

F. No.SED/STORE/8(18)/2018/1154

Date: 24-01-2019

NOTICE INVITING TENDER

The Member Secretary, SoFED is inviting tender from the local experienced and resourceful printers to print the Printing Materials of SOFED. The specifications, quantity and Terms and conditions for printing of said materials are as under;

SPECIFICATION

SL No	Particulars	Item With Specification	Qty required
01	Swavalamban Hand Book,	Size-21 cm x 26.5 cm Cover-8 kg colour Art sheet with single colour print, Inner-7.4kg paper, Inner-48 page with Black print.	2,000 Nos
02	Exercise Note Book	Size-175cm x 24cm, Cover-8kg colour Art sheet with single colour print/Inner-Double crown 11kg Good quality.18pages	2,000 Nos
03	Swavalamban Certificate	Size-28 cm X 21 cm, Multicolour Printed Certificate	1,900 Nos
04	Money Receipt	Size-22cm x 13.5cm, 20 Nos.(Book) 50 page per book each three copy different colour SL No start from 2600 to	50 Nos
05	Credit Voucher	Size-27cm x 21 cm, Paper-7.4(3 copy) Black & White.	2,000 Nos
06	File Cover with Board	Size-22kg File Cover with 1 let, Board-20 once Board with lace	200 Nos

TERMS & CONDITION OF THE TENDER:

1. The technical & financial bid to be submitted separately.
2. The Technical and Financial bids shall be submitted in a separate sealed cover superscripted as '**Technical Bid for Printing Materials of SOFED**' and '**Financial Bid for Printing Materials of SOFED**' and to be inserted in a big sealed envelope. The big envelope shall be superscripted as "**Technical & Financial bid for Printing Materials of SoFED**".
3. No tender shall be entertained without 2 (two) separate sealed cover i.e. Technical and Financial bids.
4. The rate should be quoted for all printing, DTP, design and words without any over writing inclusive of GST. Further modification of the content if any to be taken up by the printers without further cost.
5. Proof reading is mandatory for printers. Any spelling mistake found shall be corrected by the printers in his/her own cost.
6. The rate for printing etc of per copy and item wise total cost should be quoted both in figure and words clearly as per the format mentioned at 'Format for submission of financial tender'. The percentage of GST with appropriate HSN code to be showed separately in the financial bid.
7. Tender will be received on or before **5th February, 2019 up to 2:00 PM** only in the office of the undersigned situated at I.T.I. Road, Indranagar, Agartala, Tripura (W), Pin. 799006. The tender received after the schedule date and time shall not be entertained. The tenders will be opened in the same day at 3:00 PM if possible and interested Printers/ Suppliers may remain present at the time of opening of tenders. If the tenders aren't opened in the same day, the re-schedule date of opening would be informed to the bidders separately.
8. The technical bids will be opened first. The bids of the technically qualified bidders would be eligible for opening of financial bids.

9. Analysis of rate (quoted by the printers) may be sought for and it will mandatory for the printers to give analysis of the rate.
10. The mandatory documents to be submitted with the technical bid;
 - I. Copy of GST registration and latest copy of GST return in the name of firm/agency.
 - II. Professional tax clearance certificate in the name of firm/agency.
 - III. Income tax return of the firm/agency for the AY 2018-19 (FY 2017-18).
 - IV. Copy of PAN card in the name of the firm/agency.
 - V. Copy of valid trade license in the name of the firm/agency.
 - VI. Security deposit.
11. The Printed Materials should be delivered to the Store section of the society from the date of handing over of hard copy with in 20 (twenty) days without fail at his own cost. Supply of sub-standard printed materials, which do not satisfy the undersigned, shall be rejected forthwith and the printer concerned shall have to replace such rejected printed booklet within a specified period to be determined by the undersigned with his/her own cost.
12. Defective or incomplete tender in any respect shall not be considered and would reject instantly.
13. Security Money @ ₹ 10,000.00 (Rupees ten thousand) only through Demand Draft in favour of '**Society for Entrepreneurship Development**' payable at Agartala will have to submit along with tender **in the envelope of Technical bid**. The security money will be released to all unsuccessful Participants after completion of the tender process.
14. The undersigned reserves the right to accept or reject any tenders partly or wholly including the lowest one without assigning any reasons.

Sd/-

Member Secretary

Society for Entrepreneurship Development (SoFED)

FORMAT FOR SUBMISSION OF TECHICAL BID

Name of the work: **Printing Materials of SoFED**

1. Name of the firm/agency :
2. Postal address :
3. Trade License No :
4. GST Registration No :
5. PAN :
6. Phone number of the firm/agency :
7. Email id of the firm/agency :

Note:

The following self attested documents are attached with the technical tender;

- I. Copy of GST registration and latest copy of GST return in the name of firm/agency.
- II. Professional tax clearance certificate in the name of firm/agency.
- III. Income tax return of the firm/agency for the AY 2018-19 (FY 2017-18).
- IV. Copy of PAN card in the name of the firm/agency.
- V. Copy of valid trade license in the name of the firm/agency.
- VI. Demand Draft amounting to ₹ 10,000.00 (Rupees ten thousand) only vide DD No..... dated..... in favour of '**Society for Entrepreneurship Development**' payable at Agartala

Place: Authorized signatory with seal of the firm/agency

Date:

FORMAT FOR SUBMISSION OF FINANCIAL BID

Name of the work: **Printing Materials SoFED**

1. Name of the firm/agency :

2. Postal address :

3. Rate including all charges/taxes :

SL No	Particulars	Item With Specification	Qty required	Rate/No	GST @.....%	HSN Code	Total Cost
1	2	3	4	5	6	7	8[4X(5+6)]
01	Swavalamban Hand Book,	Size-21 cm x 26.5 cm Cover-8 kg colour Art sheet with single colour print, Inner-7.4kg paper, Inner-48 page with Black print.	2,000 Nos				
02	Exercise Note Book	Size-175cm x 24cm, Cover-8kg colour Art sheet with single colour print/Inner-Double crown 11kg Good quality 18pages	2,000 Nos				
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06	File Cover with Board	Size-22kg File Cover with 1 let, Board-20 ounce (Oz) Board with lace	200 Nos				
07	Total						

4. Bank Account No. of firm/agency :

5. Title of the Bank A/C :

6. Name of the Bank and Branch :

7. IFSC :

Place:

Authorized signatory seal of the firm/agency

Date:

