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:-

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

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