

GOVERNMENT OF TRIPURA
COLLEGE OF AGRICULTURE, TRIPURA
LEMBUCHERRA: WEST TRIPURA.

TENDER DOCUMENT

For

Folder/Leaflet/Training Manual/ Booklet/ Prospectus/
Pamphlet/Report/ Writing Pad/ Flex preparation, printing & binding

for

College of Agriculture, Tripura
Lembucherra, West Tripura

GOVERNMENT OF TRIPURA
COLLEGE OF AGRICULTURE, TRIPURA
LEMBUCHERRA: WEST TRIPURA

No. F. 3(32)/CAT/ACDM(P&P)/2019-20/

Dated

NOTICE FOR INVITING QUOTATIONS**(Single Stage Two Envelop Bidding)**

Notice Inviting Quotation (NIQ) for Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Pamphlet/Report/ Writing Pad/ Flex preparation, printing & binding for CAT, Lembucherra, West Tripura.
Schedule of Events

Tender No. & Date	No. F. 3(32)/CAT/ACDM(P&P)/2019-20/ Dated 27.07.2022
Tender Fee	Rs. 500/- (Rupees five hundred only). The Tender Fee (TF) that will be paid is Non-Refundable. (only cheque)
Tender Value	Tentatively Rs. 1,00,000/- (Rupees one lakh) only.
Security Deposit	Rs. 10,000/- /-(Rupees ten thousand only) to be deposited by the successful bidder only.
Date of Publication of NIT	On the date of Publication in newspaper
Brief Description of the Work	Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Pamphlet/Report/Writing Pad/ Flex preparation, printing and binding for College of Agriculture, Tripura, Lembucherra, West Tripura
Period for submission of Bidding Documents	7 (seven) days from the date of publication of NIQ in newspaper
Technical Bid Opening Date & Time	Upto 1500 hrs IST of 7 th days after publication of NIQ in local newspaper
Financial Bid Opening Date & Time	After completion of Technical Bid Evaluation
Place of Opening bids	College of Agriculture, Tripura, Lembucherra, West Tripura
Selection Process	Only technically successful bidders are allowed for financial bid opening. As per QCBS system, highest successful bidder is accepted.
Details of Contact Person for clarifications	Dr. Utpal Giri, Asstt. Prof. (Agronomy), 6033195924
Cost of Tender Document	Nil
Officer Inviting Bids	Principal, College of Agriculture, Tripura, Lembucherra,
Bid Validity Period	<ul style="list-style-type: none"> • Atleast for 2 years from the date of work order. It may extend subject to satisfaction and negotiation for both the party as per existing terms and conditions. • The successful bidder cannot transfer the work to any other party subsequently. • Other details can be seen in the NIQ document.
Mode of Tender Submission	Offline at the premises of College of Agriculture, Tripura only
Detail information	The bid document will be available in the webpage of College of Agriculture, Tripura, http://coatripura.ac.in/

Sd/-
Principal,
College of Agriculture, Tripura

**Govt. of Tripura
College of Agriculture, Tripura**

No. F. 3(32)/CAT/ACDM(P&P)/2019-20/

Dated 27.07.2022

NOTICE INVITING QUOTATIONS

College of Agriculture, Tripura invites offline quotations for Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Pamphlet/Report/Writing Pad/ Flex preparation, printing and binding. The bid document is available in the webpage of College of Agriculture, Tripura, <http://coatripura.ac.in/>. **Last Date and time of submission of the quotation is 7th day from the date of publication of this NIQ in local daily upto 1500 hrs IST (Indian Standard Time) at College of Agriculture, Tripura only.**

Sd/-
(Dr. T. K. Maity)
Principal
College of Agriculture, Tripura
Lembucherra, West Tripura

CONTENTS OF THE TENDER DOCUMENT

The Tender document comprises of the following:

SECTION – A: INTRODUCTION

SECTION – B: GENERAL TERMS & CONDITIONS FOR FOLDER/LEAFLET/TRAINING MANUAL/ BOOKLET/ PROSPECTUS/ PAMPHLET/REPORT/WRITING PAD/ FLEX PREPARATION, PRINTING AND BINDING.

