



No.F.24 (12-13)/BD/For-TBB-2010/ 837-42  
GOVERNMENT OF TRIPURA  
TRIPURA BIODIVERSITY BOARD  
ARANYA BHAWAN, GURKHABASTI  
AGARTALA, TRIPURA.

Dated: 16.06.2016

**Short Notice Inviting Quotation**

Sealed short quotations are invited from the Indian citizens by the undersigned from the reputed printer/supplier on behalf of Tripura Biodiversity Board, 3<sup>rd</sup> floor, Aranya Bhawan, Gurkhabasti, Nehru Complex, Agartala for printing of book on '*Dragonflies and Damselflies of Tripura*' as per the terms and condition stipulated below:

**TERMS AND CONDITION OF THE CONTRACT**

**Technical criteria**

1. The quotationer should be reputed firm preferably having experience in carrying out printing works for different Govt. offices/PSU/Autonomous bodies etc. Copies of work orders/ award letters should be provided along with the quotation.
2. The quotationer should have valid Trade License along with the proposal, from AMC or Department of Industry & Commerce.
3. The quotationer should have a valid Pan/Tan number/ Sales Tax registration number and details thereof should be provided. (Photocopy of the certificate to be enclosed)
4. The quotation should furnish ITC/PTC along with the proposal.
5. The quotationer should submit the rate quote as per specification/format along with the proposal.
6. The quotationer should quote rate/s both in figure and word. Erasing/ overwriting should be avoided.
7. The quotationer should submit few best quality sample copies.
8. Once approved the bid/quotation, the quotationer should submit the D-call of prescribed value based on total value of contract.
9. The quotationer must also have ISO Certification of his agency.

**Pre Press job**

1. Content of the printed material will be provided in soft copies from Tripura Biodiversity Board.
2. Formatting/ design work for reports/booklets shall be taken by the quotationer. The design shall be in tune with the contents. No extra charge will be paid for this corrections suggested by the TBB.
3. The PBR / Books are required to be printed as per the specimen or specification to be provided from TBB.
4. Printed final proof to be submitted by the successful printer for approval by the Member Secretary, Tripura Biodiversity Board before final printing.

**Financial conditions**

5. The successful quotationer will have to deposit a D-Call certification amount to 5% of the total value of the work order.
6. Payment will be made through A/C payee cheque against satisfactory supply of the materials within desire time frame & production of triplicate bill.
7. Sale tax/income tax as applicable will be deducted at source.

**Delivery conditions.**

8. Delivery schedule will be mentioned in individual work orders from time to time and time (minimum 20 days from the issue of work order) schedule should be strictly adhered to. If/

