

**Government of Tripura**  
**Office of Science, Technology & Environment**  
**Vigyan, Prajukti O Parivesh Bhawan**  
**Gorkhabasti : Agartala**

No.F. 7(21)/DSTE/ST/ 8223

December ~~28/12/~~ 2016.

**TENDER NOTICE FOR PRINTING WORKS**

Tenders in Sealed covers are hereby invited by the Director, Deptt of Science, Technology & Environment, Agartala from the reputed firms/printing press/ experienced in printing for the following work

2. Tender document is available in the websites <http://dstetripura.nic.in/>

3. Scope of Work:---Printing of Booklet as per the following specification;

Sl.No	Particulars	Specification	Quantity
1	Item	Printing of Booklet	3000 Copies
2	Size	22.86 cm x 16.26 cm	
3	Cover Page Printing	Multi color, 190 GSM , Glossy lamination	
4	Pages	12 pages(including cover pages)	
5	Text Page	Multi color, 170 GSM , Glossy	
6	Binding Type	Staple binding	
7.	Language	Bengali	

**TERMS AND CONDIDION OF THE CONTRACT**

**I. TECHNICAL CRITERIA :**

1. The interested bidders shall submit the bids in 2(two) parts, namely "Technical Bid and Financial Bid". separately
  - a. The first sealed cover superscripted as "Technical Bid" should contain the following items
    - (i)The Proforma at Annexure-I, duly filled in along with relevant documents.
    - (ii)Earnest money deposit(EMD)
  - b. The second sealed envelope super scripted as "Financial Bid" as at Annexure II should contain only rates of printing & binding  
The 2 envelopes shall, thereafter, be placed inside a large sealed cover with a single forwarding letter and the same may be submitted. The technical bids will be opened first and then the Financial Bid of the eligible bidders meeting requirement will be opened after

acceptance of Technical Bid. The date of opening of Financial Bid will be intimated on the same day when Technical Bid is opened, if possible, or later. the format of financial bid is given at Annexure-III

2. The Tender will be submitted in sealed covers addressed to "Director, Deptt of Science, Technology & Environment, Government of Tripura, P.N. Complex, Gurkhabasti, P.O.Kunjaban, Agartala-799006" up to 4.00 PM of **06/01/ 2017**. Tender received after the aforesaid date and time shall be rejected. The Director Deptt of Science, Technology & Environment, shall not remain responsible for any postal delay
3. The Earnest Money Deposit (EMD) of Rs. 2,000.00 (Rupees two thousand) only in the form of Banker Cheque or Demand Draft should be submitted in favour of "Director, Deptt of Science, Technology & Environment" payable at Agartala along with the bid
4. The bidder/firm should have minimum experience of 2 years for printing works (proof should be enclosed). The bidder should furnish Tax clearance Certificate along with the proposal.
5. The bidder shall submit the samples of the papers & proof of printing jobs by way of newsletters/reports/manuals etc along with the quotation. All those samples should be duly signed on behalf of the bidder with detailed specification i.e. name of the paper, GSM etc.
6. The bid without the signed samples of the paper with proof of printing job may be summarily rejected. The bidder should avoid erasing/overwriting in the submitted documents, the bidder should quotes rates both in figure and word.
7. No advance or part payment will be given. Payment will be arranged only after satisfactory completions of the work duly certified by the competent authority.
8. Sale tax, service tax, CST, entry tax, any other tax on material/service/transportation in respect of this contract shall be payable by the contractor and will not entertain any claim whatsoever in respect of the same.



## **II. Financial Conditions.**

- (i) The Earnest Money Deposit (EMD) of the successful bidder will be released after successful supply of materials. The EMD of the unsuccessful bidder will be released after 10 days of the opening of the tender and the EMD will not carry on interest
- (ii) Payment will be made through A/C payee cheque against satisfactory supply of the materials within desired time frame and production of triplicate bill .
- (iii) Sale tax/income tax etc as applicable will be deducted at source.
- (iv) The rate should be quoted including all taxes and both in figure and words clearly in Indian currency.
- (v) The accepted rate will be valid for one year.

## **III. Other Terms & Conditions**

1. Content of the printed material will be provided in soft copies from the Department. The Booklets are required to be printed as per the specimen or specification to be provided from the Deptt. Printed final proof in colour to be submitted by the successful bidder for approval by the Authority, without any extra charge, before the final printing orders.
2. The Undersigned reserves the right (i) to modify, expand, restrict, scrap, refloat or cancel in whole/part at any stage without assigning any reasons, (ii) to accept or reject any quotation including the lowest one without assigning any reason what so ever, (iii) for accepting the whole or any part of the tender and decision of the authority in the matter shall be final and binding (iv) for increase or decrease of items of work under each above noted jobs
3. In case of legal dispute the jurisdiction will be the Tripura High Court, Agartala.

  
(Dr Honnareddy N)

Director

Deptt of Science,  
Technology & Environment  
Government of Tripura

ANNEXURE - I

TECHNICAL BID

Sl.No	Particulars	To be filled by the Tenderer
1	(a) Name of the Agency	
	(b) Address	
	(c) Telephone Number	
	(d) Mobile No	
	(e) Email Address	
2	Pan Number(Copies to be enclosed)	
3	Copies of Trade License	
4	Service Tax Registration No (Copies to be enclosed)	
5	Sample of earlier multicolour Printing material	
6	Signed sample of the papers to be used for cover and inside content be enclosed	
7	Details of EMD :-  (a) Amount  (b) Draft No  (c) Date  (d) Name of issuing Bank	

**Signature of bidder & seal**

Financial Bid

SLNo	Item	Quantity	Unit Rate (In Rs.)	TotalAmount (In Rs.)
1	Item -Printing of Booklet	3,000		
2	Size--22.86 cm x 16.26 cm			
3	Cover Page --Multi color, 170 GSM , Glossy lamination			
4	Pages-12pages(including cover)			
5	Text -130GSM, Glossy			
6	Binding Type - Stapling			
7	Language -- Bengali			

**Signature of bidder & seal**