

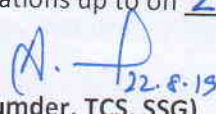
State Health & Family Welfare Society, TRIPURA

No.F.2(2)NPCDCS/NHM/2015(Sub-I) / 8672 Date: 22/08/2019
-73

SHORT NOTICE INVITING QUOTATION (SNIQ)

Quotation in sealed cover are hereby invited by the Mission Director, NHM, Govt. of Tripura, Agartala from the experienced, resourceful, bonafide Printing Agency/ Govt. supplier for photocopy and supply of **CBAC Forms etc.**

The details of terms & condition are made available on website (<http://tripuranrhm.gov.in>). The last date/time of submission of the sealed quotations up to on 28/08/2018 04:30 p.m.


(Aditi Majumder, TCS, SSG)

Mission Director, NHM
Govt. of Tripura
Palace Compound, Agartala

Government of Tripura
State Health and Family Welfare Society
Office of the MD, NHM, Palace Compound, Agartala-TRIPURA

No.F.2(2)NPCDCS/NHM/2015(Sub-I)

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Work description	Specification	Quantity (may be increased or decreased)	Rate should be quoted including all Taxes	
			Unit cost	Total cost
Photocopies of CBAC Forms etc.	<ul style="list-style-type: none">• 75GSM paper• Black & White photocopy	100000nos. (Quantity may be increased or decreased for any other programme under SH&FWS time to time.)	(Per page rate)	

2. The last date of receipt of the tender is up to **4:30pm** on **28/08/2019**. The quotations are likely to be opened on **29/08/2019 at 3.00pm.**, if possible. Sealed quotations will be received by speed or Registered Post/Courier service/ by hand to the office of the undersigned. The department will not be responsible for any postal delay. On the top left side corner of the sealed tender shall bear the words "**SNIQ for Photocopies under NHM**" with Quotation number and date.
3. Payment of successful Quotationer shall be made on bill basis only after completion of supply of the item as ordered for. No advance payment shall be made under any circumstances.
4. The SNIQ will remain valid up to 01(one) year from the date of acceptance. Extension of rate for supply may be considered for 2nd year to the approved supplier on the basis of satisfactory execution of supply orders in time and in terms of quality. No over writing would be accepted. Rate should be quoted in Indian currency only.
5. Approximate requirement is incorporated in the table above which are likely to be increased or decreased as per actual requirement and supply order may be placed in parts or fully as per discretion of the SH&FWS.
6. **Questioner should submit the following documents:-**
 - a. Photocopy of Valid Trade Licence or Registration certificate for Printing Agency/Govt. supplier
 - b. Photocopy of PAN card of owner or Firm.
 - c. Sample of paper -75gsm
 - d. Experience proof : Earlier work order (Photocopy/ Xe-rox)
 - e. An undertaking for acceptance of terms & condition of SNIQ in annexure- 1.(enclosed)
 - f. List of documents submitted as per annexure – 2. (enclosed)
7. After finalization of design or content, the supply of items must be completed within 07 (seven) days. A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of supply. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).
8. 5% of the value of ordered quantity will have to deposit as Security Money by demand draft from any schedule Bank by the firm within 03 days from the date of issue of supply order. The Security Money will be released after completion of full supply within stipulated period and found satisfactory or it may be kept for the next supply order whichever is applicable.
9. Income Tax / Other Tax & GST shall be deducted from the bill as per guidelines of the Government, if applicable.
10. The Earnest Money Deposit (EMD) to an amount of Rs.**2000/- (two thousand only)** shall be furnished in one of the following form:
 - Account payee demand draftThe EMD shall be drawn on any Nationalized Bank in India in favour of **State Health & Family Welfare Society, Tripura.**
11. Failure to supply standard quality item by the quotationer will render him/her disqualified for future supply/tender.
12. State Health & Family Welfare Society, Tripura, reserves the right to accept or reject any quotation without assigning any reason thereof and tender may be accepted or rejected in part or in whole. Total quantity will be supplied to the Store Section of the State Health and FW Society, Tripura, Palace Compound, Agartala or FOR delivery.
13. Approved lowest rate (unit cost) & firm may be applicable for another sector / Programme of SH&FWS, Tripura time to time as per need. The approved lowest quoted bidder shall be bound for doing the job as per work order as an when required within the financial competency of LPC/HPC under this department.

*Website: [http:// www.tripuranrhm.gov.in](http://www.tripuranrhm.gov.in)

*Notice Board of NHM Building, Palace Compound, Agartala


22.8.19

Mission Director
National Health Mission
Government of Tripura

Undertaking to be submitted by the Quotationer

Tender No. _____

For supply of _____

Sir,

I/We Shri/Smt. _____, on behalf of M/s. _____ having registered office at _____, do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of 01(one) year from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of _____ to supply _____. The rates quoted by me/us for the items tendered for are specified against each.

3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of _____ (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT shall be forfeited by authority.

5. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.

6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.

7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.

8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

9. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

10. I/We hereby declare that I/We have not been disqualified/ de-barred from supply of similar goods by any Govt organization during last three years.

SIGNATURE _____

NAME & DESIGNATION _____

DATE _____

NAME & ADDRESS OF THE FIRM: _____

List of documents submitted should be given in a separate sheet

<u>Sl.No</u>	<u>List of documents</u>	<u>Page no</u>
01	PAN Card.	
02	EMD in the form of fixed Deposit/Bankers Cheque /Account payee Demand Draft drawn from any scheduled Commercial Bank for an amount of Rs.500/- (Rupees five hundred) only. (<u>Not applicable to CPSEs and SPSUs</u>).	
03	Copies of Valid Trade license and renewal certificate thereof.	
04	Documents showing experience	
05	Constitution of the firm of the tenderer.(if required)	
06	Sample of Paper-75GSM	
07	An undertaking for acceptance of terms & condition of the SNIQ as per annexure- 1	

* Attach separate sheets if the space is found insufficient in respect of these items.

SIGNATURE

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NAME & DESIGNATION

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DATE

.....

NAME & ADDRESS OF THE FIRM:

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