

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

**NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited by the undersigned on behalf of the Governor of Tripura from bonafide Indian agencies/supplier/contractor to quote their lowest rate for the following work in connection to Capacity Building Programme of various Bio-village projects to be undertaken by Directorate of Biotechnology, Tripura during FY 2024-25 throughout the state.

<b>Name of Work</b>	<b>Quantity</b>
<i>Supply of Packet Lunch</i> <b>(Base price ceiling limit Rs. 220/packet)</b>	700 Nos. <b>(in phase manner)</b>

The Quotation Paper is available & can be downloaded from the Directorate of Biotechnology, Tripura website [dste.tripura.gov.in](http://dste.tripura.gov.in)

Last Date of quotation submission: **24<sup>th</sup> July, 2024 up to 03.00 pm IST**

Date of opening of Technical quotation: **24<sup>th</sup> July, 2024 up to 04.00 pm IST**

**Note:** The quotations may be opened on **24<sup>th</sup> July, 2024, 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.

**General Information and Terms & Conditions:**

1. 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.
2. The items in the Packets should be as per **Annexure-I**.
3. The quotationers should submit Technical bid and financial bid in two different envelopes. **Envelope-I for Technical bid as per Annexure-II** and **Envelope-II for Financial bid as per Annexure-III**. Both the Envelope-I & Envelope-II should be wrapped in a **single envelope** superscripting the NIQ number & name and subscripting the name of the quotationer with address. If the outer envelope is not sealed & marked properly as above, this Directorate will not assume any responsibility for its misplacement, premature opening, late

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opening & so on. The Quotationer whose Technical bid is found to be acceptable, shall be considered for opening of respective Financial bid.

4. All pages of the quotation documents (Technical & Financial) and all envelopes shall be signed and stamped by the quotationer before submission.

5. **Payment Terms:**

- (i) No advance payment will be made.
- (ii) 100% Payment will be released after receiving satisfactory service and on receipt of bills in triplicate 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.
- (iv) The final bill in triplicate shall be submitted to the Head of Office, Directorate of Biotechnology, Vigyan Bhawan, Gorkhabasti, Agartala, West Tripura, pin-799006 by the successful quotationer within one week of completion of the supply.

6. **Quantity to be Procured:**

The quantity shown in the quotation is most tentative and may be increased or decreased by 25% of quotation quantity at the discretion of undersigned as per the accepted rate, terms & conditions stipulated in the NIQ.

7. **Rate:**

7.1 The quoted rate should be within the ceiling limit Rs. 220.00/packet including GST, transportation cost etc.

7.2 The quoted rate should be in Indian Rupees (INR)

7.3 The rate should be legible written in English both in figure and in words. In case of any contradictions between the rates mentioned in figure and words, the rate mentioned in words shall be considered final. Also if there is any contradiction between unit rate & total amount, unit rate will be considered.

7.4 Lowest quotationer (L1) shall be decided based on **Base Rate** (without GST) only & accordingly contract shall be awarded to the L1 quotationer. If L1 fails to deliver, due procedure shall be followed to serve the purpose.

8. **Validity of Finalized Rate:** The rate would be valid till one (1) year from the date of acceptance of the rate by this Directorate

9. **Clarifications on Submitted Quotation Documents:**

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During the process of evaluation of the quotation, Directorate of Biotechnology at its discretion may ask the quotationer for a clarification on his quotation either in written or fixing meeting inviting quotationers at Directorate of Biotechnology (DBT) office, Agartala. The request for clarification and the response shall be in writing and in English only and within the allowed time schedule.

10. A quotationer should submit only one quotation. Submission of multiple quotations by a single quotationer will lead to rejection of all quotations by the quotationer.
11. The Lunch packets need to be delivered in various project locations in piecemeal/phase manner within the state of Tripura by the successful quotationer without claiming any other cost.
12. No quotations will be accepted through post/courier etc.
13. The quotationers required to submit an undertaking with Technical Quotation in the proforma given at **Annexure-IV** and Non submission of Technical bid document(s) as per **Annexure-II** will lead to rejection of that quotation.
14. The successful quotationer shall need to arrange service person for distributing packets, cleaning etc. No extra charge will be borne by this end for the works.
15. The contract shall be discontinued at any time during the contract period if the eligible quotationer/supplier fails to maintain the quantity & quality of food item as per **Annexure-I**
16. **The undersigned reserves the right to cancel the NIQ any time without assigning any reason thereon.**

**Signed by Anjan Sengupta**

**Date: 02-07-2024 14:58:31**

**Reason: Approved**

(A.Sengupta)

Jt. Director & HoO

Directorate of Biotechnology

Govt. of Tripura

Copy to:

1. Notice Board, DBT Agartala
2. IT Nodal officer, DSTE for uploading on DSTE website

**ANNEXURE-I**

**Menu of Packet Lunch (Packet should be of standard size and quantity should be sufficient for lunch of an adult person):**

<b>Sl. No.</b>	<b>Menu/Packet</b>
1	Plain Rice (Fine) (250 gm)
2	Dal
3	Seasonal Mix Veg with Paneer
4	Chicken Curry (minimum 100 gm or 5 standard size piece)
5	Sweet (Rasgolla/Lalmohan/Gulab Jamun)
6	500 ml water

**TECHNICAL BID:**

<b>Sl. No.</b>	<b>Name of Document</b>	<b>Attached/Not Attached</b>	<b>Remarks if any</b>
1.	FSSAI Registration		
2.	PAN card of the quotationer		
3.	Income Tax return for AY 2023-24		
4.	GST Registration		
5.	Copy of valid Trade License		
6.	Letter of Undertaking (Annexure-IV)		
7.	Duly signed & stamped Blank Quotation Paper		

**Place:****Date:****(Signature of the authorised person of the Agency with seal)**

**FINANCIAL BID**

**Name of Work:** Supply of Packet Lunch (Base Price Ceiling limit Rs. 220.00/- per packet)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate/Packet (in Rs.)</b>	<b>Total Amount (in Rs.)</b>
1	<b>Basic Rate</b> for Supply of Packet Lunch  (Ceiling limit Rs. 220.00 per packet)	700 Packets	Each		
2	<b>GST</b> ..... % on above	700 Packets	Each		
<b>Grand Total:</b>		<b>700 Packets</b>	<b>Each</b>		
<b>In words:</b>					

**Place:**

**Date:**

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

(On official stationery/letter head)

To  
The Director (I/C) & HoO  
Directorate of Biotechnology  
Vigyan Bhawan, Pandit Nehru Complex  
Kunjavan, Agartala -799006

**Letter of Undertaking**

I ..... Son/Daughter/Wife of Shri  
..... Proprietor/Director/authorized signatory of  
..... (Name of the firm/agency/company)  
is competent to sign this declaration and execute this NIQ and I am stating that my/our  
firm/company/agency is not black listed by any Govt./PSU office/department.

ii. We are submitting our offer in full compliance of the terms and conditions of the above  
cited NIQ. A blank copy of quotation duly signed on each page also submitted as a proof  
of our acceptance of all specifications as well as the Terms and Conditions. We have  
submitted quotation documents as per NIQ Terms and Conditions.

iii. I/We have gone through the General information and Terms & Conditions stipulated  
in the NIQ document and agree with the same.

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

**(Authorized signatory  
Seal with date)**