



**GOVERNMENT OF TRIPURA  
OFFICE OF BLOCK DEVELOPMENT OFFICER  
PADMABIL RD BLOCK: KHOWAI DISTRICT**

**No.F.5(14)/BDO/PDL/MGNREGA/2019-20/1357**

Dated 06/10/2020

**SHORT NOTICE INVITING TENDER(SNIT)**

“SNIT” in sealed covers is/are hereby invited from the authorised dealers / sub-dealers / proprietor / firms / printing unit / agency / enterprise for printing & supply of Seven Registers & Job Cards under MGNREGA for use of VCs under Padmabil R.D Block during 2020-21FY.

Quotation in sealed cover will be received w.e.f date of notification up to 3.00 PM on 15/10/2020 in all working days and will be opened on the next working day i.e. on 16/10/2020 at 12.00 Noon, if possible. The detail points of terms & conditions of the tender may be seen in the Notice Board of this office. If the last date of tender dropping/opening of tender is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/opening of tender box. The details terms and conditions of this tender may also be downloaded from the website [www.tripura.gov.in](http://www.tripura.gov.in) or <https://khowai.nic.in/> or may be obtained from the Office of the undersigned on any working days during the bidding period.

**The following Terms and Conditions shall apply:**

- Tender shall be dropped in the sealed tender box which is kept in the chamber of the BDO, Padmabil.
- The bidders are requested to provide detailed address along with PIN code, Phone numbers etc. for easier communication.
- On the top left side corner of the sealed tender shall bear the “Tender for Printing & Supply of Seven Registers & Job Cards under MGNREGA for use of VCs under Padmabil R.D Block during 2020-21FY” with tender number and date, due date of submission & name and address of the tenders. Tenders of their representative may remain present at the time of opening of the tenders.
- The specification of the Job Cards are given below:

Sl. No.	Item	Specification for each Job Cards	Quoted Rate per Job Card (in Rs.) (including all taxes)
1	2	3	5
	Printing & Supply of Job Cards namely MGNREGA	Length: 9 “ Breadth: 5.5” Paper: Litu Cover page: Multi Colour 300 GSM & above. Inside page: 90 GSM & above.	

- The specification of the Seven Register’s requirement are given below:

Sl. No.	Item	Specification for each Registers	Register Type	Quoted Rate per Register (in Rs.) (including all taxes)
1	2	3	5	6
	Printing & Supply of Seven Register namely MGNREGA	Length: 35 cm Breadth: 21 cm Paper: Conquest, 10.4 kg (70 GSM) Binding Board: 36 Aouch Cloth: Canvous Marble: Rexine Marble, Side corner pasting with Canvous Binding cloth. Stitch with pustani.	Register: I (B)	
			Register: III	
			Register : IV (A )	
			Register : IV (B )	
			Register: V	
			FTO Register	
			Job Card Register	

			Application Registration Register	
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- Supply of printed materials should start after 10 days and must be completed within 30 days from the date of issuance of supply order from this Office.
- Income tax / GST will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course.
- Any enhancement of rate within the validity period contract will not be considered except for imposition of any levy or increase in any existing by the Government. Any undue request may lead to cancellation of the order.
- Payment to successful bidders shall be made on bill basis only after completion of supply of the items as ordered for. No advance payment shall be made under any circumstances.
- The rate should be typed and quoted both in figure and words clearly. The rate is to be for Printing & Supply Seven Register & Job Cards namely MGNREGA. No overwriting would be accepted. Rate should be quoted in Indian Currency only.
- The following self certified / self attested documents in the technical bid along with earnest money deposit should be submitted along with the tender:
  - (i) PAN Card, (ii) Copies of valid trade licence or renewal certificate for printing thereof for issued by the Municipal Corporation / Nagar Panchayat / Municipality / Appropriate authority of Department etc. (iii) Document showing experience in multi colour designing and printing (experience certificate or earlier work order) along with printed copy of printing materials copy mentioning of the same agency. (iv) Sample of paper duly signed by the agency to be submitted. (v) Proof of GST registration. (vi) An undertaking for acceptance of terms & conditions of the tender at Annexure – A. (vii) List of documents submitted as per Annexure – B. In absence of any documents, no quotation will be considered for acceptance of the tender.
- No transportation cost will be entitled for supply of materials.
- Earnest Money Deposit (EMD) of Rs. 5000 /- (five thousand) only in the shape of Demand Draft (DD)/Cheque drawn on any Nationalised Bank should be deposited in favour of the **Block Development Officer, Padmabil** along with the tender documents. No transportation cost will be entitled for supply of materials.
- EMD of all bidders other than that of the lowest bidder(s) would be released after placing of supply order. EMD of the lowest bidder(s) would be released after satisfactory supply of all the required items.
- In case the selected bidder fails to supply all the items within the stipulated time, the EMD will be forfeited.
- Any defective / sub standard item to be replaced by the successful bidder within 7 (seven) days at his own cost & risk.
- Any incomplete tender would be treated as informal.
- Supply of materials shall be delivered to the Block HQ. Any default or breach of contract or non-execution of supply shall lead to forfeiture of earnest money, which has been deposited and he / she shall also be blacklisted as supplier.
- The tender will valid for one year from the issue of supply order.
- Failure to provide standard quality items by the tenderer will render him / her disqualified for future supply / tender. If it is found that if the said materials are not supplied as per specification, supplied items will be rejected & payment may not be released.
- The BDO, Padmabil reserves the right accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in any part or in whole.
- In according to Register wise – Binding cloth, Marble and Side corner pasting cloth should be develop separate colour, like- Blue, Yellow, Purple, Green and Maroon. Not develop same colour for all Registers.
- In case of any legal dispute arises, the jurisdiction will be the Hon'ble High Court of Tripura.
- The authority reserves the right to reject or accept any quotation even the lowest one also, without assigning any reason thereof.
- Payment by this office will be made subject to availability of fund.
- The interested bidders must pay visit to Block HQ on any working day before the last date of submission of tender for checking the size, binding, quality and specification etc of sample Job Card and 7-registers which are

available in the MGNREGA Section of Padmabil RD Block. Any deviation from the said specification and quality of job cards and 7-registers that may be checked with the MGNREGA section of this Block shall be treated as cancelled.

