

GOVERNMENT OF TRIPURA
DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING
TRIPURA::AGARTALA

13450-55
No.F.14(10)D/ESMP/PUBLICATION/2023/ Dated, Agartala the 20 October, 2023

DETAILED NOTICE INVITING TENDER (DNIT)

Director, Directorate of Employment Services & Manpower Planning, Government of Tripura invites sealed tenders from the experienced printing firm/agency to print leaflets/brochure in English/Bengali Language as per following terms and conditions;

Specification of leaflet

- 1) 18 inch x 10.5 inch in 100 GSM glossy paper all through multi colour with four folds.
- 2) 10(ten) variety of multi colour leaflets in English or Bengali Language on different topic would be printed. Number may increase or decrease.
- 3) Rate (s)for printing of Leaflets should be quoted at the rate of 1000 (one thousand) copies/ 2000(two thousand) copies/3000(three thousands) copies of Leaflets for Bengali and English language separately including GST and other tax/charges if any.
- 4) Rate should be submitted in a separate sealed envelope in the following format.

Name of bidder with address & contact no.	Rate quoted for leaflets both in English and Bengali language including GST					
	1000copies		2000copies		3000copies	
	Bengali	English	Bengali	English	Bengali	English

- 5) Supply of Leaflets as per manuscripts and specification should be completed within 30(thirty) days from the date of issue of work order.
- 6) Script/text and other details are available in this Directorate. Approved Script/text document to be printed along with work order would be provided to the successful Bidder in due course.
- 7) Before final printing, printing agency engaged for the work must be forwarded the draft copy of typed text document of leaflet to this Directorate for proof reading/correction of content.
- 8) The bid will commence from the date of publication of Tender Notice. The Tenders will be received in this Directorate during office hour from 10.30 a.m. to 4 p.m.in all working days upto 15th November, 2023. Sealed Tenders would be opened on 15th November, 2023 at 4.30 p.m. in this Directorate.
- 9) The rates should be quoted in figures and words in a separate sealed cover(**Financial Bid**).Applicable Tax to be mentioned specifically in the bill.
- 10) No advance payment in any case would be made. Payment would be made after the successful completion of the work as per work order.

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No claim of interest in case of delayed payment will be entertained by the Directorate of Employment Services & Manpower Planning, Government of Tripura.

11) All taxes as applicable from time to time shall be deducted at source from the payment to the Bidder as per the respective law in force at the time of execution of contract.

13) Intending Bidder will have to submit duly signed and stamped following documents in a cover(**Technical Bid**), with the tender that relates to printing agency. In absence of any of the following documents no tender will be considered for acceptance.

i) Up to date Trade License Certificate.

ii) Professional Tax Clearance Certificate.

iii) Income Tax Return of last three years.

iv) Copy of PAN Card and GST registration certificate.

v) Experience Certificate on printing and binding profession.

vi) Copy of DNIT and all other documents duly signed and stamped in each page to be submitted with quotation as token of acceptance of all the terms and conditions of the entire tender document.

vii) Earnest Money Deposit(refundable) Rs.1000/- (Rupees One thousand) only in the shape of Demand Draft of any Nationalized Bank of India in favour of the Director, Directorate of Employment Services & Manpower Planning, Government of Tripura.

viii) Tender fee Rs. 500/- (Rupees five hundred) only in the shape of Demand Draft of any Nationalized Bank of India in favour of the Director, Directorate of Employment Services & Manpower Planning, Government of Tripura.

14) Bids of technically qualified bidder will be accepted for financial bid opening. The

Tender of lowest rate bidder will be accepted as whole package basis.

15) The undersigned reserves the right to accept or reject any tender including the lowest one without assigning any reason.

16) Other Terms and Conditions of the Quotation will be followed as per Manual of Procurement of Goods,2018 of Government of Tripura.

(A. Sahal TCS SSG)
Director

Directorate of Employment Services
& Manpower Planning, Agartala