

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

No.F.2 (7)/ADC/P.O/ICA&T/2015/P-IV/ 1116-21 Dated 06/11/2021

**TENDER NOTICE**

Sealed tender(s) in plain paper are invited on behalf of TTAADC from the Indian bonafied registered Diary suppliers/Dealers/Manufacturers for offering rate from the date of issue for printing of the following types of Govt. Diary-2022 and Wall Calendar-2022 through registered post/Speed post/Currier Service only. The terms & conditions may be seen in the office of the undersigned or ttaadc website [www.ttaadc.gov.in](http://www.ttaadc.gov.in)

Details breakup is noted below:-

Sl. No	Type of Diary & Calendar-2022	Quality & Specification	Size	Quantity
1.	Executive Diary-2022.	Binding hardbound with golden brown colour	L7" X H 9.50"	1000
2.	Ordinary Diary-2022.	Binding with thick rexine cover with brown colour	L8.6" X H 5.6"	2000
3.	Wall Calendar with glossy paper-2022.	Glossy paper of 130 GSM contain 6 sheets back to back with spiral mounting.	16" x 22"	2000

Total Amount	Earnest Money (2%)	Date of Supply of Dairy & Calendar	Last Date & Time of receiving tender	Time & Date of opening tender	Place of receipt of tender documents	Remarks
Rs.7,00,000/-	Rs.14,000/-	15 Days after issued supply order	17/11/2021 up to 4.00 P.M	19/11/2021 at 2.00 P.M.	O/o the PO, ICA&T, TTAADC.	

*D.S. 06/11/2021*  
Principal Officer, ICA & T  
TTAADC, Khumulwng

**TERMS AND CONDITIONS**

1. The following certificate have to be submitted along with tender form duly attested by the Gazetted Officer.
  - i) Copy of Permanent Account Number (PAN) card issued by the Income Tax Department, Government of India.
  - ii) Valid trade licences.
  - iii) Copy of the GST registration certificate.
  - IV) Copy clearance of GST.
  - v) Copy of Professional Tax clearance Certificate.
2. Earnest money of Rs.14,000/-(Rupees Fourteen thousand) 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. The wall calendars should be made with glossy paper of 130 GSM containing 6 sheets back to back printing with spiral mounting size 16" x 22" (front size cover to be fixed extra one colour CTP print Map litho paper.



4. The multi-colour pictures for Wall Calendar shall be provided by us.
5. 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.
6. The Executive Diary should be as same as the model of Executive Diary produced by Printva (Unit of Chansha Marketing 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.
7. 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.
8. 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.
9. 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.
10. 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 P.M on working days after publication of notice inviting tender in the news paper. The diaries should be supplied as same as the sample.
11. The rate should be quoted as per Specified quality/model inclusive of all taxes, carrying, loading and unloading charges at the point of delivery.
12. The quantity of Diaries and Calendar may be increased or decreased. The goods shall have to be delivered to the office of the Principal Officer, ICA&T, TTAADC, Khumulwng.
13. In no circumstances, the quality of diaries shall be compromised and below standard diaries beyond specification shall not be accepted.
14. The last date of receipt of tender is 17/11/2021 up to 4.00 P.M by the registered post/currier service/Speed post only. Received beyond scheduled time shall not be accepted. The undersigned shall not be responsible for any postal delay.
15. The intending participants who will submit their tender forms to the office of the Principal Officer (ICA&T), TTAADC, Khumulwng they will address as to the Principal Officer (ICA&T), TTAADC, Khumulwng thereon to be super scribed "TENDER FOR DIARY & CALENDER-2022".
16. The terms & conditions may be obtained from the office of the undersigned by 08/11/2021 in between 11.00 AM to 4.00 PM 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](http://www.ttaadc.gov.in).
17. The supply of Diaries & Calendar 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.
18. The earnest money shall be forfeited if the successful tenderer fails to deliver the good (Diaries & Calendar) 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.
19. No advance payment of supply order shall be entertained.
20. The admissible tax at source shall be deducted from the total amount of bill as per GST norms will have be followed.



21. 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.
22. The sealed tenders will be opened on 19<sup>th</sup> November-2021 at 2.00 P.M in the office Chamber of the undersigned on receipt of tendered forms from all concerned offices.
23. 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.
24. If the 1<sup>st</sup> lowest/communicated tendered fails to execute the work as per supply order and terms & conditions, performance security money would be forfeited.

Dy 06/11/2021  
Principal Officer, ICA&T  
TTAADC, Khumulwng

Copy to:-

1. The PS to the CEO, TTAADC, Khumulwng for kind information of the CEO.
2. The Addl.CEO, TTAADC (IT cell in-charge CELL) for kind information with request to upload the tender in the TTAADC website [www.ttaadc.gov.in](http://www.ttaadc.gov.in)
3. The PS to the Dy. CEO-I, TTAADC, Khumulwng for kind information of the Dy. CEO-I.
4. The Addl. Principal Officer (ICA&T), TTAADC, Khumulwng for information.
5. The Office Superintendent of this office for information.
6. Notice Board of this office.

Dy 06/11/2021  
Principal Officer, ICA&T  
TTAADC, Khumulwng