Sd/-  
**(Beiseia Darlong, TCS)**  
**Block Development Officer (PO)**  
**Padmabil R.D Block**

**Copy forwarded for kind information & with a request to display a copy of this notice in the notice board of the O/O :-**

1. The District Magistrate & Collector, Khowai District.
2. The Sub-Divisional Magistrate , Khowai Sub-Division, Khowai
3. The Block Development Officer, Khowai RD Block/Kalyanpur RD Block/Tulashikhar RD Block/Mungiakami RD Block/Teliamura RD Block
4. The Superintendent of Agriculture, Padmabil Sub-Division, Khowai
5. The Superintendent of Fisheries, Khowai Sub-Division, Khowai

**Copy also forwarded for kind information to:-**

1. The Director I.C.A Dept. Gandhighat, Agartala, Tripura for kind information with a request to kindly arrange to publish the tender in three local daily newspapers ([icadirector.tripura@gmail.com/](mailto:icadirector.tripura@gmail.com) [advtica15@gmail.com](mailto:advtica15@gmail.com))
2. The Director, Information Technology Department, Government of Tripura, Indranagar, Agartala for kind information with request to kindly arrange to publish it in the official websites of Government of Tripura ([itdept-tr@nic.in/](mailto:itdept-tr@nic.in) [dir.itdept-tr@gov.in](mailto:dir.itdept-tr@gov.in))
3. The District Information Officer (DIO), Khowai District for information with request to arrange to float the tender in district administration portal as well as in [www.tripuratenders.gov.in/](http://www.tripuratenders.gov.in) [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. E mail to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to floating the Tender in [www.tripura.gov.in](http://www.tripura.gov.in)
5. The Account section/ Cashier of this Block.
6. Notice board of Padmabil R.D. Block. for information of all concerned and necessary action
7. The Nazir, Padmabil R.D. Block for information.

Sd/-  
Block Development Officer  
Padmabil RD Block, Khowai District

**UNDERTAKING TO BE SUBMITTED BY THE TENDERER**

Tender No.

**For Printing & Supply of Seven Register & Job Cards namely MGNREGA for using in different VCs under Padmabil R.D Block during 2020-21FY.**

1. I / We, Shri / Smt. .... on behalf of M/S ..... having registered office at ..... do hereby declare tender terms & conditions.
2. I / We undersigned hereby bind myself / ourselves to the office of the ..... to supply. The rates quoted by me / us for the items tendered for are specified against each.
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 the ..... (hereafter called the said purchase) as regards to the quality and specification of articles shall be final and binding on me / us.
4. I / We agree to the conditions of the tender under which the EMD shall be forfeited by the 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 item.
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 order within the stipulated period.
8. The tender inviting authority has the right to accept or reject to any or all the tenders without assigning any reason.
9. I / We understand all the terms & conditions of the contract and bind myself / ourselves to abide by them.
10. I / We hereby declare that, I / we have not been disqualified / debarred from supply of similar goods by any Govt. Organisations during last three years.
11. I / We hereby certify that, I / we have checked the size, binding, quality and specification etc of sample Job Card and 7-registers available in the MGNREGA Section of Padmabil RD Block and any deviation in my/our supply of materials from the said specification and quality shall be treated as cancelled.

SIGNATURE: .....

NAME: .....

DESIGNATION: .....

DATE: .....

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

**List of documents submitted should be given in a separate sheet**

Sl. No.	List of Documents	Page No.
1	Certificate of TIN for others	
2	Proof of GST registration certificate	
3	PAN card	
4	EMD in the form of DD / Cheque vide No. _____ of Rs. .... /-  (Rupees ..... ..... only )	
5	Copies of valid trade licence and renewal certificate thereof	
6	Documents showing experience for supply of office articles	
7	Constitution of the firm of the tenderer	
8	An undertaking for acceptance of terms & conditions of the SNIT as per Annexure – A	

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

SIGNATURE: .....

NAME & DESIGNATION: .....

DATE: .....

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

**GOVERNMENT OF TRIPURA**  
**OFFICE OF BLOCK DEVELOPMENT OFFICER**  
**PADMABIL RD BLOCK: KHOWAI DISTRICT**

**No.F.5(14)/BDO/PDL/MGNREGA/2019-20/1355**

Dated 06/10/2020

To  
**The Director,**  
Information Technology Department,  
Government of Tripura,  
Indranagar, Agartala,  
West Tripura.  
Email: [itdept-tr@nic.in](mailto:itdept-tr@nic.in)/ [dir.itdept-tr@gov.in](mailto:dir.itdept-tr@gov.in)

**Subject:** Request to arrange publication of the tender Notice.

Sir,

In reference to the subject cited above, I would like to request to kindly arrange to publish tender notice enclosed herewith invited for printing & supply of Seven Registers & Job Cards under MGNREGA for use of VCs under Padmabil R.D Block during 2020-21FY. The soft copy and hard copy of the said tender vide No.F.5(14)/BDO/PDL/MGNREGA/2019-20/**1357** Dated 06/10 /2020 is hereby enclosed for kind publication.

This is your kind information & doing the needful please.

Yours faithfully,

Encl :- As stated

Sd/-  
Block Development Officer  
Padmabil RD Block  
Khowai District