



No.F.3(6)/IGDC/PRINTING/16/13964-71

Government of Tripura

O/o the Project Management Authority

Indo-German Development Co-operation Project

3rd floor of Aranya Bhavan, Pt. Nehru Complex, Agartala

Phone : 0381-232-1171/2311173 FAX : 232-1174

Dated, Agartala, the 23/09/2016

TENDER FOR PRINTING WORKS

Sealed short quotation are invited by the undersigned on behalf of the Project Management Authority(PMA), Indo-German Development Cooperation Project (IGDC), Agartala from the reputed firms /printer/supplier having experiences and expertise in printing of brochures, Books, Booklets and Posters asper the terms and condition stipulated bellow. Technical and financial bids are required to be submitted in separate sealed covers with a single forwarding letter. The EoI must be supported by relevant previous work order/ work completion certificate.

TERMS AND CONDITION OF THE CONTRACT

I. TECHNICAL CRITERIA

1. The bidder should be a reputed firm preferably having experience and expertise in printing of brochures, Books, Booklets and Posters etc. for Central/ State Govt. Ministries/ Departments/ PSU/ Autonomous bodies/ International agencies etc. copy of the work orders / award letters showing the experience of work should be provided along with quotation (self attested photocopy).
2. The bidder/ firm should have minimum experience of 3 years for printing works (proof should be enclosed)
3. The bidder should have office in North Eastern Region/ West Bengal for after sales service.
4. The bidder should have a valid PAN/TAN number and Sales Tax registration/ VAT number and details thereof should be provided. (Self attested photocopy of the certificate to be enclosed.
5. The bidder should furnish ITC/PTC along with the proposal
6. The bidder/firm should have an expert panel to implement the project on a turn key basis.
7. The bidder should properly assess the material needed and works to be executed to deliver a functional printing works having given specifications. Any possible omission or inclusion of items for quality implementation need to be taken care while offering the quote.
8. The bidder shall submit the samples of the papers & proof of printing jobs by way of newsletters/ reports / manuals / coffee table books etc. printing in accordance with the prescribed specification alongwith the quotation. All those samples should be duly signed on behalf of the bidder Firm with detailed specification i.e. name of the paper, GSM etc.
9. The bid without the signed samples of the paper with proof of printing job may be summarily rejected. The bidder should avoid erasing/ overwriting in the submitted documents, the bidder should quotes rate/s both in figure and word.
10. No advance or part payment will be given. Payment will be arranged only after satisfactory completions of the work duly certified by the competent authority.
11. Sale tax, purchase tax, turnover tax, service tax, CST, entry tax, octroi or any other tax on material / service / transportation in respect of this contract shall be payable by the contractor and IGDC Project will not entertain any claim whatsoever in respect of the same.
12. Time of completion of work has to be maintained in the submitted quotation by the bidder and it has to be adhered to strictly once approved.

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II. FINANCIAL CONDITIONS

- (i) The Successful bidder will have to deposit a D-Call Certificate amount to 5% of the total value of the work order.
- (ii) Payment will be made against satisfactory supply of the materials within desired time frame and production of triplicate bill through A/C payee cheque.
- (iii) Sale tax / income tax as applicable will be deducted at source.

III. Pre Press Job

1. Content of the printed material will be provided in soft copies from IGDC Project.
2. Formatting / design work for Brochures/ Book/ Booklets/ posters 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 IGDC Project Authority from time to time have to be incorporated while executing the job.
3. The Brochures/ Books/ Booklets/ Posters are required to be printed as per the specimen or specification to be provided from IGDC Project.
4. Printed final proof in colour to be submitted by the successful printer for approval by the IGDC Project Authority, without any extra charge.

IV. Delivery

1. Delivery schedule will be mentioned in individual work orders issued by the Authority from time to time. The time schedule should be strictly adhered to. If the supplier fails to deliver any or all of the goods or to perform the service within the period(s) specified in the contract/work order, 2% of the total value of individual work will be deducted as penalty for a delay of every week and past thereof.
2. Delivery of the printed items have to be made at O/o The Project Management Authority, Indo-German Development Cooperation Project, Aranya Bhavan (3rd floor), Pt. Nehru Complex, Gurkhabasti, Agartala- 799006 by the bidder without any extra cost.

V. Important Dates

1. The last date for receipt of quotation documents under sealed cover shall be **18/04/2016** at 3.00 PM. The quotation should be submitted at **O/o the Project Management Authority, Indo-German Development Cooperation Project, 3rd Floor of Aranya Bhawan, Pt. Nehru Complex, Gurkhabasti, Agartala. (Phone No. 0381-231-1173/ 2321171)**
2. All the bids may be opened at 4.30 PM of 19-04-2016, if possible, at PMA office, Aranya Bhavan, Pt. Nehru Complex, Gurkhabasti, Agartala.



VI. Other conditions

1. The Undersigned reserves the right(i) to modify, expand, restrict, scrap, refloat or cancel in whole/part, the process at any stage without assigning any reasons. (ii) to accept or reject any quotation including the lowest one without assigning any reason what so ever. (iii) for accepting the whole or any part of the tender and decision of the authority in the matter shall be final and binding.(iv) for increase or decrease of items of work under each above noted jobs.
2. After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.
3. The printing works will be assigned in phases from time to time as per requirement.
4. The rate quoted should be valid for a period of 12 months from the date of acceptance of the rates.
5. The submission of quotation will bind the bidder to acceptance of all conditions specified herein and in addition to the conditions of the contract.

