

**OFFICE OF THE  
TRIPURA STATE LEGAL SERVICES AUTHORITY  
EAST BANK OF THE MELARMATH DIGHI, AGARTALA  
TRIPURA, PIN- 799001,  
Phone- 0381-231-2481, email- [tslsaagt@gmail.com](mailto:tslsaagt@gmail.com).**

No.F.2 (35)-LAW/TSLSA/AGT/ACTT/11/3718

August 5, 2020

**EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTERS FOR PRINTING WORK**

**INTRODUCTION**

Tripura State Legal Services Authority, having its Head Office at East Bank of Melarmath Dighi, Agartala invites the Expression of Interest from the reputed Printing Firms of Agartala in prescribed format for Empanelment of Printers to undertake various Printing Works carried out by TSLSA from time to time. The panel would be initially for a period of the last seven (07) month of the financial year 2020-21 and may be extended for further period of one year after reviewing the performance/ services rendered. The nature of job required should be of excellent Designing, Scanning, Planning, Printing, etc of publication of various descriptions, and for black and white and multi colour jobs including, Reports, Posters, Pamphlets, Newsletters, Leaflets, Brochures, Calendars, Books, Dairies, Magazines, Letter Heads, Greetings Cards, etc.

The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proofreading, typesetting, editing, spiral binding, perfect binding, etc. as per direction of TSLSA.

It will be responsibility of the agency to return materials like manuscript, art work, photographs, floppies, CDs/ DVDs / Pen drives etc. after completion of the job, failing which the cost of the items will be recovered from the firm.

The empanelled agency should have adequate arrangements for packing and dispatching the documents. The postal/packing charges of courier services/ postal charges will be admissible as per actual rates.

**Eligibility criteria**

The Agency/ printer should have

1. Minimum experience of three years in the field of designing and printing works preferably past experience of handling similar works for Government Departments/ Boards/ Corporations or reputed private companies.
2. The organization must have an office at Agartala.
3. Should have all the valid registration documents for compliance to all statutory requirements like TIN/ PAN no. etc.

4. The agency/ firm must be registered as a printing press.

**Guidelines for submission of application**

1. Interested agencies/firms who are able to comply the requirements may submit the application in duly filled in prescribed format only (**Annexure-A**) and supplemented with all relevant documents to us for further processing as per laid down procedures. Applications not complete in any respect are liable to be rejected summarily.
2. Application forms can be downloaded from TSLSA website **www.slsa.tripura.gov.in**. Eligible agencies/firms may submit their applications by Courier/Speed Post/ By Hand addressed to **the Member Secretary, Tripura State Legal Services Authority, East bank of Melarmath Dighi, Melarmath, Agartala, Pin ; 799001** on or before 2 p.m. of **25.08.2020**.
3. The application should be submitted in a sealed cover envelope. The envelope shall clearly mention the dates, applicant's name and the address and shall be superscribed "**Expression of Interest for Empanelment for Printings works - for TSLSA,**" which may be put in the drop box kept at the ground floor of TSLSA office, if the application is to be submitted by hand.
4. Prospective applicants must keep track of any corrigendum and/or addendum or any change in the schedule or any other relevant information issued in respect of the subject EoI by TSLSA, on our website.
5. Applicants should ensure that copies of all relevant documents are enclosed with the EoI documents. Applicants are required to preserve the originals of documents ready for the verification by the TSLSA at any point of time.

**Empanelment Periods**

1. The empanelment will be initially for a period of the last seven (07) month of the financial year 2020-21 and may be extended further after reviewing their performance/ services rendered.
2. TSLSA reserves its rights to annul the empanelment at any time without assigning any reason or call for a fresh empanelment.
3. TSLSA will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance, non-performance or unspecified performance.



### **Empanelment procedure**

1. The empanelment will be made on the basis of technical bids. Eligible and competent firms will be short listed for the empanelment. As and when print work or publishing orders to be assigned, job base specific rates will be invited and work will be assigned on lowest rate basis or practicable rate.
2. The evaluation of the EoI for empanelment shall be carried out by the Authority.
3. Any un-authenticated alteration, erasures, overwriting, blanking out or discrepancies will render the EoI invalid. The evaluation of the response will be based on the documents submitted.
4. TSLSA decision in respect of evaluation methodology and short listing of the firms will be final and no communications, whatsoever in this respect, shall be entertained.
5. TSLSA reserves right to :
  - i. Take final decision regarding, or to modify or scrap the process,
  - ii. Accept or reject the request of any agency for empanelment, and
  - iii. To keep or remove any agency on the panel approved for designing and printing job etc. and
  - iv. To assign any job to any agency from the panel or otherwise without assigning any reason(s).

### **Notification of Empanelment**

1. TSLSA shall notify the list of successful firms/persons in the TSLSA website.
2. The firm shall acknowledge in the acknowledgement letter and shall send his/her acceptance within 7 days of receiving the notification. Failure to abide by this, may lead to exclusion from publishing panel.
3. During empanelment period, TSLSA reserves the right to de-panel, if the service provided by the firm/person is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the TSLSA reserves the right to remove such printers/agencies from the panel without giving any notice to the firm/person in advance. TSLSA's decision will be final in this regards.

### Awarding of work

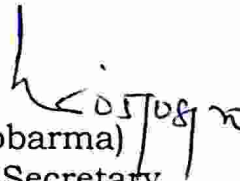
1. TSLSA shall invite the agencies/printers empanelled by floating a limited RFP (Request for Proposal), as per the organizational requirements, as and when required, as per given date and time schedule by fax/ mail/ email/ voice telephone/ by hand, etc.
2. TSLSA shall carry out detailed evaluation of such received proposal on technical, commercial and financial aspect to arrive at best selected printer for that work.
3. The agency/printers will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proofreading, typesetting, editing, spiral binding, perfect binding, etc. as per direction of TSLSA.
4. The work of the TSLSA is time bound and the agency/printer which is assigned the job would be required to complete the job within the time-frame set by TSLSA, failing which the agency will be liable to pay penalty as decided by the Authority. The agency/printer would keep TSLSA informed about the status of the assigned job at every stage.
5. On completion of the job, the agency/printer would be required to send pre-receipted bills in the triplicate (all originals) along with
  - i. Delivery vouchers for the supply made
  - ii. Manuscripts, photographs, graphs, floppy, CDs/DVDs and other materials given by the TSLSA
  - iii. Samples of the job executed.
6. In the event of detection of any error or defect made by the agency/printer at any time after the delivery of the copies ordered, the agency/printer shall be bound, if called upon to do so to rectify such error or defect at its own cost to the satisfaction of and within time fixed by TSLSA. In the event of the delivery of any defective work which, owing the urgency or for any other reasons cannot be wholly rejected, the TSLSA, shall have the power to deduct from any payment due to the agency or security deposit amount, if any, such sum as he may deem expedient not exceeding 10% of the value of the particular portion or portions found to be defective.



7. A schedule for the work and for the delivery of the printed copies will be drawn by TSLSA and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the job accordingly to the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to TSLSA shall have power to cancel the order and withdraw the printed (and folded) sheets, forms, the original art works, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign to another printer for completing the remaining part of the job at the cost of the agency to which the job was originally assigned. The agency shall extend all facilities to the Authority for withdrawing the printed and unprinted material.
8. The Printer applying for empanelment shall be solely responsible for compliance with the provisions of various taxes i.e GST, Income tax, sales tax, etc.

**Disclaimer**

1. This EoI is neither an agreement nor an offer and is only an invitation by TSLSA to the interested parties for submission of Applications. The purpose of this EoI is to provide the Applicant with information to assist the formulation of their proposals. This EoI does not claim to contain all the information each Applicant may require. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EoI and where necessary obtain independent advice. TSLSA makes no representation or warranty and shall incur no liability under any law, statute, rules and regulations as to the accuracy, reliability or completeness of this EoI. TSLSA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EoI.

  
(A. Debbarma)  
Member-Secretary  
TSLSA., Tripura

**ANNEXURE-A**  
**Application for Empanelment of Printer**  
**(To be typed & submitted in the letter head of the Company/  
Firm of Applicant)**

Offer Reference no.....

Dated.....