SECTION – C: INSTRUCTION TO BIDDER**SECTION – D: ITEM DESCRIPTION AND RATE QUOTATION****SECTION – E: SCHEDULE OF TECHNICAL BID (Bidders Information)****SECTION – A:
INTRODUCTION****Validity of Notice Inviting Quotation**

1. Valid for a period not less than 120 days after the deadline specified for submission of bids.

Scope of Work

2. Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Pamphlet/Report/Writing Pad/ Flex preparation, printing and binding for College of Agriculture, Tripura. Printing will be done in both side of the page. Hard binding includes glossy cover page comprises with title, author(s), publisher in front and rear side of the book may also be required as per need.

Finalization of the bid

3. Only technically successful bidders are allowed for financial bid opening. As per QCBS system, highest successful bidder is accepted.

SECTION – B**GENERAL TERMS & CONDITIONS FOR BOOKS PRINTING AND HARD BINDING:**

1. The Bidders should have valid License for printing etc. works. Bidder should have a valid PAN Card, GST Registration (certificate need to be furnished). The bidder must have filed its Income Tax Returns for the last 3 (three) Financial Years. Copy of Income Tax Returns for the last 3 (three) Financial Years need to be furnished.
2. The participating bidders have to pay an amount of Rs. 500/ (Rupees five hundred only) as Tender Fee. The Tender Fee (TF) that will be paid is Non-Refundable.
3. The successful bidder has to deposit Rs. 10,000/- (Rupees ten thousand only) through banker's cheque/ DD/FD in the name of DDO, College of Agriculture Tripura as SECURITY DEPOSIT for a period of 2 years.
4. No interest will be paid to the bidders on Security Deposit submitted.
5. Security Deposit of the bidder may be forfeited if any false Declaration/Claims made by the bidder.
6. The accepted rates are valid for a period of two(2) years from the date of work order, which can be extended further on mutual agreement as per the existing terms and conditions. The College also reserves the right to terminate the contract, at any time during the contract period by giving 30 days notice to the Bidder or may call the next immediate bidder for the mentioned works.
7. **MODE OF SUBMISSION OF BIDS**
 - i) Separate submission of Technical and Financial bids within **7 (seven)** days from the publication of this tender in the local news paper upto 1500 hrs IST at CAT .
 - ii) The Bidder shall follow 'Instruction to Bidders' for submission of on-line bid.

iii) The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk and may result in rejection of the bid.

8. Before the last date for submission of Bids, the bid Inviting officer may modify any of the Contents of the Bid Notice, Bid documents by issuing amendment/ Addendum/ corrigendum.

9. Any addendum/ amendments/ corrigendum issued by the bid Inviting officer shall be part of the bid Document and it shall be published in <http://coatripura.ac.in/>. However, College of Agriculture, Tripura, shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.

10. To give prospective Bidders reasonable time to take an addendum / amendments / corrigendum into account in preparing their bids, the Bid Inviting Officer may extend, if necessary, the last date for submission of the bid.

11. During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon/arising out of any alleged misunderstanding/ misconceptions/ mistake for any reason will be entertained.

12. **Payment:**

i) On successful completion of the work, bidder should place the corrected GST bill within 7 days for settlement. Final settlement of bill(s) is subject to availability of fund in College account (usually within 45 days after submission of bills).

ii) College will deduct IT and GST as per applicable rules of government guidelines.

iii) No advance payment shall be made including payments of handling charges/ service charges/ GST charges etc. under any circumstances to the bidder.

iv) All remittance charges will be borne by the bidder.

v) In case the bidder fails to execute the work(s), College of Agriculture, Tripura shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

13. BID OPENING

i) The technical Bid(s) will be opened at 1530 hrs IST of 7th day of publication of this NIQ in local daily.

ii) In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the NIQ will be opened on the next working day at the same time.

v) Once the Technical Bid(s) accepted, the Financial Bids of the vendors (whose Technical Bids has been accepted) shall be opened. College authority reserves the technical and financial bid evaluation report as legal documents and circulate on official demand/ instructions only.

