GOVERNMENT OF TRIPURA

DIRECTORATE OF FAMILY WELFARE & P.M.

GURKHABASTI, AGARTALA

NO. F.12 (15-41)-DFWPM/IEC/2015/1945-46(VII) Dated 19 /06 /2015.

**NOTICE INVITING TENDER**

 Tenders in sealed covers are hereby invited for the year 2015-2016 by the Director of Family Welfare & P.M., Government of Tripura, Agartala on behalf of the Governor of Tripura from the resourceful, experienced, bonafide, licensed Printer or their authorized supplier/firm/person for Printing & Supply of Synage/Name Plate on 27(twenty-seven) items as mentioned below:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name With Specification of the item. | Size | Approximate Quantity | E.M.D. | Remarks. |
| Synage/Name Plate,100 micron eco solvent and sun board (4mm) pasting. | 16 X 6 inch. | 119 x 27 items =3213 nos. | Rs.7,100/- | Quantity may increase or decrease.(Subjects of 27 items**’** are to be collected from Store & Purchase section of this Directorate. Specimen of the item is available in the same section for observation by the intended bidders.) |

 The tender will remain valid up to 30-05-2016. The Director of Family Welfare & P.M., Govt. of Tripura reserves the right to extend the rate for second year to the approved supplier on the basis of satisfactory performance and execution of supply order in time and in terms of quality.

**TERMS & CONDITION**

1. Tenders will be received by Speed Post / Registered Post/Courier Services/By receive & dispatch section of DFW&PM only in sealed covers addressed to “Director of Family Welfare & P.M., Government of Tripura, P.N. Complex, Gurkhabasti, P.O. Kunjaban, Agartala-799006” up to 4.00 PM of **10 /07 /2015.** Tender received after the aforesaid date and time shall be rejected. The Director of Family Welfare & P.M. shall not remain responsible for any postal delay. Tenderers are requested to provide detailed address along-with Pin Code, Phone and Fax numbers with S.T.D. Code, number, etc. for communication.

2. On the top left side of the sealed tender enquiry number and date, due date of receive and address of Tenderer should be mentioned. Tender forms will be issued up to 4.00 PM of **08** **/07 /2015** free of cost. Tenders are likely to be opened on **13/ 07 /2015** at 4.00 PM, if possible. Tenderers or their representatives may remain present at the time of opening of the tenders.

3. The interested bidders shall submit the bids in 2(two) parts, namely “Technical Bid and Financial Bid”. The 2-bids should be put in 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 large sealed cover and the same may be submitted. The “Technical Bid “ shall contain all details regarding the item 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 opened first and the eligible bidders meeting requirement will be short-listed. Thereafter, financial bids of only short listed bidders will be opened for consideration. **(Continued to P/2.)**

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4. The supply of Printed Synage/Name Plate must be supplied directly by the Printer itself or by its authorized person and should obtain sales tax clearance before delivery.

5. The supply order of the item must be executed within **30 (thirty)** days from the date of issue of supply order. A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of supply. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).

**6. 5% of the value of ordered quantity will have to be deposited as Security Money by demand draft from any Nationalized Bank by the firm within 20(twenty) days time from the date of issue of supply order.**

7. Income Tax / other Tax shall be deducted from the bill as per guidelines of the Government, if applicable.

8. The Government will **not consider any enhancement of rate** within the validity period of contract except imposition of any levy or increase in exiting levy. Such request will lead to cancellation of order.

9. Payment to successful Tenderer shall be made on bill basis only after execution of supply; ordered for. No advance payment shall be made under any circumstances.

10. **The rate should be typed and quoted both in figure and words clearly in Indian currency. The rate of both CST & VAT should be mentioned separately and clearly in financial bid, in Indian currency only.**

11. Specimen/Design of Synage/Name Plate will be available in the Store & Purchase Section of this Directorate.

12. Approximate requirement is incorporated in the table above which is likely to be increased or decreased as per actual requirement and supply order may be placed in parts or fully as per discretion of the Director, FW&PM.

13. Draft Design (as per specification; to be supplied by the Department) should be submitted within7 (seven) days of issue of supply order. Proof should be corrected & finalized draft to be submitted within03 (three) days.

14. The supply of printed materials must be completed within 30 (thirty) days from the date of finalization of the design & content by the H&FW Department, Tripura.

