. No enhancement of rates within the validity period of the contract shall be entertained.
16. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.
17. No insurance charge is admissible.
18. Any settlement of legal dispute would have to be made at Agartala jurisdiction.
19. The pre-bid meeting will be held on 9th November,2020 at Tripura SACS office at 3-00 p.m. Interested bidders may remain present in that meeting. No separate invitation will be given to the bidders.

Sl. No.	Particulars	Specification	Language	Approximate Quantity
1	LEAFLET	1.size: ¼ Demai size 2. Paper: 130 GSM Glossy Art sheet. 3. Mode: Fully Multicolor 4. Print : single side Printing	English/Bengali /Kakborak	50000 nos. (Quantity may increase or decrease as per need of the society)


(Dr. P.K. Majumder)

Project Director

Tripura State AIDS Control Society