

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

NIQ No.F.6 (71)/DSTE/DBT/P-III/2840-41

Date ..23/08/2023

SHORT NOTICE INVITING QUOTATION

Sealed quotations are hereby invited in single bid system by the undersigned on behalf of the Governor of Tripura from experienced printing press owner/bonafide agencies to quote their lowest rate for **Printing and Supply of Multi Color Biotech News Letter of Directorate of Biotechnology, Govt. of Tripura**. The last date of submission of quotation is **1st September, 2023 upto 03:00 pm IST** and the quotations may be opened on **1st September, 2023 at 04:00 pm IST, if possible**.

In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the inviting authority or force majeure on the day of opening, the quotations will be received & opened on the next working day at the same time scheduled above. If it further delays, the date of opening shall be intimated to the participating quotationers from this end.

The quotation (rate) should be submitted as per following proforma without any deviation:

Sl. No.	Particulars	Quantity (A)	Rate per copy (in INR) (B)	Grand Total Amount (in INR) (A x B)
1	Printing of multi color News Letter, Size; 42 cm x 26.5 cm (Folder), Both side printing, typing in Bengali & English along with graphic design charges. Paper: 210 GSM Glossy Art Paper Text: English and Bengali.	600 nos. (300 each in 2 phases)	Basic Rate: GST%= GST Amount: Total: Total amount in words: (in words.....)

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.

General information and Terms and conditions:

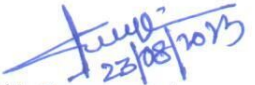
1. The rate should be inclusive of cost of designing, paper, printing, binding, GST, and other charges as applicable.
2. The quotations will be opened in the presence of the Quotationer or their authorized representative (having valid authorization letter) who may like to be present.
3. The quotationer should submit copies of **valid Trade License, PAN card, Adhaar card, GST Registration** and **signed & stamped blank quotation papers of this SNIQ**. Failing which their quotation shall be treated as disqualified.
4. The quotationer should have experience of **similar printing works** (proof should be enclosed).
5. The successful quotationer will have to arrange for printing & supply of the items at the office of this Directorate within 15 days from the date of receiving of Work Order.
6. No quotation will be accepted through post/courier etc.
7. A quotationer should submit only one quotation. Submission of multiple quotations by a single quotationer will lead to rejection of all such quotations.
8. The items should be supplied to the office of the undersigned without claiming any transportation cost.
9. The quantity may be increased or decreased by 25%.
10. The undersigned reserves the right to cancel the quotation any time without assigning any reason thereon.

11. Rates:

- (i) The successful quotationer will be decided based on the quoted lowest **Unit Rate** only irrespective of GST percentage & subsequent GST amount, subject to qualifying the technical criteria
- (ii) In case of any contradiction between rate offered in digit & words, rate offered in digit shall be considered. Also if there is any contradiction between unit rate & grand total amount, unit rate will be considered for evaluation

12. Payment Terms:

- (i) No advance payment will be made.
- (ii) 100% Payment will be released only after receiving the items in full & good condition subject to statutory deduction if so applicable.
- (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card, Aadhar Card, and Bank Account Details along with bill.
- (iv) The final bill in triplicate shall be submitted to the Head of Office, Directorate of Biotechnology, Vigyan Bhawan, Gurkhabasti, Agartala, West Tripura, pin-799006 by the successful quotationer within one week of completion of the supply.
- (v) Tax as applicable will be deducted from the bill at source.


23/08/2013

(A. Sengupta)

Joint Director & HoO
Directorate of Biotechnology

Copy to:

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