

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


NO.F.4(34)-D-ESMP/PUB/2016/

Dated Agartala August,2016

**SHORT NOTICE INVITING TENDER**

Sealed Tenders are hereby invited from the bonafide Indians and experienced offset printers for printing of Leaflets both in English and Bengali language which has to be publish by the Directorate of Employment Services & Manpower Planning, Government of Tripura, Office Lane, Agartala as per terms and conditions noted below:-

- 1.) Specification of leaflet
  - i) 18 inch x 10.5 inch in 100 GSM glossy paper all through multi colour with four folds.
- 2.) 10(ten) multi colour leaflets both in English and Bengali Language would be printed subject to increase and decrease.
- 3.) Rate(s) of Leaflet should be quoted as rate of 1000 (one thousand) copies of Leaflets / 2000(two thousand) copies of Leaflets / 3000(three) thousands copies of Leaflets separately both in Bengali and English language separately.
- 4.) Supply of Leaflets as per manuscripts and specification should be completed within 20(twenty) days from the date of issue of Work order.
- 5.) Manuscripts and other details would be available in this Directorate and alongwith Work order manuscripts would be supplied to successful Bidder.
- 6.) Successful Bidder should ensure approval of proof before final printing from this Directorate.
- 7.) The Tenders will be received in this Directorate during office hour from 10.30 a.m to 3 p.m in all working days upto 15<sup>th</sup> September, 2016. And all the Quotations would be opened on 15<sup>th</sup> September, 2016 at 3.30 p.m in this Directorate.
- 8.) The rates should be quoted both in figures and in words.
- 9.) Intending Bidder will have to submit the following documents with the bid.  
In absence of any one of the following documents, no bid will be considered for acceptance.
  - i) Upto date VAT/TAX Clearance Certificate
  - ii) Professional Tax Clearance Certificate
  - iii) Earnest money Rs. 500/- ( five hundred) only in the shape of Demand Draft of any Nationalized Bank of India in favour of the Director, Employment Services & Manpower Planning, Government of Tripura.
  - iv) Income Tax Clearance Certificate with copy of TAN/PAN, TIN No.
  - v) Experience Certificate on printing and binding profession.
- 10.) The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason.

  
(S.Sarkar) 26/08/2016

Addl. Director (H.O.O)  
Employment Services & Manpower  
Planning, Tripura

Copy to:-

1. The Spl. Secretary, Labour Department, Government of Tripura for kind information.

  
S.Sarkar 26/08/16  
Addl. Director (H.O.O)