

Government of Tripura
Office of The Block Development Officer
Matabari R. D. Block

No. F. 4(2)-BDO/MTB/NZ/2019-20/2448-56

dated, 15/11/2019

Notice Inviting Quotation for printing & Binding

Sealed quotations are hereby invited from printing press for printing and binding, of formats under Office of the Block Development Officer (BDO), Matabari, Udaipur, Gomati Tripura for F.Y 2019-20 as per specification enclosed at ANNEXURE-I.

The sealed quotation shall be received in the Office of the Block Development Officer (BDO), Matabari, Udaipur, Gomati Tripura from **18th November, 2019 to 21st November, 2019** in between **10:00 AM to 3:30 PM** by the bidders in person or by Regd. Post or Speed Post and shall be opened at **21st November, 2019 at 4 PM** at the chamber of the Block Development Officer (BDO), Matabari R. D. Block. The bidder or their authorized representative may be present at the time of opening of the quotations at the above mentioned time & place.

General terms and conditions for printing and binding of the formats:-

- Each bidder should submit sealed quotations with the following documents (Photocopy duly self-attested to be compulsorily enclosed):
 - Tender License of the firm.
 - PAN Card.
 - GST registration certificate.
 - Sample of paper.
- The approved **suppliers/ firms/ agencies/ co-operative societies** has to deposit **Rs. 5,000/ (Rupees Five Thousand) only** as security. In case the approved supplier fails to supply the products for which his bid has been approved, within the approved rate & time, within the tender period the deposit money shall be forfeited.
- Any overwriting in any figure and name in the quotation may result in disqualification of his quote.
- Rate must be quoted inclusive of all charges & taxes.
- The rate should be quoted both in figure and words clearly in Indian currency only.
- Applicable taxes shall be recovered from the bill.
- In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final.
- Sample of papers shall be submitted along with the sealed quotation.
- Proforma of the Format will be provide at time of supply order issued to successful bidder.
- The successful bidders shall have to deliver the printed & bounded format within 7 (Seven) days or the quotation may liable to be cancelled & contract awarded to 2nd lowest bidder.
- The bidder shall have to take the defective items if any at their own cost and replacement of the same should be supplied within 3 (Three) days. The Block Development Officer (BDO) Matabari shall be the sole arbitrar in case of defective printing or binding.
- **The undersigned reserves the right to accept or cancel the quotation without assigning any reason.**
- The contract is valid from the date of signing of formal acceptance by the undersigned.
- The rates shall remain valid up to 30th November, 2020 after acceptance of the rates by the undersigned.
- No advance will be given to the successful bidder for supplying the printed and bounded formats.
- Payment will be made on the basis of the actual format received.

- No interest can be claimed in case of delay of making payment.
- The quantity of the pages indicated in ANNEXURE – I may be increased or decreased at any time, depending upon the need.
- Non fulfillment of any of the above terms may result in rejection of bids and no correspondence will be entertained in this regard whatsoever.
- Every copy of Format should be stapled by the concern bidder at his own cost.
- The delivery of the quotation is to be made to the office of the Block Development Officer (BDO) Matabari at the successful bidders own cost.

Enclosed. As Stated (Quoted item)


(Saurav Das)

Block Development Office
Matabari R. D. Block

Copy to:

1. The Chairperson, Matabari Panchayat Samity and BAC, Matabari for kind information.
2. The Vice-Chirman, Matabari Panchayat Samity for kind information.
3. The DM & Collector, Udaipur, Gomati District for kind information.
4. The Block Development Officer, Killa/ Tepania/ Kakraban for kind information
5. The District Information Officer, NIC, D.M. Office, with request to upload the notice in the website.
6. The Superintendent of Taxes, Udaipur Gomati District Tripura for information.
7. The Assistant Accounts Officer of this office.
8. The Assistant Director ICAT Gomati District for information and publication of the NIQ,
9. The office Notice Board of this office.


(Saurav Das)

Block Development Office
Matabari R. D. Block

Details of item are given below:

Annexure - I

• *The column of rate per leaf to be filled by the bidder (in Rs.)

| Sl. No. | Type of Printing | Size & thickness of page | Tentative quantity required* | Rate/ Leaf (Amount in Number & word) |
|---------|---------------------------|--------------------------|------------------------------|--------------------------------------|
| 1. | Black & White single side | A4, 60 gsm | 30,000 nos. | |
| 2. | Black & White both side | A4, 60 gsm | 10,000 nos. | |
| 3. | Black & White single side | Legal, 60 gsm | 1,000 nos. | |
| 4. | Black & White both side | Legal, 60 gsm | 1,000 nos. | |
| 5. | Black & White single side | A3, 60 gsm | 1,000 nos. | |
| 6. | Black & White both side | A3, 60 gsm | 1,000 nos. | |