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**HIGH COURT OF TRIPURA
AGARTALA**

F.44(6)-HC/2019/ 21848

Dated, Agartala, the 6th December, 2019.

LIMITED TENDER FOR PRINTING OF COURT CALENDAR - 2020

The High Court of Tripura invites sealed Quotation/Tender from eligible & reputed printing firms who have executed similar type of job earlier, for printing of Court calendars for the year 2020 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 2020**" in the prescribed format as given in Annexure-I. The detailed specifications related to the printing of the calendars are given in Annexure II.
3. 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 ₹ 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 accepting all the terms and conditions contained in the tender document.
5. Quotations, as per details given above (point no.4) 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 or before **3rd January 2020**.
6. **Bid Opening:** Bids will be opened in the Chamber of the **The Registrar (Admn., P&M), High Court of Tripura** on **3rd January, 2020 at 16:00 hours**. On the basis of the given technical parameters and samples submitted, if considered, the opened Bids will be evaluated and shortlisted. Only the shortlisted bidders will be considered for evaluating for the next step i.e. rate, incomplete quotation in any respect, shall be rejected summarily.
7. The tender should be submitted strictly as per the **Proforma A** as in Annexure III of the Tender Document. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested

properly by the person signing the same. Tenders with alteration, 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 Department.

8. It has been decided that only experienced and reputed printing firms with experience of having carried out bulk printing of at least 2,000 calendars for reputed firms / Govt. organizations / Commercial Banks, etc. should be entrusted with the work. We have therefore specified that the bidders should provide copies of at least 3 work orders of this nature and amount handled in the past along with payment there against as proof of this experience.

9. All the materials sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorised 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 his 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. **ORDER & DELIVERY CONDITIONS**

- i. Sample calendar should be approved before printing / manufacturing.
- ii. The order can be increased or reduced by 5% for supply at the quoted rate.
- iii. All calendars should be properly packed and dispatched latest by 15th January 2020 as per our mailing instructions which will be made available in due course by the High Court of Tripura failure of which penalty will be levied @ ₹2,000 per day for delay beyond 15.01.2020.
- iv. Specified number of calendars will have to be delivered to The High Court of Tripura at Agartala.
- v. No cost in respect of damage/mutilated calendars will be reimbursed.
- vi. Income tax, etc. will be deducted at source (TDS) as required under I.T. Act at applicable rates.
- vii. 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.

Chakraborty 6.12.19

(S. CHAKRABORTY)
REGISTRAR (Admn., P&M, ...)
D.D.O. & Head of Office
High Court of Tripura, Agartala.
Code No.-09037

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ANNEXURE II

SPECIFICATIONS FOR CALENDARS

(1) Wall Mount Calendars – Quantity: 300 Nos.

(a) Total of 600 (2 X 300) 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.

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CHECK LIST FOR SUBMISSION OF TENDER : Printing of Court Calendars 2020

1. Technical Bid in Proforma – A Annexure IV of the Tender Document duly filled along with attested copies of:
 - 1.1. Attested copies of Certificate of Registration
 - 1.2. List of Partners and Directors
 - 1.3. Attested copies of Certificate of Factory License
 - 1.4. Attested copies of Certificate of State and/or Central Sales Tax Registration along with Certificate for Sales Tax Clearance and Registration under Works Contract
 - 1.5. Attested copies of Certificate of Import License
 - 1.6. Details of three latest orders of similar kind of work amounting to Rs.10 lakh or more
 - 1.7. Audited balance sheets for 2016-17, 2017-18 and 2018-19: (Provisional if accounts are yet to be finalised)
 - 1.8. 1-2 Samples of calendars and diaries printed by you in the past. 2. Financial/Commercial Bid as in Annexure V Annexure V of the Tender Documents duly filled in.

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ANNEXURE ___ PROFORMA – A

**Quotation Part II: Financial Bid
Printing of Court Calendars 2020**

1	Company/Firm Name	
2	Registration Number, TAN and Date of Registration	
3	Current Sales Tax Number (enclose copy of certificate)	
4	Factory License Number (enclosed copy of certificate)	
5	Address for Communication (with Fax and E-mail)	
6	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last two years as shown in the audited balance sheet @ 2017-18: 2018-19: (Provisional if accounts are yet to be finalised)	
7	Profits after Tax in last two years (in Rupees Lakhs) @ 2017-18: 2018-19: (Provisional if accounts are yet to be finalised)	
8	Contract amount of at least two previous work orders and payments made there against (preferably of this quantity)	
9	List of major clients during the last two years	
10	1-2 Samples of calendars printed by you in the past	
12		Samples to be submitted along with the bid.

@ Minimum Turnover needs to be ₹ 25 Lakhs in a year. Please enclose copy of Annual audited Balance Sheet and 'Profit and Loss Account' for the two years.

* Each amounting to about ₹ 2 lakhs or more. Please enclose a copy of the contract award and payment received two against for two orders.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory
(Name of company/firm)

Place:

Seal of Company/firm.

ANNEXURE _____
PROFORMA – B

Quotation Part II: Financial Bid
Printing of Court Calendars 2019

Type	Item	Rate Per Copy (exclusive of GST)	Cost	GST	Total Cost
Wall Calendars for High Court	Cost of Printing 300 Calendars with specifications given in Annexure II				
Wall Calendars for District Court	Cost of Printing 300 Calendars with specifications given in Annexure II				

Delivery in Mumbai will have no extra cost as per condition (IV) of Annexure I.
I/We agree to undertake the work subject to terms and conditions stipulated
in Annexure I by the Bank at the rate quoted above.

SIGNATURE
(With name and seal of the firm)

Date:

C E R T I F I C A T E O F A C C E P T A N C E

“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

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