

Tripura Climate Change Cell
Deptt. Of Science, Technology & Environment
Vigyan, Prajukti O Parivesh Bhawan
Gorkhabasti: Agartala
Tripura-799006

No. F. 11(1)/DSTE/TCCC/NL/Pt-I/ 414

Dated: / 2 /01/2018

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited on behalf of the Director, Tripura Climate Change Cell (TCCC) under the Department of Science, Technology and Environment (DSTE), Agartala from the resourceful, experienced, bonafide, licensed Printers/ Suppliers for Printing and Supply of Booklets "News Letter for TCCC" as per the terms and condition stipulated bellow.

Scope of Work:

Printing of Booklet as per the following specification:

| | | |
|---|-----------------|-------------------------------|
| 1 | Description | Quarterly Newsletter |
| 2 | No. of copies | 1000 nos |
| 3 | Size | A4 Size |
| 4 | Paper thickness | 210 GSM |
| 5 | Pages | Minimum 2 pages 4 (Four) Side |
| 6 | Printing | Multicolor |
| 7 | Language | English |

TERMS AND CONDITION 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
 - (i) **Technical Bid:-** The first sealed envelope should contain the Proforma at Annexure-I, duly filled in along with relevant documents.
 - (ii) **Financial Bid :-**The second sealed envelope super scribed as Annexure II should contain only rates of printing & binding
The 2 envelopes shall, thereafter, be placed inside a large sealed cover super scribed with "Quotation for supply of printed booklet" with NIQ No & Date. During scrutiny the technical bids will be opened first and the eligible bidders meeting requirement will be short-listed.
2. The Tender will be Dropped in "Tender Box", only in sealed covers addressed to "Director, TCCC, Department of Science, Technology & Environment, Government of

Tripura, P.N. Complex, Gurkhabasti, P.O.Kunjaban, Agartala-799006" up to 4.00 PM of 25/01/2018. Tender received after the aforesaid date and time shall be rejected.

3. The bidder should furnish self attested photocopy of PAN card.
4. The bidder should avoid erasing/overwriting in the submitted documents, the bidder should quotes rates both in figure and words.
5. No advance or part payment will be given. Payment will be made only after satisfactory completions of the work duly certified by the competent authority.
6. The rate should be quoted including GST & breakup of basic price & applicable GST should be shown separately & written both in words & figure.

II. Financial Conditions.

- (i) The rate should be quoted including all taxes & be written both in words & figures.
- (ii) Sale tax/income tax/GST as applicable will be deducted at source. All the rates to be quoted should be included of all necessary taxes as applicable.
- (iii) The accepted rate will be valid upto March' 2019.

III. Other Terms & Conditions

1. Content of the printed material will be provided in soft copies from the Department.
2. Formatting/design work for Booklets shall be taken by the bidder. The design shall be in tune with the contents. No extra charge will be paid for this. Corrections as suggested by the Authority from time to time have to be incorporated while executing the job.
3. The Booklets are required to be printed as per the specimen or specification to be provided from the Department.
4. The quantity shown in the quotation may be increased or decreased as per the accepted rates, terms and conditions.
4. Printed final proof in color to be submitted by the successful printer for approval by the Authority, without any extra charge, before the final printing.
5. The Undersigned reserves the right to accept or reject any or all the quotations or part thereof without assigning any reason.



(Shivanand S.Talawar)
Director, TCCC

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 | Trade License (Copies to be enclosed) | |
| 4 | Printing Registration No (Copies to be enclosed) | |
| 5 | Sample of earlier multicolor Printing Material | |

Signature of bidder & Seal

Annexure-II

Financial Bid

| Sl.NO | Description | Unit Rate (Per page two side) |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1 | Printing of minimum 1000 copies of minimum 4(four) pages news letter per quarter with 210 GSM paper, multicolor, glossy lamination. | |

Signature of bidder & Seal