

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

NIQ No.F.4 (13)/DBT/ESTT/Gen/Pt-I/ 1052-53

Date 04/07/2019

NOTICE INVITING QUOTATION (2nd Call)

Sealed quotation are hereby invited by the undersigned on behalf of the Governor of Tripura from the available local sources within the AMC area to quote their lowest rates for Photocopying of A4/A3 size documents for smooth running of office of the Directorate of Biotechnology.

The last date of submission of quotation is **24th July, 2019 up to 03.00 pm IST** and the quotations may be opened on **24th July, 2019 at 04.00 pm IST, if possible**. In case the day happens to be a holiday, the quotations will be received up to **03.00 pm IST** and will be opened at **04.00 pm IST** of the next working day.

The quotation should be submitted in the following proforma:

Sl.No.	Description of work	Rate per page (in Rs. or Paisa)
1.	Photocopying of A4 size Document(Simplex)	Rs..... Rs. in word.....
2	Photocopying of A3 size Document(Simplex)	Rs..... Rs. in word.....

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.

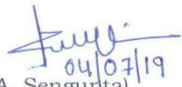
Terms and conditions:

1. The quotation documents should be wrapped in a sealed & marked (NIQ No, Name of work, Name of the quotationer) envelope.
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 and PAN card.
4. The quotationer should have good experience of photocopying or Xerox works.
5. **The quotation is invited from AMC area.**
5. No quotation will be accepted through post/courier etc.
6. The rates quoted should be valid for a period of one year.
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. In case of any contradiction between rate offered in figure & words, rate offered in words will be considered.
9. Photo copy of A4 size or A3 size will be done as per requirement.
10. The undersigned reserves the right to cancel the quotation any time without assigning any reason thereon.

11. Payment Terms:

- (i) No advance payment will be made.
- (ii) Payment will be released only after receiving the photocopy in full & good condition.
- (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card, Aadhar Card, and Bank Account Details.
- (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.


04/07/19
(A. Sengupta)
Sr. So & Head of Office
Directorate of Biotechnology
Govt. of Tripura

Copy to:

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