

Government of Tripura
DIRECTORATE OF BIOTECHNOLOGY
Department of Science, Technology & Environment
Vigyan Bhawan, Pandit Nehru Complex
Kunjawan, Agartala -799006

NIQ No.F.6(61)/DBT/P-III/334-35

Date 03/05/2018

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited under Two Stage Bid System by the undersigned on behalf of the Governor of Tripura from bonafide agencies/supplier/contractor to quote their lowest item rates for **printing and supply of Booklet** in connection with Post Project Workshop on Neem during 2018-19 FY .

The Quotation Paper is available & can be downloaded from the Directorate of Biotechnology, Tripura website www.dbttripura.nic.in and the same may be submitted after being duly filled in prescribed formats along with all required documents as per NIQ.

Last Date of quotation submission: **25th May, 2018 up to 3.00 pm IST**
Date of Opening of quotation: **25th May, 2018 at 4.00 pm IST**

Note: The quotations may be opened on **25th May, 2018 if possible**. In case the day happens to be a holiday, the quotations will be received up to **3.00 pm IST** and will be opened at **4.00 pm IST** of the next working day.

General Terms & Conditions:

1. The rate should be inclusive of cost of paper, printing, binding, packaging, GST, and other charges as applicable.
2. The quotations will be opened in the presence of the Quotationer or their authorized representative (having valid authorization letter) who may like to be present.
3. The detail specification of printing of Booklet is attached at **Annexure-I**.
4. The bidders should submit **Technical and Financial Bid**. Technical Bid is attached at **Annexure-II** and Financial Bid is attached at **Annexure-III**.
5. The bidder/firm should have experience of printing works (proof should be enclosed).
6. The bidder shall submit the samples of the papers & proof of printing jobs by way of newsletters/reports/manuals etc along with the quotation. All those samples should be duly signed on behalf of the bidder with detailed specification i.e. name of the paper, GSM etc.
7. The bid without the signed samples of the paper with proof of printing job may be summarily rejected. The bidder should avoid erasing/ overwriting in the submitted documents, the bidder should quotes rates both in figure and word.
8. The undersigned reserves the right to accept/reject any or all quotations or part thereof without assigning any reason thereon.



9. The successful bidder will be required to give an undertaking that it has understood clearly all the terms and conditions mentioned in this document and bind itself to the same for the period of the contract. A proforma of undertaking is attached at **Annexure –IV**.
10. An Agency shall submit only one quotation. Submission of multiple quotations by a single Agency will lead to rejection of all such quotations.

11. PAYMENT TERMS:

- (i) No advance payment will be made.
- (ii) Payment will be released only after receiving the item in full & good condition and satisfactory performance of the item subject to statutory deduction if so applicable.
- (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card, Adhaar Card, and Bank Account Details.
- (iv) The final bill shall be submitted to The Head of Office, Directorate of Biotechnology, Vigyan Bhawan, Gurkhabasti, Agartala, West Tripura, pin-799006 by the successful bidder within one week of completion of programme.
- (v) All payments would be made through RTGS/NEFT/Cheque after receiving bills in triplicate.
- (vi) The Tax Deduction at source (TDS) shall be made as per the provision of Indian Income Tax Act, as amended from time to time.

12. QUANTITY TO BE PROCURED:

The quantity shown in the quotation is most tentative and may be increased or decreased by 10% of quotation quantity at the discretion of undersigned as per the accepted rate, terms & conditions stipulated in the Work Order of successful bidder within the validity of rates.



(Shivanand S. Talawar, IFS)
Director
Directorate of Biotechnology

Copy to

1. IT Nodal Officer DBT, Agartala for uploading in DBT Website
2. Notice Board, DBT Agartala

Technical Specification of Book let:*NIQ No.F.6(61)/DBT/P-III/ 334-35**Date 03 /05/2018*

01.	Size	24 × 18 cm
02.	Paper	100 GSM glossy
03.	Cover pages	250 GSM glossy
04.	Pages	24 pages
05.	Colour	Multi-colour
06.	Binding	Perfect

TECHNICAL BID:

NIQ No.F.6(61)/DBT/P-III/ 334-35
Date 03/05/2018

Sl. No.	Name of Document	Yes	No.	Remarks
01.	Registration Certificate of the bidder under State/Central Government			Attachment of copies of documents is mandatory.
02.	Copy of PAN card of the bidder			
03.	Copy of the IT return of the bidder as filed for the last financial year			
04.	Copy of the Service Tax/ GST Registration certificate of the bidder			
05.	Copy of trade license			

OTHER RELEVANT INFORMTION (MANDATORY)

Sl. No.	Items	Details
01.	Name of the bidder	
02.	Profile of the bidder	
03.	Name of proprietor/ Director of the Agency	
04.	Full address of Registered Office	
05.	a. Telephone/Mobile No. b. Fax No. c. E-mail	

(Signature of the authorised person of the Agency with seal)

Place:

Date:

FINANCIAL BID:

ANNEXURE-III

NIQ No.F.6(61)/DBT/P-III/ 334-35

Date 03/08/2018

Sl. No.	Description of items	Qty	Rate in Rupees per copy	Total amount in Rupees
1.	Printing of Booklet 24 × 18 cm size, 100 GSM glossy 24 pages, cover 250 gsm with gloss , perfect binding multicolored.	180 copies		

(Signature of the authorised person of the Agency with seal)

Place:

Date:

(On official stationery/letter head)

To
The Director
Directorate of Biotechnology
Vigyan Bhawan, Pandit Nehru Complex
Kunjawan, Agartala -799006

Undertaking

- i. I Son/Daughter/Wife of Shri
Proprietor/Director/authorized signatory of(name of agency)..... is competent to sign this
declaration and execute this tender document.

- ii. I/We have visited the premises and fully understand the scope of the work and terms and conditions
of the quotation.

- iii. I/We have gone through the Term & Conditions given in the NIQ document and agree with the
same.

- iv. All information provided in this quotation is true and correct to the best of my/our knowledge.

(Authorized signatory)
Seal with date