

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 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 rates 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 **27th May, 2025 upto 03:00 pm IST** and the quotations may be opened on **27th May, 2025 upto 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.

The quotation should be submitted in the following pro forma:

Sl. No	Particulars	Quantity	Rate in Rs. per Copy (i/c GST)	Amount in Rs. (i/c GST)
1	Designing, printing & supplying of multi color News Letter, Size; 42 cm × 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.	1500 nos. (500 each in 3 phases)	(in words.....)	(in words.....)

The Quotation Paper is available & can be downloaded from the Directorate of Biotechnology, Tripura website dste.tripura.gov.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 rate should be inclusive of cost of paper, printing, binding, GST, and other charges as applicable.
2. The successful quotationer will be decided based on the quoted lowest unit rate, subject to qualifying the technical criteria
3. 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 and Adhaar card**

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 after issuance 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. In case of any contradiction between rate offered in digit & words, rate offered in words will be considered. Also if there is any contradiction between unit rate & total amount, unit rate will be considered.

9. The items should be supplied to the office of the undersigned without claiming any transportation cost.

10. The quantity may be increased or decreased by 25%.

11. The undersigned reserves the right to cancel the quotation any time without assigning any reason thereon.

13. Payment Terms:

- (i) No advance payment will be made.
- (ii) 100% Payment will be released only after receiving the items in full & satisfactory 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.
- (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.

Signed by Anjan Sengupta

Date: 02-05-2025 16:28:02

(A.Sengupta)

Joint Director & HoO
Directorate of Biotechnology

Copy to:

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