



TRIPURA BIODIVERSITY BOARD
under Forest Department
Govt. of Tripura
Aranya Bhawan , Gurkhabasti
Agartala, Tripura(W)

NOTICE INVITING QUOTATION

Sealed quotations are invited from bonafied Indian citizen and registered printing agencies/ firm/ company etc. on behalf of Member Secretary, Tripura Biodiversity Board (TBB), 3rd floor, Aranya Bhawan, Gurkhabasti, Nehru Complex, Agartala for **designing and printing of Annual Report FY 2021-22 and FY 2023-24** as per the specification detailed below:

Details of specification:

S.N.	Description	Specification	Remarks
01.	Annual Report 2021-22	1. 90 GSM Multi Colour both side (102 pages) 2. 250 GSM Colour (Cover Pages) with Mat Lamination Multi Colour 3. A 4 Size 4. Perfect Binding 5. Quantity: 150 copies	Rate Should be Quoted separately for design Charges & Printing charges
02.	Annual Report 2023-24	1. 90 GSM Multi Colour both side (92 pages) 2. 250 GSM Colour (Cover Pages) with Mat Lamination Multi Colour 3. A 4 Size 4. Perfect Binding 5. Quantity: 200 copies	

The last date for receipt of quotations shall be on **10/10/2025 at 05.30 PM**. The quotation should be submitted to the Tripura Biodiversity Board, 3rd Floor, Aranya Bhawan, Pt. Nehru Complex, Gurkhabasti, Agartala.

Terms & Condition:

1. The printing agency is required to deliver the finished product within 30 days.
2. The firm/ printing agency should be MSME registered.
3. Payment will be made against satisfactory supply of the materials within desired time frame and production of triplicate bill.

4. No advance or part payment will be given. Payment will be arranged only after satisfactory completion of the work duly certified by the competent authority.
5. The rate should be quoted inclusive of all taxes.
6. The bill should be submitted having proper GSTN No.
7. The undersigned reserves the right to cancel any quotation without assigning any reason thereof.
8. The decision of the Member Secretary, TBB will be considered to be final on receipt of the Supply Order.

Sd/-
(Chaitanya Murti, IFS)
Member Secretary
Tripura Biodiversity Board

Copy to

1. The In-charge, website of TBB/ Forest Department with a request for publication in the website
2. Notice Board of Forest Department, Aranya Bhawan, Gurkhabasti, Agartala.
3. The Estate Officer (Range Officer), FHQ for information.

(Anima Das, TFS)
Assistant Conservator of Forests & DDO
Tripura Biodiversity Board