

GOVERNMENT OF TRIURA
DIRECTORATE OF HEALTH SERVICES

F.No.5-III(15) STORE/DHS/Photocopy/2024-2025

Dated, Agartala, the 15/07/2025

SHORT NOTICE INVITING QUOTATION

Sealed quotations are hereby invited by the Director of Health Services, Government of Tripura, Agartala from the reliable resourceful experienced valid license holder firm of Tripura, for Photo Copy Works, Spiral Binding, Stick Binding and Tap Binding for the year 2025-26 of Directorate of Health Services, Agartala for a period of 1(One) year from the date of issue of work order.

Details are as follows:-

Sl No.	Name of the Department	Working Particulars
1.	Director of Health Services Gurkhabasti, Agartala, West Tripura.	Photo Copy Works
2.		Spiral Binding
3.		Stick Binding
4.		Tap Binding

The starting date of submitting the quotation is 15/07/2025 at 2.00 PM

The last date of submitting the quotation is 24/07/2025 up to 5.00 PM

Terms and Conditions

1. Quotation shall be submitted in sealed envelope in two bid system '**Technical bid**' and '**Financial bid**' with the reference file number & date, addressing to Directorate of Health Services, Government of Tripura, P.N. Complex Gurkhabasti, P.O. Kunjaban, Agartala-799006 within **24/07/2025 up to 5.00 PM**.
2. And then these envelopes of '**Technical bid**' and '**Financial bid**' should be submitted in a bigger envelope with the reference file number & date, full address, mobile no./ email id mentioned in it.
3. Xerox copy of Pan Card, GST Registration Certificate, Trade license Certificate (up to date) should be submitted with the quotation.
4. The bidder should have an experience of minimum 02(Two)years of providing the same category services.
5. The rates should be quoted in both figure and words in the below mentioned prescribed format.

Sl. No.	Name of the Item	Basic Amount	GST Percentage (%)	GST Amount.	Total Amount.
1	Photo Copy Works				
Total Amount(figure and in words)					

6. L₁ firm will be selected on the basis of total amount quoted for these works.
7. The price should be quoted for Photo Copy Works.
8. Payment to the successful bidder shall be made on bill basis only after successful completion of the work and services.

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9. Bill copy with duly signed by the Joint Director(S&P) Directorate of Health Services should be submitted to the undersigned.
10. No advance payment shall be made under any circumstances.
11. Income tax, GST and other tax shall be deducted from the bill as per guidelines of the government, if applicable.
12. The financial bid will be open only after a bidder is found as technically responsive.
13. The Director of Health Services, Govt. of Tripura, reserves the right to accept or reject any quotation or also may cancel the SNIQ without assigning any reason.



Director of Health Services
Government of Tripura, Agartala.

Copy forwarded for information to:

1. The Head of Office, Directorate of Health Services.
2. The Office Superintendent, Store & Purchase Section, Directorate of Health Services.

Copy also forwarded for the notice board of:-

1. The Director of Family Welfare & P.M., Govt. of Tripura,
2. The Director of Panchayat, Govt. of Tripura, Agartala.
3. The Receipt Dispatch Section, Directorate of Health Services.


Director of Health Services
Government of Tripura, Agartala.