Sealed short quotations are invited from the Indian citizens by the undersigned on behalf of the Tripura Biodiversity Board, 3rd 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 quotationer 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/
the supplier fails to deliver any or all the goods or to perform the services within the period(s) specified in the contract/work order, 2% of the value of individual work will be deducted as penalty.

9. The delivery of the finished items has to be made at the Office of the TBB, Aranya Bhawan, Agartala by the quotationer without any extra charge.

**Important Dates**

10. The last date for receipt of quotations shall be **24/06/2016** at 4.00 PM. The quotation should be submitted to the Member Secretary, Tripura Biodiversity Board, 3rd Floor of Aranya Bhawan, Pt. Nehru Complex, Gurkhabasti, Agartala.

11. The quotation will be opened at 4.30 PM of **25/06/2016**, if possible at TBB office, Aranya Bhawan, Pt. Nehru Complex, Gurkhabasti, Agartala. The authorized representatives of the quotationers may remain present during opening.

**Other conditions**

12. The undersigned reserves the right (i) to modify, expand, restrict, scrap, refloat or cancel in whole/part, the process at any stage without assigning any reasons. (ii) To accept or reject any quotation including the lowest one without assigning any reason what so ever. (iii) For accepting the whole or any part of the tenders and decision in the matter shall be final and binding.

13. After awards of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

14. The printing works will be assigned in phases from time to time as per requirement.

15. The rate quoted should be valid for a period of 12 months from the date of acceptance of the rates.

16. The submission of quotation will bind the quotationer to acceptance of all conditions specified herein and in addition to the conditions of the contract.

**Details of specifications:-**

- Size of Book : 24 cms x 18 cms
- Text Pages : 116 pages
- Inner paper : Matt 130 gsm
- Cover paper : Multicolour, using 170 gsm, Matt lamination & spot UV
- Binding : Hardboard binding with Jacket
- Quantity : 1000 Nos.

**Copy to :-**

17. The In-charge, website of Forest Department/TBB/JICA/IGDC with a request for publication in the website.

18. Notice Board of PMA office, IGDC Project/ PCCF Office, Aranya Bhawan.