

Government of Tripura
Rural Development Department
New Secretariat: Agartala-799010
Phone-0381-241-2463

F.No.3(9)-RD/2019/ 2370

Date- 22/01/2021

Detailed **Notice Inviting Quotation (NIQ)** from the reputed and registered Printing Firms/Agencies for printing of **Annual Achievement Booklet of MGNREGA for Financial Year 2018-19 of RD Department (2nd Call)**.

Issued by:



(Vikas Singh, IAS)

Additional Secretary to the Government of Tripura

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NOTICE INVITING QUOTATION

Sealed quotations are hereby invited by the undersigned on behalf of the Governor of Tripura from experienced printing press owner/bonafide agencies to quote their lowest rates for Printing and supply of multi-colour Annual Achievement Booklet of MGNREGA for Financial Year 2018-19 of Rural Development Department, Govt. of Tripura. The last date of submission of quotation is 22nd February, 2021 up to 03.00 PM IST and the quotations may be opened on 22nd February, 2021 at 04.00 PM IST if possible.

In case of any unscheduled holiday(s) or occurrence of some event beyond control of the inviting authority or force majeure on the day of opening, the quotations will be received & opened on the next working day at the same time schedule above.

The quotation should be submitted in the following proforma.

Sl.No	Particulars	Quantity	Rate/Copy (in Rs.)	Total Amount (in Rs.)
1.	Printing of multi colour Annual Achievement Booklet of MGNREGA for Financial Year 2018-19, Size: 21cm x 28cm, inner page 130 GSM glossy paper 40 pages, 4 page cover 210 GSM glossy paper with mat finish, glow binding, both side printing, typing in English in complete shape [2 nd Call]	200 copies		

The quotation paper is attached herewith in Annexure-I and the same may be submitted after duly filling in prescribed formats along with all required documents as per NIQ.


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Terms and conditions:

1. The rate should be inclusive of cost of paper, printing, binding, GST and other charges as applicable.
2. The quotations will be opened in the presence of the Quotationer or their authorized representative (having valid authorization letter) who may like to be present.
3. The quotationer should submit copies of valid Trade License, PAN card, GST registration and IT return copy of AY 2020-21.
4. The quotationer should have experience of at least 2(two) years in printing works (proof should be enclosed).
5. The successful quotationer will have to arrange for printing & supply of the Annual Achievement Booklets at the Room No-4001, RD Department, New Secretariat building, Agartala within 15 days after placement of the order.
6. No rate quotation will be accepted through post/courier etc.
7. A quotationer should submit only one quotation. Submission of multiple quotations by a single quotationer will lead to rejection of all such quotations.
8. In case of any contradiction between rate offered in digit & words, lowest offered rate will be considered. Also if there is any contradiction between unit rate & total amount, unit rate will be considered.
9. The Annual Achievement Booklets should be supplied to the office of the undersigned without claiming any transportation cost.
10. The quantity may be increased or decreased by 25%
11. The undersigned reserves all the rights to cancel the quotation any time without assigning any reason thereon.

12. Payment Terms:

- (i) No advance payment will be made
- (ii) Payment will be released only after receiving the item in full & good condition subject to statutory deduction if so applicable.
- (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card, Aadhaar Card, and Bank Account Details.
- (iv) The final bill in triplicate shall be submitted to the Additional Secretary, Government of Tripura, RD Department, New Secretariat, Agartala by the successful quotationer within one week of completion of the supply.
- (v) Tax as applicable will be deducted from the bill at source.


(Vikas Singh, IAS)

Additional Secretary to the Government of Tripura

Annexure-I

To
The Additional Secretary
Government of Tripura
Rural Development Department
New Secretariat Building: Agartala

Sub: Sealed quotation for printing & supplying of Annual Achievement Booklet of MGNREGA for Financial Year 2018-19 of RD Department.

Reference: NIQ No- F.No.3(9)-RD/2019/....., Dated-.....

Sir,
Kindly find my rate quotation on above subject matter as mentioned below-

Sl.No	Particulars	Quantity	Rate/Copy (in Rs.)	Total Amount (in Rs.)
1.	Printing of multi colour Annual Achievement Booklet of MGNREGA for Financial Year 2018-19, Size: 21cm x 28cm, inner page 130 GSM glossy paper 40 pages, 4 page cover 210 GSM glossy paper with mat finish, glow binding, both side printing, typing in English in complete shape [2 nd Call]	200 copies		

I shall abide by all the terms & condition of NIQ as referred above.

Yours faithfully

Date: (Signature of the Authorised person of the Agency with seal)

Place:

Enclosed:

- 1.
- 2.
- 3.
- 4.