

TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL
OFFICE OF THE PRINCIPAL OFFICER (ICA&T)
KHUMULWNG, TRIPURA WEST

No.F.2 (7)/ADC/P.O/ICA&T/2015/P-IV/...../ **6100**...../

Dated, Khumulwng

The 13/10/2020

TENDER NOTICE

Sealed tenders in plain paper are invited on behalf of TTAADC from the Indian bonafied registered Diary suppliers/dealers/manufacturers for offering rate within **27/10/2020 upto 2.00 P.M** for purchase of the following types of Govt. Diary-2021 through registered post/Speed post/Currier Service only. The terms & conditions may see in the office of the undersigned or ttaadc website www.ttaadc.gov.in

Details breakup is noted below:-


Sl. No	Type of Diary	Quality & Specification	Size	Quantity
1.	Executive Diary-2021	Binding hardbound with golden brown color.	L7" X H9.50"	500
2.	Ordinary Diary-2021	Binding with thick rexine cover with brown colour	L8.6"x H 5.6"	800

Total Amount	Earnest Money (2%)	Date of Supply of Dairy	Last Date & Time of receiving tender	Time & Date of opening tender	Place of receipt of tender document	Remarks
Rs.2,26,600/-	Rs.4,532/-	15 Days after issued supply order	27/10/2020 0 up to 2.00 P.M	28/10/2020 at 2.00 P.M	O/o the PO (ICA&T), TTAADC during the office hours in between 11.00 A.M to 4.00 P.M on working days	

TERMS AND CONDITIONS

1. The tender should be enclosed with Xerox copy of the GST registration certificate/trade licences/clearance of GST, PAN card etc. duly attested by the Gazetted Officer. If necessary the original copy shall have to be produced on call.
2. Earnest money of Rs.4,532/- (Rupees Four thousand five hundred thirty two) only in the form of Deposit-at call in favour of the Principal Officer (ICA&T), TTAADC in TGB/ TSCB Bank or commercial Bank/National Bank in any branch of Tripura (which will be refundable in case of unsuccessful tendered) should be enclosed with the tender.
3. There should be pages for 365 days both for Executive Diary and Ordinary Diary in addition to 45 pages information which will be provided by us. For Executive Diary-one day a page and for Ordinary Diary two day a page format.
4. The Executive Diary should be as same as the model of Executive Diary produced by **Printva** (Unit of Chansha Marketting Private Limited, Ghaziabad, Uttar Pradesh, India) and both the Executive Diary and Ordinary Diary should contains 45 pages various information which will be provided by us.
5. There should have Ashokstamba with super scription as TTAADC in front cover page of leather structure. A sample both for the Executive Diary and Ordinary Diary should be given along with tender.
6. The paper of the Executive Diary should be 70 GSM SSMaplitho, Ballarpur, JK, 18.6 KG while the paper of ordinary diary will be 70 GSM SSMaplitho, Ballarpur, JK, 13.6 KG.
7. Both the Executive & Ordinary Diary should contain the **colouring map of Tripura** where the TTAADC Head Quarter and TTAADC areas shall have to indicate with different colors.
8. The sample will be available in the office of the undersigned also. The tender may be dropped in the office of the Principal Officer (ICA&T), TTAADC, Khumulwng. The intending tenderers may see/verify the diary during the office hours in between 11.00 AM to 4.00 PM on working days after publication of notice inviting tender in the news paper. The diaries should be supplied as same as the sample.
9. The rate should be quoted as per Specified quality/model inclusive of all taxes, carrying, loading and unloading charges at the point of delivery.
10. The quantity of Diaries may be increased or decreased. The goods shall have to be delivered to the office of the Principal Officer (ICA&T), TTAADC, Khumulwng.

11. In no circumstances, the quality of diaries shall be compromised and below standard diaries beyond specification shall not be accepted.
12. The last date of receipt of tender is ~~27/10/2020~~ up to 2.00 PM by the registered post/courier service/Speed post only. Received beyond scheduled time shall not be accepted. The undersigned shall not be responsible for any postal delay.
13. The intending participants who will submit their tender forms to the office of the P.O (ICA&T) TTAADC, they will address as to the Principal Officer (ICA&T), TTAADC, Khumulwng thereon to be super scribed "Tender for Diary-2021".
14. The terms & conditions may be obtained from the office of the undersigned by **14/10/2020 in between 11.00 A.M to 4.00 P.M** in all working days w.e.f the publishing of tender in news paper or it may be seen/obtained from the TTAADC websites www.ttaadc.gov.in.
15. The supply of Diaries shall have to be made within 15 (Fifteen) days from the issue of supply order. If necessary, the supplier will have to submit company certificate.
16. The earnest money shall be forfeited if the successful tenderer fails to deliver the good (Diaries) as per rate quoted by him. In other words, the earnest money shall be forfeited if the successful tenderer surrenders the tender rate quoted by him.
17. No advance payment of supply order shall be entertained.
18. The admissible tax at source shall be deducted from the total amount of bill as per GST norms will have be followed.
19. The undersigned reserve the right to take any decision even to reject the lowest tender/quotation without assigning any reason which will be binding & final.
20. The sealed tenders will be opened on ~~28th October-2020~~ at 2.00 PM in the office Chamber of the undersigned on receipt of tendered forms from all concerned offices.
21. **Performance security money @5%** of the total value of materials for which supply order will be issued shall have to be deposited before issue of supply order by the tenderer whose rate is approved in favour of the Principal Officer (ICA&T), TTAADC, Khumulwng in account payee draft/fixed deposit in TGB/TSCB/Commercial/National Bank. After submission of the security money, the earnest money so deposited at the time of submission of tender would be released.
22. If the 1st lowest/communicated tendered fails to execute the work as per supply order and terms & conditions, performance security money would be forfeited.


Principal Officer (ICA&T)
TTAADC, Khumulwng.