

TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)
Shilpa Nigam Bhavan, Khejurbagan, Kunjaban,
Agartala, Tripura, Pin-799006. CIN: U75112TR1974SGC001491

TIDC/INFRA/5(427)/2021/7885-88

Dated:26th March,2025

EXPRESSION OF INTEREST

TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED invites Expression of Interest “For Empanelment of Printing Agency for all kind of printing related works” in prescribed format from reputed travel agencies. Details documents can be downloaded from <https://tidc.tripura.gov.in/> and www.tripura.gov.in.

Last date of receipt of proposal: Up-to 10th April,2025 at 4.00 PM through e-mail (e-mail id: tidctender@gmail.com).

Date & time of opening tender: 11th April,2025 at 3 PM (If possible)

Signed by Partha Das
Date: 26-03-2025 12:44:27
(Partha Das, TCS Gr-I)
OSD, TIDC Ltd

EXPRESSION OF INTEREST (EoI)

**EMPANELMENT OF PRINTING AGENCY FOR ALL KIND OF
PRINTING RELATED WORKS
FOR
TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)**

**SHILPA NIGAM BHAWAN, KHEJURBAGAN, KUNJABAN, AGARTALA,
TRIPURA (WEST), PIN-799006.**

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1. FACT SHEET:

Sl. No.	Particulars	Details
1.	EOI Availability	25 th March,2025 to 10 th April,2025
3.	Last date for submission of proposal	Up-to 10th April,2025 up-to 4.00 PM through e-mail (e-mail id tidctender@gmail.com).
4.	Expected date of opening of both bids i.e. Technical and Financial	11th April,2025 at 3 PM (If possible) Date & time for financial bid opening shall be notified by MD, TIDC Ltd.
5.	Webpage for EOI Documents	http://tidc.tripura.gov.in/ and www.tripura.gov.in
6.	Contact details	Officer on Special Duty(OSD), Tripura Industrial Development Corporation Limited Shilpa Nigam Bhawan, Khejurbagan, Kunjaban, Agartala, Tripura (West), Pin-799006.

2. OVERVIEW:

- a. Tripura Industrial Development Corporation limited (TIDC Ltd) was set up in 1974 as a company under the Companies Act, 1956. TIDC Ltd functions both as State Financial Corporation and State Industrial Development Corporation.

The main activities of TIDC Ltd are

- Provide term loans to MSME sectors.
 - Development and maintenance of industrial infrastructure.
 - Promotion of Industries.
- b. TIDC Ltd now intends to open an “Industrial Promotion and Consultancy Cell” to promote industries in the state of Tripura. The cell will cater the required services like guidance and preparation of project reports, Single Window System, assists in online MSME registration, Pollution Control Board clearance, Factories & Boilers license, Labour Deptt.’s Clearance, Legal Metrology Deptt.’s license, provide guidance in project finance and subsidies related matters etc.

TIDC Ltd. is interested to provide these facilities to entrepreneurs interested to set up MSME units in the state through professional consultants in a professional manner with a view to promote industries.

3. Scope of Work

TIDC Ltd invites proposals from reputed Printing agencies for empanelment to provide the following services:

A. Offset Printing

- i. Brochures, booklets, pamphlets, and leaflets
- ii. Annual reports, newsletters, and magazines
- iii. Posters, banners, and hoardings
- iv. Business cards, letterheads, and envelopes
- v. Certificates, forms, and official documents

B. Digital Printing

- i. Flyers, invitations, and greeting cards
- ii. Short-run books and reports
- iii. ID cards, badges, and labels
- iv. Digital banners and standees

C. Flex, Vinyl & Glow Sign Boards

- i. Large format printing for events and exhibitions
- ii. Indoor and outdoor display boards
- iii. Directional signage and corporate branding materials

D. Stationery & Miscellaneous Printing

- i. File covers, folders, and registers
- ii. Diaries, calendars, and planners
- iii. Customized packaging and labels
- iv. QR code-based printed materials

4. QUALITY STANDARDS & TIMELINES

- i. All printing jobs must be of high-quality standards using premium-grade materials.
- ii. Timely delivery of printed materials as per the deadline specified in each work order.
- iii. Printing must be error-free and match the approved design.