VII. Scope of work (Specification of work to be done)

A. Printing of Brochure -1

Size	:	11 inch (height) x 8.5 inch (width)
Paper	:	170 GSM gloss art paper
Designing & Editing	:	Yes
Printing	:	Double side multi Colour offset printing (Matt finish)
Folds	:	4 – fold
Quantity	:	500 copies

B. Printing of Brochure-2

Size	:	22.5 cm (height) x 35.5cm (width)
Paper	:	170 GSM gloss art paper
Designing & Editing	:	Yes
Printing	:	Double side multi Colour offset printing (Matt lamination finish)
Folds	:	Tri-fold (3 – fold)
Quantity	:	500 copies

C. Printing of Brochure-3

Size	:	11.5 inch (height) x 16.5 inch (width)
Paper	:	170 GSM gloss art paper
Designing & Editing	:	Yes
Printing	:	Double side multi Colour offset printing (Matt lamination finish)
Folds	:	Centre- stapled
Quantity	:	500 copies

D. Printing of Booklet/Book-1

Size	:	5.5 inch (height) x 8.25 inch (width)/ A4/ A5
Paper	:	For 8 pages on prorated basis (for eg. A booklet with 43 pages will be charge for 48- in multiples of 8 pages); Minimum page to be printed is 120-150 pages
Cover page/ wrapper Board	:	240 GSM imported gloss art paper
Inner paper	:	120 GSM glossy
Processing & Printing	:	Double side multi colour offset printing (mat finish)
Designing & Editing	:	Simple formatting
Binding	:	Perfect, the spines are glued and form a squared offlook.
Matt lamination	:	Cover page (one side)
Quantity	:	500 copies

E. Printing of Coffee table

Book/ Photo Album

- Size : A4
Paper : For 8 pages on prorata basis; Minimum page to be printed is 100
Cover page : 130 GSM imported magnomat paper or comparable (pasted in Hard Board)
Inner paper : 90 GSM/ 130 GSM/ 170 GSM magnomat paper or equivalent
Printing : Double side multi colour offset printing (mat finish)
Designing & Editing : Simple formatting
Binding : Perfect, the spines are glued and form a squared offlook.
Quantity : 300 copies


F. Printing of Poster - 1

- Size : A1/A2/A3
Paper : 90 GSM magnomat paper or comparable
No of sheet : Single
Designing & Editing : Yes
Printing : Multi colour offset printing (Matt finish)
Quantity : 500 copies

G. Printing of Poster - 2

- Size : A1/A2/A3
Paper : 130 GSM magnomat paper or comparable
No of sheet : Single
Designing & Editing : Yes
Printing : Multi colour offset printing (Matt finish)
Quantity : 500 copies

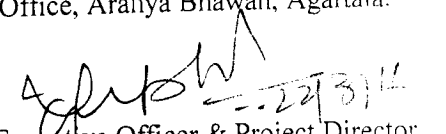
- ❖ For necessary details please visit www.tigproject.in & Notice board of Indo-German Development Project, Tripura, Aranya Bhavan, Pt. Nehru Complex, Gurkhabasti & working hours of PMA office. IGDC Project, Aranya Bhavan, Gurkhabasti, Agartala.


(Dr. A.K. Gupta, IFS)

Chief Executive Officer & Project Director,
IGDC Project, Agartala.

Copy to :-

1. The DFO, Direction Division of office of the PCCF, Tripura/S DFO Sadar, Jagaharimura, Agartala with a request to please display the short Notice inviting quotation in their Notice Board for circulation.
2. The In-charge, website of Forest Department/TBB/JICA/IGDC with a request for publication in the website.
3. Notice Board of PMA & DPMA office, IGDC Project/ PCCF Office, Aranya Bhawan, Agartala.


Chief Executive Officer & Project Director,
IGDC Project, Agartala.

ANNEXURE - I**PROFORMA OF FINANCIAL DETAILS**

To

**The Chief Executive Officer & Project Director,
O/O the Project Management Authority,
Indo-German Development Cooperation Project,
Tripura**

I / we wish to submit our quotation for printing of Brochures, books, Booklets and Posters on job contract basis for IGDC Project, Tripura at the following rates.

Description	Amount quoted in Rs. (in Numbers & Words)				
	200 copies	500 copies	1000 copies	2000 copies	5000 copies
Brochure -1	200 copies	500 copies	1000 copies	2000 copies	5000 copies
90 GSM					
130 GSM					
170 GSM					
220 GSM					
250 GSM					
Brochure -2	200 copies	500 copies	1000 copies	2000 copies	5000 copies
130 GSM					
170 GSM					
220 GSM					
250 GSM					
Brochure -3	200 copies	500 copies	1000 copies	2000 copies	5000 copies
220 GSM					
250 GSM					
300 GSM					

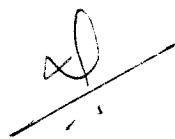
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Description	Amount quoted in Rs. (in numbers & words)							
	50 copies		100 copies		200 copies		300 copies	
Booklet/ Book - 1,2,3	For minimum 4-6 page	Extra per 8 page	For minimum 4-6 page	Extra per 8 page	For minimum 4-6 page	Extra per 8 page	For minimum 4-6 page	Extra per 8 page
5.5 inch x 8.25 inch								
A4								
A5								
Coffee table book / photo Album	50 copies		100 copies		200 copies		300 copies	
	For minimum 120-150 page page	Extra per 8 page	For minimum 120-150 page page	Extra per 8 page	For minimum 120-150 page page	Extra per 8 page	For minimum 120-150 page page	Extra per 8 page
90 GSM								
130 GSM								
170 GSM								

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Description	Amount quoted in Rs. (in Numbers & Words)			
	200 copies	500 copies	1000 copies	2000 copies
Posters -1				
A1				
A2				
A3				
Poster -2				
A1				
A2				
A3				



Signature of Authorised Signatory
Name and seal of the quotationer

Place & Date.