

Government of Tripura
Tripura Biotechnology Council
Directorate of Biotechnology
Vigyan Bhawan, Pandit Nehru Complex
Kunjavan, Agartala -799006

NIQ No.F.6(3)/TBC/P&I/23/VI/Part-I/895-898

Date.10./12/2024

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 rates for following work in connection with **Capacity Building Programme/Training programme/Meeting under Tripura Biotechnology Council.**

Name of Work	Quantity
Supply of Packet Lunch (Base price ceiling limit Rs. 250/-/packet inclusive of GST) in connection with different programme of TBC during the F.Y 2024-25.	700 (Seven Hundred) (In phase manner)

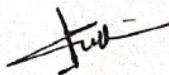
The Quotation Paper is available & can be downloaded from the Department of Science , Technology & Environment , Govt. of Tripura website www.dste.Tripura.gov.in.

Last Date of quotation submission: **26th December, 2024 up to 03.00 pm IST**
Date of opening of quotation: **27th December, 2024 at 04.00 pm IST**

Note: The quotations may be opened on **27th December, 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 Quotationers 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 Council will not assume any responsibility for its misplacement, premature opening, late 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 quotationers before submission.

5. **The procedure for Finalization of BID would be as follows:**

- 5.1. First the Technical Bids shall be opened and evaluated by Tender Evaluation Committee of TBC.
5.2. Then the financial bid of technically qualified bidders shall be opened.
5.3. The bidder quoting the Overall Lowest Price will be declared as successful bidder (L1) and the price quoted by successful bidder (L1) shall be considered as Approved Lowest Price for awarding the contract.

6. **Payment Terms:**

- 6.1. No advance payment will be made.
6.2. 100% Payment will be released only after receiving the item in full & good condition and receipt of bills in triplicate subject to statutory deduction if so applicable.
6.3. Quotationers should provide Beneficiary ID if already created or photocopy of PAN Card, Aadhar Card, and Bank Account Details.
6.4. The final bill in triplicate shall be submitted to the office of **Tripura Biotechnology Council, Directorate of Biotechnology, Vigyan Bhawan, Gorkhabasti, Agartala, West Tripura, pin-799006** by the successful quotationer within one week of completion of the supply.

7. **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 Supply Order to the successful quotationer.

8. **Rate:**

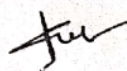
- 8.1. Lowest quotationer shall be decided based on Basic Rate only.
8.2. The rate quoted should be in Indian Rupees and be firm including of all taxes etc.
8.3. The rate should be legible written in English both in figure and in words. In case of any contradictions between the rates mentioned in figure 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**.
8.4. If it is found that the bidders have quoted various GST rates. TBC will consider uniform GST as per GST rules as applicable on basic rate offered by the fields & subsequently L1 rate will be evaluated.

9. The quotationers will be required to give an undertaking with Technical Quotation in the proforma given at **Annexure-IV**.

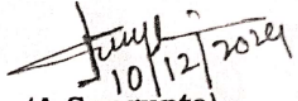
10. A quotationer should submit only one quotation. Submission of multiple quotations by a single quotationer will lead to rejection of all quotations by the quotationer.

11. The packets (partly) should be supplied to the venue of the respective training programmes in phase manner. Exact venues will be informed by this end in advance time to time and shall be mentioned in supply order.

12. No quotations will be accepted through post/courier etc.



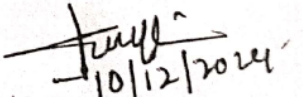
13. Non submission of Technical bid document(s) as per **Annexure-II** will lead to rejection of that quotation.
14. **The quoted rate should be within the ceiling limit Rs. 250.00/packet and the rate quoted by the Bidder should be valid for 1 (one) year i.e from the date of acceptance of rate from this end.**
15. **The successful quotationer will have to arrange sufficient drinking water, Tissue paper, service staffs for distributing packets, cleaning etc. and proper hygiene should be maintained. No extra charge will be borne by this end for the works.**
16. **The undersigned reserves the right to cancel the NIQ any time without assigning any reason thereon.**


10/12/2024
(A.Sengupta)

**Joint Member Secretary,
Tripura Biotechnology Council,
Department of Science Technology &
Environment, Govt. Of Tripura**

Copy to

1. The Member Secretary, TBC for kind information
2. IT Nodal Officer, DSTE with a request to upload the same in the website of Department of Science , Technology & Environment , Govt. of Tripura (www.dste.tripura.gov.in)
3. The Director, Information & Culture Affairs, Govt. of Tripura for publication of NIQ in daily local newspaper.
4. Notice Board , TBC Agartala


10/12/2024
(A.Sengupta)

**Joint Member Secretary,
Tripura Biotechnology Council,
Department of Science Technology &
Environment, Govt. Of Tripura**

ANNEXURE-I

NIQ No.F.6(3)/TBC/P&I/23/VI/Part-I/895-898

Date ...10..../12/2024

Menu of Packet Lunch (Packet should of standard size and quantity should be sufficient for lunch of an adult person): Packaging material should be Aluminum foil container.

Sl. No.	Menu/Package
1	Plain Rice (Fine) (250 gm)
	Dal
2	Seasonal Mixed Vegetable (Standard Quantity) with paneer
5	Chicken Curry (minimum 100 gm or 5 standard size piece)
6	Salad
7	Dessert (Rasgolla/Lalmohan/Golab Jamun)
8	Drinking Water(500ml)

ANNEXURE-II**TECHNICAL BID:**

NIQ No.F.6(3)/TBC/P&I/23/VI/Part-I/895-898

Date....10..../12/2024

Sl. No.	Name of Document	✓	Remarks
01.	FSSAI Registration		Attachment of copies of documents is mandatory.
02.	Copy of PAN card of the quotationer		
03.	Copy of Income Tax return for FY 2023-24		
04.	Copy of GST Registration		
05.	Copy of valid Trade License		

Place:

Date:

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

ANNEXURE-III**FINANCIAL BID**NIQ No.F.6(3)/TBC/P&I/23/VI/Part-I/ **895-898** Date...../12/2024**Name of Work: Supply of Packet Lunch (Ceiling limit Rs. 250.00/- per packet)**

Sl. No.	Particulars	Quantity	Unit	Rate/Packet (in Rs.)	Amount (in Rs.)
1	Basic Rate for Supply of Packet Lunch	700 Packets (In phase manner)	Each		
2	GST @..... on above		Each		
Total		700 Packets	Each		
In words:					

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

(On official stationery/letter head)

NIQ No.F.6(3)/TBC/P&I/23/VI/Part-I/895-898

Date....10...../12/2024

To
The Joint Member Secretary
Tripura Biotechnology Council
Directorate of Biotechnology
Govt. Of Tripura
Vigyan Bhawan, Pandit Nehru Complex
Kunjavan, Agartala -799006

Letter of Undertaking

ISon/Daughter/Wife of Shri
Proprietor/Director/authorizedsignatory of
..... (Name of the agency) 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)**