5. ELIGIBILITY CRITERIA

To be eligible, the travel agency must fulfill the following criteria:

- a. Must be registered under applicable laws in India and have a valid GST registration.
- b. Should have at least 3 years of experience(2021-22, 2022-23, 2023-24) in providing travel-related services to government organizations, public sector undertakings, or reputed private companies.
- c. Should have an annual turnover of at least ₹ 50.00 Lakhs in the last three financial years i.e 2021-22, 2022-23, 2023-24 (attach audited financial statements).
- d. Must have its own printing setup or tie-up with a reputed printing press.
- e. Should have completed similar works for **Government agencies/PSUs/Corporate clients**.
- f. Must be registered under GST and other applicable legal requirements
- g. Should not have been blacklisted by any government or private organization (attach self-declaration).

6. GENERAL TERMS AND CONDITIONS

I. Work Order & Execution

- a. Printing assignments will be awarded to the empaneled agency on a **case-to-case basis** through work orders.
- b. The agency must **acknowledge and confirm** the work order within 2 working days of issuance.

- c. Any **delay in execution** beyond the agreed timeline without valid justification may lead to penalties or cancellation of the order.

II. Performance & Quality Compliance

- a. The agency shall ensure that all printed materials adhere to the approved design, specifications, and color accuracy as per the client's requirements.
- b. Any defective, damaged, or substandard printing will be rejected, and the agency must reprint and replace the materials at no extra cost.
- c. If repeated quality issues arise, TIDCL reserves the right to blacklist the agency and terminate the empanelment.

III. Confidentiality & Intellectual Property

- a. All designs, content, and printed materials provided by TIDCL shall remain confidential and must not be shared with third parties.
- b. The agency shall not claim any ownership over the designs or use them for promotional purposes without prior written permission.

IV. Pricing & Payment Terms

- a. The rates quoted by the agency shall remain valid for the entire empanelment period, unless revised mutually.
- b. No hidden costs or additional charges beyond the approved quotation will be entertained.
- c. Payments will be made only after successful delivery and inspection of printed materials.

V. Penalties & Termination

- a. If the agency fails to deliver as per the agreed schedule, a penalty of 1% of the work order value per day (up to a maximum of 10%) may be imposed.
- b. TIDCL reserves the right to terminate the empanelment if:
- c. The agency fails to execute 3 consecutive orders satisfactorily.
- d. There is any fraudulent activity, breach of confidentiality, or violation of contract terms.
- e. The decision of TIDCL shall be final and binding in case of disputes.

VI. Legal & Compliance

- a. The agency must comply with all applicable government regulations including GST, labor laws, and environmental norms.
- b. In case of any legal dispute, it will be subject to the jurisdiction of the courts in Agartala, Tripura.

7. SUBMISSION OF BIDS

- a. Submission Mode: Sealed bids must be submitted to the TIDC office.
- b. Deadline: Up-to 5th April,2025 at 4.00 PM
- c. Documents to Include:
 - i. Cover Letter expressing interest.
 - ii. Agency Profile (**Annexure A**).
 - iii. Copies of Registration Certificate, GST Certificate, and other statutory documents.
 - iv. Audited financial statements for the last 3 years(2021-22, 2022-23, 2023-24)
 - v. Proof of relevant work experience (work orders, client testimonials, etc.).
 - vi. Self-declaration of non-blacklisting (**Annexure B**).
 - vii. Price bid as per **Annexure-C**

8. GENERAL TERMS AND CONDITIONS

- a. Bids will be evaluated based on the eligibility criteria, experience, and financial proposal.
- b. Shortlisted agencies may be called for a presentation or interview.
- c. TIDC Ltd reserves the right to select multiple agencies based on its requirements.

9. DURATION OF EMPANELMENT

The empanelment will initially be for a period of 3(Three) years, extendable based on performance and mutual agreement.