vi) In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

14. EVALUATION OF TECHNICAL & FINANCIAL BID

i) Technical & Financial bids will be evaluated by the Tender Evaluation Committee (TEC) to be formed for the purpose by the College of Agriculture, Tripura.

ii) Experience point will be given for the agency only for those having service experience in Tripura.

iii) The TEC constituted by the College of Agriculture, Tripura, shall evaluate the technical bids to determine whether the bids received are complete, required securities/sureties has been furnished, the documents have been properly signed and the bids are generally in compliance with clauses of the NIQ. Evaluation of the Bids will be done by the Evaluation Committee on Quality Cum Cost Based System (QCBS) method. Decision of the Committee will be final in this regard. Distribution of Weightage for Technical Evaluation to determine the Technical Score (TS) are tabulated below:

Sl. No.	Evaluation Criteria	Technical Score (TS) (Total Marks 100)
1	Experience in terms of year (s) and variety and number of work in relevant Government field in Tripura. Max. 40 marks as per the score matrix given below*	40
2	Average Annual Turnover (in Rs.) of the bidding firm for last three (3) years. 1 mark per Rs. 1.00 lakh, Max. 30 marks.	30
3	Recognition of service in terms of certification (ISO or similar), awards etc. during last 3 years. 5 Marks for every recognition (Max. 30 marks).	30
	Total	100

* Score Matrix for work experience in Tripura

Year/ Work	1 year	2 year	3 year
Black and White Printing	2	4	6
Colour Printing	4	8	12
Glossy Photo Printing & Flex Printing	6	12	18
Bengali writing & editing	8	16	24
Book editing in pagemaker	10	20	30
Soft Board book binding & Writing Pad	12	24	28
Hard Board book binding	14	28	34
Book printing and binding (more than 250 pages)	16	32	40

iv) The TEC shall evaluate the Technical Proposal as per the response to the NIQ and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected.

v) Incomplete and conditional tenders will not be entertained.

vi) The TEC may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the TEC. And in case of failure to do so the bidder may be considered disqualified.

ix) Subject to technical evaluation and acceptance of the offers in the bids by e-TEC, financial score evaluation shall be done on amount of percentage (%) of total annual remuneration inclusive of out of pocket expenses, all applicable taxes and any other charges. Decision of the e-TEC will be final and binding on the part of the bidders. Also the result of Financial Evaluation would be uploaded online on the Portal.

x) Financial score (FS) of an eligible bidder will be determined as follows:

$$FS = (LF \times 100) / Fi$$

Where -

'LF' stand for Lowest Financial Bid amount

'Fi' stands for Financial Bid amount to be evaluated

The final evaluation will be done on Quality Cum Cost Based System (QCBS) in the ratio of 50% Technical and 50% Financial.

The Formula used to obtain final score (S) will be:

$$S = (TS \times 50\%) + (FS \times 50\%),$$

Where -

'S' stands for 'Final Score

'TS' stands for Technical score

'FS' stands for Financial score

xi) Even after opening of financial bid, till completion of the entire engagement process including period of agreement, if it is found that any information or certificates produced by the bidder is false or tampered, the Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject the bid.

xii) The TEC reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.

15. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the submitted security deposit, part/whole (as per decision of Principal, College of Agriculture, Tripura), will be forfeited from the guarantor.

16. AWARD OF CONTRACT

i) Principal, College of Agriculture, Tripura will award the contract to the qualified bidder for a period of 2 years.

ii) The written agreement between the bidder and the Principal, College of Agriculture, Tripura shall be the foundation of the rights and obligations to both the parties. The contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the Principal, College of Agriculture, Tripura.

17. CORRUPT OR FRAUDULENT PRACTICES

The Government requires that the bidders/ service providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government defines the terms set forth below as follows:

i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution and "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

ii) Government will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

iii) Government will blacklist / or debar an individual Service Provider/ firm/ organization, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

18. ADDRESS FOR COMMUNICATION:

All the communications with respect to the tender shall be addressed to: The Principal, College of Agriculture, Tripura, Lembucherra, West Tripura, PIN-799210, Phone No. 0381 2865779, E-mail: catagartala@gmail.com.

19. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

College of Agriculture, Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

20. ARBITRATION:

The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.

