

GOVERNMENT OF TRIPURA  
OFFICE OF THE DEPUTY DRUGS CONTROLLER  
GURKHABASTI OFFICE COMPLEX  
KUNJABAN AGARTALA  
WEST TRIPURA

F.No.1(1-DCA)/Sample/2024

7274-76

SHORT NOTICE INVITING QUOTATION

Short Notice Inviting Quotation are hereby invited by the Office of the Deputy Drugs Controller, Gurkhabasti, Agartala from resourceful and reliable Agencies/ firms toward price quotation for Conducting a one day training programme on 10<sup>th</sup> February 2025 at Hall no-2, Pragna Bhavan, Gurkhabasti, Agartala. The last date of receiving quotation is up to 02.00 P.M of 27<sup>th</sup> January, 2025 and will be opened on next working day at 11.00 A.M, if possible.

The quotation documents along with Terms & Conditions may be downloaded from [www.health.tripura.gov.in](http://www.health.tripura.gov.in).

Sd/-

(Prof. (Dr.) Sanjib Kumar Debbarma)  
I/C, Director of Health Services  
Government of Tripura, Agartala

Copy forwarded for information & necessary action to:-

1. The Deputy Drugs Controller, Govt. of Tripura, Agartala.
2. Copy for display in Notice Board of the Office of the DHS, Deputy Drugs Controller & NHM, Agartala.
3. The Nodal Officer IT, DHS, Govt. of Tripura, Agartala, for uploading in Govt. web-side.

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**TERMS AND CONDITION**

1. Quotation shall have to be submitted in sealed cover addressed to the Deputy Drugs Controller, Office of the Deputy Drugs Controller, Gurkhabasti, Agartala, Tripura up to 02.00 P.M of 27<sup>th</sup> January, 2025 in the Office of the Deputy Drugs Controller, Pandit Nehru Complex, Gurkhabasti, Agartala. On the left side of the envelope last date of submitting quotation and time of submission should be mentioned.
2. Sealed quotations are invited from reputed firms in two separate covers super scribed "Technical Bid" and "Financial Bid". Both covers should be put together in another separate cover super scribed with the Ref. no. and the words "Training on Drug Sampling". The Quotations are likely to be opened on next working day at 11.00 A.M. if possible.
3. All the documents along with the terms & Conditions sheet should be self attested.
4. The following documents shall be submitted:
  - i) GST Registration Certificate/number
  - ii) PAN Card.
  - iii) Trade License.
5. All the rates should be quoted in words and in figures. The percentage of Taxes or charges should be mentioned clearly and separately.
6. The bidder will be selected as per lowest total amount basis.
7. The work should be completed with- in due date of the seminar after receiving the work Order.
8. The quotation will be received by post/by courier or directly to the office only.
9. Quotations received after the schedule time & date will be rejected and the Undersigned will not be liable for any kind of delay.
10. Income tax and GST will be deducted from the bill as per guidelines of the Govt., if needed.
11. After successful completion of work (as per work order) the bill in triplicate should be submitted to the undersigned for payment on monthly basis.
12. Payment will be made by e-transfer.
13. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.
14. The Particulars are given below:

Sl No.	Particulars	Details	Total Rate Including GST
1.	Light Lamp with tray (candles, Match box, small lamp)	01 Job	
2.	Printing and fixing 1 nos. Back Drop Flex (10ft X 6ft) & 2 nos. Side check flex (10ft X 3ft ) at Pragna Bhavan Hall no.2 for activity area with carpeting	01 Job	
3.	Front side stage gardening with new artificial flower(Pragna Bhavan Hall no.2)- 25 ft	01 Job	
4.	Table flower Vas with original flower	5 nos.	
5.	Side wings flex at stage	02 nos. ( 10ft X 05 ft)	
6.	Welcome Standee	02 nos. ( 8ft X 4 ft)	
7.	Name Plates to be kept in the table for dignitaries	08 nos.	
8.	Water glass with lid (glass make) with mineral water	08 nos.	
9.	House of plants for guests & speakers	8 nos.	
10.	Memento -Bamboo made frame of Matabari/Rajbari for guests & Speakers	8 nos.	
11.	Bokeh - with artificial flower	02 nos.	
12.	Designing & Printing of Booklet (60 pages including cover)- A5 size 145 GSM- Multicolour	100 nos.	
13.	Designing & Printing of Programme schedule- A4 size -Multicolour	80 nos.	
14.	Designing & Printing of Certificate- A4 size -Multicolour	80 nos.	
15.	Designing & Printing of Invitation Card with cover A5 size -220 GSM- Multicolour.	10 nos.	
16.	Good Quality plastic folder, Pad & Pen	70 nos.	
17.	Bamboo Made file folder for VIP, VIP Pad & Pen	8 nos.	
18.	Honorarium for anchor	01 job	
19.	Live-telecast of the training programme in youtube	01 day	
20.	250 ml water Bottle for participants	80 nos.	
21.	20 ltr water bottle	06 nos.	

**Signed by Sanjib Kumar  
Debbarma  
Date: 20-01-2025 17:11:57**

(Prof. (Dr.) Sanjib Kumar Debbarma)  
I/C, Director of Health Services  
Government of Tripura, Agartala