**Government of Tripura
 Directorate of Family Welfare & P.M**

 **Fax: 0381-232-6602.** **Email-dfwpmtripura@gmail.com**

 F. 10(1-P)DFWPM/S&P/2012-13 Dated Agartala the 28/12/2015

 **SHORT NOTICE INVITING QUOTATION**

 Sealed Tenders are invited by the undersigned on behalf of the Governor of Tripura from the resourceful, experienced, bonafide, licensed Printer for Printing, Designing, Translation , DTP & Supply of following materials for “**National De-worming Day**” :-

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| **Sl** | **Activities with specification** | **Requirement****(Unit)** |
| **a.** | **Dissemination of IEC/ Printing materials/*IEC Materials*** |  |
| 1 | Banner (4ft X 3 ft Flex print with 15 gain | 17000 units  |
|  2 | Poster 1 for school (8 inch x 23 inch , 100 GSM Glossy multi color single side print for 5000 posters) | 5000 units |
| 3 | Poster 2 for school (8 inch x 23 inch , 100 GSM Glossy multi color single side print for 5000 posters) | 5000 units |
| 4 | Poster 1 for AWC (8 inch x 23 inch , 100 GSM Glossy multi color single side print for 10000 posters) | 10000 units |
| 5   | Poster 2 for AWC (8 inch x 23 inch , 100 GSM Glossy multi color single side print for 10000 posters) | 10000 units |
| 6  | Handbill for Community (18 kg 600 gm maphilitho color single color print size 11 inch x 7 inch both side print for 200000 handbills) | 200000 units |
|  7 | Handbill for school (18 kg 600 gm maphilitho color single color print size 11 inch x 7 inch both side print for 150000 handbills) | 150000 units |

TERMS & CONDITIONS

Tenders will be received in Tender Box in Store & purchase Section of O/o the Director ,Family Welfare & P.M., Govt of Tripura, P.N. Complex , Gurkhabasti, Agartala , Tripura(West) only in sealed covers addressed to “The Director, Family Welfare & P.M., Govt of Tripura, P.N. Complex , Gurkhabasti, Agartala , Tripura(West) -799006 ” up to 3.00 PM of 11/01//2016. Tenderers are requested to provide detailed address along-with Pin Code, Phone and Fax numbers with S.T.D. Code number, Mobile no, e-mail id etc. for communication.

1. Tenders are likely to be opened on 12/01/2016 at 3:00 PM, if possible. Tenderer or their representative may remain present at the time of opening of the tenders.
2. 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. 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”.
3. List of each item with specification and name of manufacturer, quoted by the tender is to be furnished in Technical bid.

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1. The supply of printing materials must be supplied directly by the Printing Agency and should obtain sales tax clearance before delivery.

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1. Draft design (as per specimen to be supplied by the office of the undersigned ) should be submitted within 03(three) days of issue of supply order . The supply of printed materials must be completed within 10(ten) days from the date of finalization of the design and content by the Office of the undersigned. A penalty @ 1% on the total value shall be charged for every week of delay beyond stipulated date of supply for maximum 2 weeks.
2. Income Tax / other Tax shall be deducted from the bill as per guidelines of the Government, if applicable.

 Contd.

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1. Payment to successful Tenderer shall be made on bill basis only after execution of supply and installation (if arises); ordered for. No advance payment shall be made under any circumstances.
2. 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. Price quoted should be met F.O.R. Door delivery to the General Store (DFW&PM).
3. All item should be supplied in number of pieces , whichever will be mentioned in the supply order as per requirement
4. 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.
5. Documents showing experience (work order) in offset printing , experience in flex printing for experience in Reflective sticker printing. (ii)Up to date tax clearance Certificate (iii) PAN card.
6. Constitution of the firm of the tenderer. (v) A sample of earlier works of printing. Sample paper as per specification for printing works (For sl. No 1-07 ).

11.  Fresh deposit at call (D /call /Demand Draft ) drawn from any scheduled commercial bank for an amount of         Rs.25,000/- ( Rupees Twenty-five)thousand only in favour of Director of Family Welfare &P.M., Govt. of Tripura,        Agartala is to be deposited along with the tender an earnest money which will be released after validity period of        contract in case of successful tenderer and that of unsuccessful tenderer will be released after finalization of tender (       Not applicable to CPSEs & SPSUs)

12.  2 % cost of the ordered value will have to be deposited as security money by Demand draft in favour of Director, family    Welfare &PM, Govt. of Tripura from any scheduled commercial bank by the supplier / tenderer within 5 days from the   date of issue of supply order. The security money will be released after completion of full supply within stipulated period or it may be kept for next supply order whichever is applicable . If the bidder fails to deposit the security money the supply order will be treated as cancelled . ( Not applicable to CPSEs & SPSUs ).

13.    Successful Tenderer will be responsible for any damage and loss in transit on way to destination 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, Family Welfare& P.M., Govt of Tripura, Agartala including black listing / delisting the Tenderer for the future purpose.

14.     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.

15. The undersigned 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.

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

17.  The undersigned 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.

18.  The approved rate will be only applicable under the jurisdiction of the undersigned for 01(One) year , which may be extended 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 .

19. Item wise selection may also be done as per lowest bidder. Extension of the 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.

1. All the colours for the above mentioned should be good quality /as per standard and quality maintained by the Govt of Tripura.
2. For the above articles the warranty period should be atleast 01(One) year from the issue of the work order . If any major - smash up , demolish or quality of printing works destroyed within the warranty period , the same job work should be replace and accordingly transported and installed by the supplying agency without argument of any additional cost.

Enclose:- Annexure-1

 Sd./28/12/2015

 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.

1. 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.

1. 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.

1. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT shall be forfeited by authority.
2. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
3. 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.
4. 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.
5. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
6. 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 .......................................