SECTION - C: INSTRUCTION TO BIDDER

- i) Tender documents may be downloaded from <http://coatripura.ac.in/> . Bidders need to go through the tender document where instructions are given.
- ii) Bidder shall download and carefully read all terms conditions and other contents of the NIQ. Duly signed and stamped downloaded NIQ has to be submitted with technical bid as a part of technical bid and as a proof of acceptance of all terms condition in the NIQ.
- iii) Financial bid is to be submitted separately with technical bid within the time period of the NIQ.
- iv) The bidders should follow time during bid submission.
- v) Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.
- vi) The successful bidder has to deposit Rs. 10,000/- (Rupees ten thousand only) through banker's cheque/ DD/FD in the name of DDO, College of Agriculture Tripura as SECURITY DEPOSIT for a period of 2 years.
- vii) For any sort of fraudulent practice or violation of instructions of this tender, the security deposit including interest (if any) will be forfeited without producing any chance/ reason to the bidder.
- viii) **Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Pamphlet/Report/ Writing Pad/ Flex preparation, printing & binding are as per requisite description given in SECTION D.**

DOCUMENTS TO BE SUBMITTED OFFLINE

Tenders are to be submitted in two folders, one in 'Technical Proposal (Cover-I)' & the other is 'Financial Proposal (Cover-II)' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

Following Documents should be self-attested by the authorized signatory of the bidder and submitted with technical bid within mentioned period:

- i) Copy of Incorporation / Registration Certificate of the Farm/ Copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed.
- ii) NIQ as taken of acceptance of all the terms & condition of the entire tender document.
- iii) Duly signed copy of PAN Card and GST registration certificate and attested copies of the latest paid GST challans.
- iv) Duly signed copies of **Income Tax Return and balance sheet** of last three years.
- v) Copy of the filled Bidder's Information Sheet as per proforma given in Declaration as per Annexure - I along with copy of all relevant documents.

Note: If any of the above mentioned documents is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as 'NOT

SECTION - D
ITEM DESCRIPTION AND RATE QUOTATION

Sl. No.	Description	Specification	Rate per page (in Rs.) (Rate should includes all points mentioned in specification and taxes)		
			A4	A3	Flex per sq. ft.
1	Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Writing Pad/ Pamphlet/ Report/ Flex (Preparation, Printing and Binding)	1. Both side printing 2. Black & white Page – 100 GSM 3. Colour page – 100 GSM matplatue paper 4. Hard binding – Rixin paper board binding (mix with CuSO4) with screen printing. 5. Glossy pages (on demand basis only)			

*Bidder should keep same service charge on the above mentioned list. No deviation in item wise service charge is allowed.

SECTION - E**ANNEXURE - I****SCHEDULE OF TECHNICAL BID
(Bidder's Information)**

A. The technical bid should be submitted as follows:

Sl. No.	Description	Name of Supporting details	Compliance (Yes/No) and Reference Page No of the Bid document
1	Name & Address of the Bidder		
2	Name & Designation of the person Signing the bid		
3	Mobile no.		
4	PAN No.(Attach copy)		
5	GST No.(Attach copy)		
6	Trade License (Attach copy)		
7	Details of Experience (Attach Documents as per desire)		
8.	Signed and sealed copy of this tender		
9.	Any other information		
10.	Legal Status of Bidder: Proprietary firm/ Ltd. company/ partnership firm/ Government Organization (Central/ State/ PSUs)		

B. Condition of prior turnover and prior experience has been relaxed for Startups and Micro & Small Enterprises subject to meeting of quality and technical specifications.

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder with date)

Name:

Seal:

Annexure –II**DECLARATION AND UNDERTAKING BY THE BIDDER**

**To
The Principal
College of Agriculture, Tripura
Lembucherra, West Tripura
PIN-799210.**

Sub: Self-declaration in respect of submission of bid for “Folder/Leaflet/Training Manual/ Booklet/ Prospectus/ Pamphlet/Report/Writing Pad/ Flex preparation, printing and binding in the College of Agriculture, Tripura”.

Dear Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.

2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/ agency/ company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.

4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 5 (five) years.

(Signature of the bidder)

Name:

Seal:

Date:

Place: