



# TRIPURA LEGISLATIVE ASSEMBLY

SECRETARIAT

NEW CAPITAL COMPLEX, AGARTALA

(Fax : 0381 - 241 4095)

Email : vidhansabha\_tripura@gmail.com

vidhansabhatripura@gmail.com

File No. : 1 (3)-LA(EA)/2019

Dated, Agartala, the 14/1/2019

## Terms and Conditions of DTP work (Page Maker), Designing etc. for the Assembly Proceeding (Official Report)

Sealed quotation in plain paper is hereby invited by the undersigned on behalf of Tripura Legislative Assembly, New Capital Complex, Agartala from the experienced bidders who have expertise in English & Bengali Typing (in Bengali Perfect Typist Software) of DTP work (Page Maker), Designing etc. for the Assembly Proceeding (Official Report) in A4 size paper.

**The terms and conditions of the tender shall be as follows : -**

1. The DTP operator/bidder should have knowledge of Bengali as well as English type writing.
2. The manuscript of Assembly Proceedings (Official Report) shall be handed over to the successful bidder who shall type out the contents in the computer in 'Bengali Perfect Typist Software'.
3. The DTP with final proof shall be handed over to the Assembly Secretariat both in hard copy and soft copy (date wise).
4. The bidder shall quote rate per page of the whole work (D.T.P & final proof) in A4 size paper. The rate shall include the costing of soft copy as well.
5. The successful bidder has to submit minimum 3000 pages of Assembly Proceeding (Official Report) in hard copy by 15<sup>th</sup> of every month to the Assembly Secretariat after receiving the work order.
6. Last date submission of : - 31/01/2019 (up to 16.00 hours).
7. Date of opening of tender : - 02/02/2019 (at 12.00 hours)
8. Preference will be given to those who have experience in DTP works (Experience Certificate in this regard is to be produced).
9. Rate once accepted cannot be enhanced in any circumstances.
10. The Secretary, Tripura Legislative Assembly reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof.
11. The Secretary, Tripura Legislative Assembly reserves the right to cancel the contract /agreement. At any time if the successful quotationer fails to supply the content as per the requirement of the Tripura Legislative Assembly in regard to proper DTP work, Designing and correct proof of the proceedings or in case of any breach of contract by the successful quotationer.

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(S. Sikdar)

Secretary,

Tripura Legislative Assembly

**Copy to :-** The Sr. Computer Assistant for uploading the Terms and Condition in the Website of the Assembly Secretariat.

  
Secretary,  
14.1.19.  
Tripura Legislative Assembly