

HIGH COURT OF TRIPURA AGARTALA

F.44(6)-HC/2018 – 19/20715-16

Dated, Agartala, the 21st December, 2018.

LIMITED TENDER FOR PRINTING OF COURT CALENDAR - 2019

The High Court of Tripura invites sealed Quotation/Tender from eligible & reputed printing firms for printing of Court calendars for the year 2019 for the High Court of Tripura and District Judiciary of the State of Tripura as per the specification, terms and conditions mentioned herein below.

GENERAL TERMS & CONDITIONS :

1. Quotations may be submitted in a sealed envelope superscribed as "**Tender for Printing of Court Calendars 2019**" in the prescribed format as given in Annexure-II. The detailed specifications related to the printing of the calendars are given in Annexure - I.
2. The entire work has to be completed and delivered to the Registry of the High Court of Tripura latest by **25th January 2019**. In case of delay, a penalty of Rs. 2,000 per day will be levied for each day of delay.
4. Quotation shall contain a copy of the tender document with a certificate issued by the printing firm, as per format at **Annexure-III**, accepting all the terms and conditions contained in the tender document.
5. Quotations, as per details given above may be submitted in sealed covers addressed to **The Registrar (Admn., P&M), High Court of Tripura, New Capital Complex, Agartala, Tripura(W)** by **15:00 hours** on **4th January 2019** or before. After the last date of submission no bidder will be entertained.
6. **Bid Opening:** Bids will be opened in the Chamber of the **Registrar (Admn., P&M), High Court of Tripura** on **4th January, 2019 at 16:00 hours** in the presence of the bidders who may desire to be present. Incomplete quotation in any respect, shall be rejected summarily.
7. High Court of Tripura reserves the rights to accept or reject any quotation including the lowest one without assigning any reason therefor.
8. The tender should be submitted strictly as per the **Annexure-I** of the Tender Document. Proforma should be either typed or written legibly in English. Alterations or correction, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration or correction,

which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of the High Court Authority.

9. It has been decided that only experienced and reputed printing firms with experience of having carried out bulk printing of calendars for reputed firms / Govt. organizations / Commercial Banks, etc. would be entrusted with the work.

10. All the materials sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality paper/impressions/binding shall be rejected and shall have to be replaced immediately by the printing firm at its own cost.


11. The High Court of Tripura reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and decision of the High Court of Tripura in this regard shall be final.

12. For any further clarification regarding this tender bidders may contact the **Registrar (Admn.,P&M), High Court of Tripura** either on **+919436458058** (from 10:30 am to 5:30 PM) or at **highcourt@gmail.com**.

13. **ORDER & DELIVERY CONDITIONS**

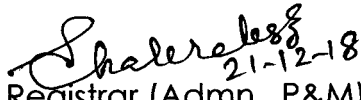
- i. Sample calendar should be approved before printing/manufacturing.
- ii. The order-quantity can be increased or reduced by 5% for supply at the quoted rate.
- iii. All calendars should be properly packed and dispatched latest by **25th January 2019** as per our mailing instructions which will be made available in due course by the High Court of Tripura.
- iv. No cost in respect of damage/mutilated calendars will be reimbursed.
- v. Income tax, etc. will be deducted at source (TDS) as required under I.T. Act at applicable rates.
- vi. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars of agreed quantity and specifications would entitle the High Court to cancel the order. In such an event, the High Court of Tripura shall not be liable to pay any amount and the supplier shall not be entitled to recover from the High Court any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the High Court

of Tripura shall be entitled to recover the loss which the High Court of Tripura may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which the High Court of Tripura is forced to place fresh orders.


21-12-18
(S. CHAKRABORTY)
Registrar (Admn., P&M)

Copy to :

The System Analyst, High Court of Tripura, Agartala with a direction to upload the same to the official website of the High Court of Tripura.


21-12-18
Registrar (Admn., P&M)

ANNEXURE - I

SPECIFICATIONS FOR CALENDARS

(1) Wall Mount Calendars .

(a) Wall Mount calendars in 22" (Height) X 17" (Width) size with four color printing on 120 GSM Maflito paper for 12 month leaves and on 120 GSM Maflito paper for 1 fly leaf providing for:

- i. 7 sheets (6 months and 1 fly leaf) with both side printing in four colors.
- ii. 120 GSM Maflito paper for the 6 leaves
- iv. 8 mm loop wiro binding in white powder coated 2 mm metal rod having curve at the center for hanging. Full rod should be used for hanging the calendar.

(b) Cost of paper to be indicated separately for the brand of paper as indicated above. The sample paper must indicate the GSM, brand of the paper, name of the manufacturer, etc.

(c) After preparing and setting the complete art work of the calendar, proof of calendar needs to be submitted for our approval.

(d) Final printing of the entire calendar is to be done by offset process.

ANNEXURE – II

Financial Bid Printing of Court Calendars 2019

Name of the Firm/Company					
Mailing Address of the firm					
Firm Registration No. :					
PAN					
GST Registration No. :					
Contact No. :					
Email id :					
Type	Cost for Printing of Calendars	Rate/Copy (exclusive of GST)	Cost	GST	Total Cost
Wall Calendars for High Court	(i) For 200 Copies				
	(ii) For 300 Copies				
Wall Calendars for District Court	(i) For 200 Copies				
	(ii) For 300 Copies				
Delivery Charges (if any)					

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the High Court of Tripura at the rate quoted above.

SIGNATURE

(With name and seal of the firm)

Date:

ANNEXURE – III

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised Signatory
(Name of company/firm)

Place:

Seal of Company/firm