15. The following self-certified / self-attested documents should be submitted along-with the Tender. All the papers submitted with the tender are to be self-certified / self-attested.

1. Up to date Tax Clearance Certificate
2. PAN Card.
3. Copies of valid trade license or renewal certificate thereof for printing.
4. Documents showing experience (Work order/experience certificate).
5. Constitution of the firm of the tenderer.
6. A sample of earlier printing material of such work.
7. Sample Sun board as per specification.

16. The bidder shall provide Bank Deposit At- Call having validity to cover the period of tender from any Nationalized Bank for an amount of Rs 7,100/-(Rupees Seven thousand one hundred) only as Earnest Money along with the tender. This amount shall be released after validity period of tender, in case of successful bidders and that of un-successful bidders will be released after finalization of tender. **(Continued to P/3)**

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17. Price quoted should be met F.O.R. Door delivery to the Store-keeper, General Store, Directorate of Family Welfare & P.M, Gurkhabasti, Agartala.

18. No insurance charge is admissible and successful Tenderer will be responsible for any damage and loss in transit on way to destination.

19. Any default or breach of contract and non-execution of supply order shall lead to forfeiture of earnest money/security deposit of the successful Tenderer beside to such action as may be considered appropriate by the Director of Family Welfare & P.M., Government of Tripura, Agartala including black listing / delisting the Tenderer for the future purpose.

20. If any item supplied is found to be not of Standard quality, the not of standard quality supplied should be taken back and replaced by fresh stock at own cost of supplier irrespective of whether any part consumed or not.

21. The Director of Family Welfare & P.M., Government of Tripura, Agartala reserves the right to accept or reject any tender without assigning any reason thereof and Tender may be accepted or rejected in part or in whole.

22. In case of legal dispute the jurisdiction will be the Tripura High Court, Agartala.

23. The Director of Family Welfare & P.M., Government of Tripura, Agartala reserves the right to unilaterally terminate the contract or cancel the acceptance of the rate and firm at any time without notice before expiry of the period for which rate is now invited.

24. Extension of rate for supply may be considered for 2nd year to the approved supplier on the basis of satisfactory performance and execution of supply order in time and in terms of quality.

 Sd/-18.06.2015.

Director of Family Welfare & P.M

Government of Tripura, Agartala.

Copy to

The Nodal officer I.T, FW&PM, to arrange display of the N.I.T in the website.

 Sd/-18.06.2015.

Director of Family Welfare & P.M

Government of Tripura, Agartala.

Annexure-1

Undertaking to be submitted by the tenderer

Tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For supply of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

I/We Shri / Smt. ………………………………………………, on behalf of M/s. ………………………………………………………… having registered office at……………….., do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of 01(one) year from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of ……………………………….……….to supply …….………………………………….. The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.

3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of …………………………………………………. (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT shall be forfeited by authority.

5. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.

7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

9. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

SIGNATURE .......................................................................................

NAME & DESIGNATION .......................................................................................

DATE......................................................................................................

NAME & ADDRESS OF THE FIRM ....................................................................

Annexure-2

List of documents submitted should be given in a separate sheet within the Technical Bid.

|  |  |  |
| --- | --- | --- |
| Sl | List of documents | Page no |
| 01 | Up to date Tax Clearance Certificate . |  |
| 02 | PAN Card.  |  |
| 03 | A sample of earlier printing Material of such kind of work. |  |
| 04 | Fresh deposit at call (D/Call) / Demand Draft drawn from any scheduled National Bank for an amount of Rs. 7,100.00 (Rupees Seven thousand one hundred) only. |  |
| 05 | Copy of Valid Trade license or renewal certificate thereof. |  |
| 06 | Constitution of the firm of the tenderer. |  |
| 07 | Documents showing experience of such kind of work (work order/experience certificate).  |  |
| 08 | An undertaking for acceptance of terms & condition of the NIT as per annexure- 1 |  |
| 09 | Sample of Sun board as per specification. |  |

\* Attach separate sheets if the space is found insufficient in respect of these items.

SIGNATURE : ……………………………………………………………………

NAME & DESIGNATION : …………………………………………………………………..

DATE : …………………………………………………………………..

NAME & ADDRESS OF THE FIRM: …………………………………………………………………….