To  
The Member Secretary,  
Tripura State Legal Services Authority,  
East Bank of Melarmath Dighi, Agartala  
Tripura, Pin-799001.

**Sub: Submission of Application against EoI No-F. 2(35)-LAW/TSLSA/AGT/ACTT/11**  
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Dear Sir

I/We wish to introduce ourselves as printer and request you to consider our application for empanelment as a printer for printing TSLSA's various printing work detailed in the EoI issued by TSLSA, in accordance with terms and conditions thereof.

I/We have carefully perused the terms and agree to abide by the same.

Should my/our application be accepted by TSLSA for empanelment, I/We further agree to work as provided for in the EoI within stipulated time as may be indicated by the TSLSA.

Further, TSLSA reverses the right to accept or reject any or all responses to this without assigning any reason for the same.

**Authorized Representative of Applicant**

Signature:

Name:

Address:

Place:

Date:

**Contd. P/2**

**Details- empanelment of Printers- General Information**

Sl No.	Information	
1.	Name of Printing Press/ company	
2.	Name & postal Address of agency with phone No., Mobile No. & email	
3.	Name of the Proprietor	
4.	Type of organization- Public Limited/ Private Limited/ Partnership/ Proprietary firm. Please attach Certificate of incorporation of business	
5.	Experience details	
6.	Pattern of work	
7.	Samples of publicity materials printed in the last 03 (three) years- may please be enclosed with application letter	
8.	List of clients- work done in respect of GOI/ State Govt. Dept./ PSUs belonging to Central and State Govt. bodies with telephone No.	
9.	Details of i. Sale tax registration no. ii. Service tax no. iii. PAN no. iv. TAN No. v. SGST No. vi. Any other information	
10.	ISO certification of agency	

Yours faithfully

Authorized signatory

Name:

Place:

Date:

**EoI Acceptance Letter**  
**(To be typed & submitted in the Letter Head of the Company/  
Firm of Applicant)**

To  
The Member Secretary,  
Tripura State Legal Services Authority,  
East Bank of Melarmath Dighi, Agartala  
Tripura, Pin-799001.

**Sub: Acceptance of terms and conditions of EoI.**

**EoI Reference No.- F.2(35)- LAW/TLSA/AGT/ACTT/11/.....**

Dear Sir,

1. I/We have downloaded/ obtained the EoI for the above mentioned 'EoI/ Work' from the website namely- [slsa.tripura.gov.in](http://slsa.tripura.gov.in) as per advertisement, given in the above mentioned website.
2. I/We hereby certify that I/We have read the entire terms and conditions of the EoI documents of all pages (including all documents like annexure (s), etc.), which form part of the contract agreement and I/We shall abide hereby the terms/ conditions/clauses therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting the acceptance letter.
4. I/We hereby unconditionally accept the EoI conditions of above mentioned EoI document(s)/ corrigendum(s) in its totality/ entirely.
5. I/We certify that all the information furnished by our Firm is true & correct and, in the events, that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reasons or reason thereof or summarily reject the application or terminate the contract, without prejudice to any other rights or remedy.
6. I/We hereby certify that all the information and data furnished by me with regard to the above EoI Specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions, stipulations and other pertinent issue till date and agree to comply with the requirements and Intent of the specification.
7. We hereby confirm that we have not changed / modified/ materially altered any of the EoI as downloaded from the website/ issued by TLSA and in case of such observance at any stage, it shall be treated as null and our void and our EoI shall be deemed to be withdrawn.

**Contd. P/2**



8. We also hereby confirm that we have neither set any terms and conditions and nor have we taken any deviation from the EoI conditions together with other reference applicable for the above referred EoI specifications.
9. I/We understand that this is merely an application and does not entitle me/us to be necessarily qualifies by the TSLSA and the TSLSA reserves the right to reject all and or any application without assigning any reason whatsoever.
10. We confirm to have submitted offer in accordance with EoI instructions and as per aforesaid reference.
11. We undertake to inform you about any insolvency proceedings, if any initiated against us by any financial / operational creditors within seven days from the receipt of such notice.

Signature of the authorized person

Date:

Full name & Designation:

Place:

Company's Seal