

**Bamboo & Cane Development Institute (BCDI)**  
**North East Centre for Technology Application and Reach (NECTAR)**

**Request for Proposal (RFP) from a qualified vendor for supply of Printing Material for  
Training Programs in BCDI.**

**12<sup>th</sup> March 2024**

**No-BCDI(A)/004/NECTAR/2022**

**Dated:12.03.2024**

To

All interested and eligible candidates.

**Subject: Request for proposal (RPF) from a qualified vendor for supply of Printing Material for Training Programs in BCDI, Agartala**

Dear Sir/Madam,

For and on behalf of BCDI c/o NECTAR sealed requests for proposal (RPF) are invited as per the subject from the interested and eligible vendors as per requirements given in the document.

1. The RPF document upload (publish) date/time: 12/03/2023. The last date of submission of EOI is 27.03.2024 (up to 5:00 PM). The Bids will be opened on 01.04.2024.
2. The sealed envelope should be dispatched through courier/speed post/registered post/by hand to the office of the **Project Coordinator, BCDI c/o NECTAR, Lichubagan, Agartala, West Tripura – 799010** super scribed as "**Application for supply of Printing Material**".
3. BCDI c/o NECTAR reserves the right to accept or reject any bids without assigning any reason thereof at its discretion.
4. Entrusted vendors fulfilling the requirements in the RPF documents are requested to quote the lowest price as per the requirements given in the document below.

Yours faithfully,

Simon Phukan  
Sr. Administrative Officer

## *Section 1: Introduction*

### **About BCDI:**

**Bamboo & Cane Development Institute (BCDI)** was set up at Agartala in 1974 to provide skills to handicraft artisans. North East Centre for Technology Application and Reach (NECTAR) an autonomous institute under the Department of Science and Technology, the Government of India has been entrusted with the responsibility of running and managing with an objective to provide multi-disciplinary services in the field of skill, design, technology, research, and education.

### **Request for Proposal:**

BCDI C/o NECTAR proposes to participate in the bid for qualified interested vendors to supply Printing Material for training programs as per the following descriptions:

S.No	Item	Size and work details
1.	Certificates	A4 size, 250 GSM Glossy, Digital Colour Print
2.	Cover Folder	9" X 12" Size, with pocketing, 300 GSM Glossy Colour Print
3.	Note Pad	70 GSM plain white paper (inner page, 40 pages), 250 GSM Glossy paper, Digital color print for cover page
4.	Study Material	65-75 GSM paper, B/W print (inner page), 250 GSM Glossy paper with digital print (for cover page) including binding.
5.	Flex	Flex print – Normal quality Flex print in 4 pass print
6.	Photo	11 X 8 size print in photo paper with lab print.

## *Section 2: Invitation of Bids:*

NECTAR invites bids for **empannelment** (for one year) to supply Printing Material for the training program Bottles as per the description mentioned above to BCDI, c/o NECTAR, Agartala.

The Bidders can be a professional individual or Business entity having adequate experience and exposure in catering/hotel to supplying Printing Materials and must have an office/press in Agartala. Bidders must read the complete RFP before submitting the Bids. The bidders should submit their bids in a sealed envelope with technical and Financial proposals as Annexure A/B given at the end of this RFP document.

## *Section 3: How to Apply and Selection Criteria.*

Interested firms / Individuals may apply in the prescribed format (Annexure A & B) and submit documentary credentials related to similar work experience and other documents as per details given below (Relevant proof of documents shall be furnished in the bid):

1. Minimum 3 years of experience in digital printing and similar fields (performable for government sector).
2. Must have a license from the relevant authority.
3. Must have GST No.
4. Address proof, ID proof, and partner details (if other than individual).

“Preference will be given to Micro Small & Medium enterprise (MSME), Start-up entities, and Class I local suppliers as per the procurement guidance note published by Dept. of Expenditure, Ministry of Finance, Govt. of India”.

The application along with documents and a Demand Draft of Rs. 10,000/- in favor of BCDI c/o NECTAR as Earnest Money Deposit (EMD) in all respect should be forwarded in a sealed cover by post/courier to the Project Coordinator, BCDI c/o NECTAR, Lichubagan, Agartala, West Tripura – 799010 super scribed as "Application for supply of Printing Material" with proper address, mobile no, email id (if any) of the supplier/vendor. The application should arrive within 15 days i.e., 27.03.2024 (up to 5:00 PM) from the date of the advertisement /tender published in the CPP/website/Other media.

The Bids will be opened by a Committee of Members on a suitable date which will be intimated. After evaluating the Technical Bid, the financial bid will be opened for qualified bidders and the lowest bidder's cost will be selected as L-1. The empanelment will be processed after the signing of the standard empanelment agreement with NECTAR as per mutual terms and conditions. Offers of empanelment shall be given to L-2, L-3, etc. if they desire to supply the Printing Material at the rates as revealed by L-1.

All communication and information should be provided in writing.

NECTAR reserves the right to reject the offer submitted in response to this RFP at any stage without assigning any reasons whatsoever.

**Annexure-A: Technical Bid-**

**To be submitted in the sealed envelope super scribed as "Technical Bid" Annexure-A:**

**Technical Bid-**

**To be submitted in the sealed envelope super scribed as "Technical Bid"**

1) Name of the Applicant/Company:

2) Correspondence Address:

3) Contact Number:

4) Email id:

5) Work Experience in the relevant fields:

From [Year]:                      To [Year]:

6) License from the concerned authority/department.

License No.

Date of Expiry:

7) GST No.

8) If applied as a Company/Firm/start-up etc., please specify legal status with supporting documents

(9) Certification: I, the undersigned, certify that to the best of my knowledge and belief, I am ready to supply the Printing Material as prescribed/described in the tender document and I have full compliance with the quality and quantity to supply.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal if engaged.

[Signature of the Authorised person/applicant]

Date: Day/Month/Year

**The applicant may attach the documentary evidence in support of experience in supplying the Printing Material and other applicable legal status if available.**

**Annexure B: Financial Bids**

**Financial bid should be given in the following format in a separate envelope sealed and superscribed as "Financial Bid"**

S.No	Item	Size and work details	Unit Price (INR)
1.	Certificates	A4 size, 250 GSM Glossy, Digital Colour Print	
2.	Cover Folder	9" X 12" Size, with pocketing, 300 GSM Glossy Colour Print	
3.	Note Pad	70 GSM plain white paper (inner page, 40 pages), 250 GSM Glossy paper, Digital color print for cover page	
4.	Study Material	65-75 GSM paper, B/W print (inner page), 250 GSM Glossy paper with digital print (for cover page) including binding.	
5.	Flex	Flex print – Normal quality Flex print in 4 pass print	
6.	Photo	11 X 8 size print in photo paper with lab print.	

Payment Terms and Conditions if any to be specified.

Signature:

Name and designation with company seal