10. ANNEXURES

a. Annexure A: Agency Profile

- Name of the Agency:
- Address:
- Contact Details:
- Year of Establishment:
- Details of Key Clients:

b. Annexure B: Declaration of non-blacklisting

“I, [Name], on behalf of [Agency Name], hereby declare that our agency has not been blacklisted by any government or private organization as of the date of this application.”

c. Annexure-C:

Sl No	Name Of Items	Specifications (including designing, if any)	Unit	Rate including GST
1	Star Flex	300 Gsm	Sq Ft	
2	Black Back Flex	300 Gsm	Sq Ft	
3	Hoarding	Temporary Wooden Structure including flex	Sq Ft	
4	Hoarding	Permanent Iron Structure Including Star Quality Flex	Sq Ft	
5	Glow Sing Board	(Single Side) Star Flex	Sq Ft	
6	Glow Sign Board	(Both Side) Star Flex	Sq Ft	
7	Flex	With Wooden NLB Frame	Sq Ft	
8	Flex	With Iron NLB Frame	Sq Ft	
9	Vinyl	120 Micron	Sq Ft	

10	Vinyl With Sun board	120 Micron With 5 Mm Thick PVC	Sq Ft	
11	Lanyard	Single Colour	1 Nos	
12	Lanyard	Multi-Colour Print	1 Nos	
13	Lanyard	Single Colour Print	1 Nos	
14	PVC Id Card	1 Mm Both Side Multi Colour Print	1 Nos	
15	Roll-Up Standee	3ft X 6 Ft With Aluminum Frame And Black Back Flex	1 Nos	
16	Customized Certificate	A4 Size 250 Gsm	1 Nos	
17	booklet 160 pages including cover page	250 gsm cover page inside 100 gsm	1 Nos	
18	Booklet A5 Size 70 Page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
19	Booklet A5 Size 24page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
20	Booklet A5 Size 34page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
21	Booklet A5 Size 8 Page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
22	Booklet A5 Size 6 Page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
23	Booklet A4 Size 70 Page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
24	Booklet A4 Size 34 Page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
25	Booklet A4 Size 24 Page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
26	Booklet A4 Size 6page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	

27	Brochure A4 Size 8page Including Cover Page	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
28	Leaflet A4 Size Single Side	Glossy 130 Gsm	1 Nos	
29	Leaflet A4 Size Both Side	Glossy 130 Gsm	1 Nos	
30	Leaflet A5 Size Single Side	Glossy 130 Gsm	1 Nos	
31	Leaflet A5 Size Both Side	Glossy 130 Gsm	1 Nos	
32	Note Book With Front Page Customised With 50 Pages	Cover 250 Gsm Glossy And Inside Pages Glossy 170 Gsm	1 Nos	
33	Hardcover Notebooks	Premium notebooks with custom branding	1 Nos	
34	T-shirt	Round Neck T-Shirt With Sublimation Printing	1 Nos	
35	T-shirt	Polo T-Shirt With Sublimation Printing	1 Nos	
36	Coffee Mug Printing	-	1 Nos	
37	Invitation Card	Single Side Including Envelope A5 Size	1 Nos	
38	Invitation Card	Both Side Including Envelope A5 Size	1 Nos	
39	Customized Cap	-	1 Nos	
40	Paper L Folders	Printed 250 Gsm For Carrying A4 Size Papers	1 Nos	
41	File cover	for A4 size papers	1 Nos	
42	A4 size letter head	90 gsm	1 Nos	
43	Paper MOU Folder	Printed 250 Gsm For Carrying A4 Size Papers	1 Nos	
44	Sticker	A4 Size 170 Gsm With Clear Adhesive	1 Nos	
45	Visiting Cards	Single Side + Multi Colour + Embossed Print + 250 Gsm	1 Nos	
46	Photo Frame	A4 Size - 2 Inch Frame + Glass + Mounting 1.5 Inch	1 Nos	
47	Photo Frame	12x18 - 2 Inch Frame + Glass + Mounting 1.5 Inch	1 Nos	
48	Customized Leather Executive Folders	PU/Leather-bound with embossed government emblem	1 Nos	

49	Hardbound Government Diaries	(A4, 200 Pages) – Gold-embossed with logo	1 Nos	
50	Premium Acrylic/Crystal Nameplates	Engraved with metal base for senior officers	1 Nos	
51	Gold Foil Printed Government Certificates	(Thick 350 Gsm Paper) – For special awards	1 Nos	
52	Hardcover Annual Reports	(A4, 250-Page, Leather-Bound with Foil Stamping) – For high-level government presentations	1 Nos	