

NOTICE INVITING QUOTATION

A sealed quotations are invited for printing of booklets of
Directorate of Information Technology, ITI Road, Indranagar

Format for quoting rate is given below:-

Sl. No	Name of work	Quantity	Rate per booklet (in Rs.)	Total (inclusive of all Taxes in Rs.)
1	2	3	4	5
1	Printing of multicolour booklet (size 1/8 th) with cover page containing 20 Pages (approx)	1500 nos.		

Terms & Conditions:-

- 1 Rate should be quoted only as per format mentioned above.
- 2 Good quality glossy paper should be used (above 130 GSM) for printing and number of pages will be 18 pages
- 3 Cover page should be of glossy lamination paper of 210 GSM.
- 4 EMD of Rs. 1,500/- (one thousand five hundred) only in the form of DD drawn in favour of the Member Secretary, Tripura State Computerisation Agency, A Society of Directorate of Information Technology is to be submitted along with the quotation which will be converted into security deposit of successful bidder.
- 5 Last date of dropping of quotation is 14-12-2017 up to (3.00 PM) in the office of the Directorate of Information Technology, Govt of Tripura, ITI Road, Indranagar, Agartala.
- 6 Date of Opening 14-12-2017 at 4.00 PM at Directorate of Information Technology, if required, authority may alter date for opening of the quotation.
- 7 Interested bidders, their representative may remain present during opening of the quotation.
- 8 No quotation will be received or accepted after the due date and time as mentioned above.
- 9 Quotation should be dropped in the office chamber of the undersigned.
- 10 Delivery of the printed booklets should be within 10 (ten) days of the order.
- 11 The EMD amount will be forfeited on violation of the any terms and conditions.
- 12 Bidders should give a copy of registration certificate.

Director, IT
Govt. of Tripura