

Government of Tripura
Department of Agriculture & Farmers Welfare
Krishi Bhawan, Agartala -799001
Store Section

Phone: 0381- 232-3883

Fax: 0381-232-3778

Email: krishibhawantripura@gmail.com

No. F.12 (1-1) Agri/Store/2018-19/P/2756

Dated, the 11th January, 2019

NOTICE INVITING TENDER

Sealed tender are invited on behalf of the Governor of Tripura from experienced and resourceful distributors/dealers/suppliers of different stationary articles for the O/o Directorate of Agriculture, Krishi Bhawan, Agartala for the financial **year 2019-20**, as per terms & conditions indicated in the tender document.

Intending tenderer may collect "detailed terms and conditions and rate quoting forms" from the office of the undersigned on payment of Rs.1000/- (one thousand) in the form of Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Agartala on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable) during office hour on all working days up to 14th February, 2019 upto 1.00 pm or may be downloaded from the <https://agri.tripura.gov.in> , but in that case, cost of documents i.e. Rs.1000/- should be submitted along with the tender through Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Agartala issued by any Nationalized /Scheduled Bank recognized by the R.B.I. having branch/branches at Agartala. The tender will be received **up to 3.00 PM on 15th February, 2019** and will be open on same day at 4 pm (if possible), where tenderer or their authorized representatives may remain present at the time of opening of tender.

The quantity indicated in the above table is tentative and may increase or decrease at any time.



(Sandip Shome)

Head of Office
Directorate of Agriculture
Agartala.

TERMS AND CONDITIONS OF TENDER

1. Sealed tender will be received by the undersigned **up to 3.00 pm on 15th February, 2019** and shall be opened on the same date at 4.00 pm, if possible. Tenderers or their authorized representatives may remain present at the time of opening.
2. **Tender should be submitted only in person .Tender sent through FAX or POST or in any other form shall not be entertained.**
3. The rate should be offered for FOR destination point viz.; Store section of the Directorate of Agriculture.
4. Tenderers should quote their rates per unit of articles mentioned in Annexed-I both in figure and in words, for delivery to Store section of the Directorate of Agriculture at their own cost, arrangement, risk etc. for all the items mentioned in the list of articles. Quoted rate should be inclusive of all taxes/levies etc. Handling/lifting/loading and unloading etc. both ends and stacking in the go down as aforesaid shall be done by the quotationers at his/their own cost. It may be pointed out here that **NO ADVANCE PAYMENT** being the cost of articles will be made under any circumstances.
5. The rate will remain **valid initially up to one year and may be extended for further 6(six) months if required**, from the date of acceptance of the rate. Any overwriting/penned through etc. in any figure /name in the tender will be disqualification on the part of the tenderers and the tender shall be liable to be rejected unless it is noted separately with signature and seal (if any).
6. Details terms and conditions of the tender will be available on payment of Rs.1000/- (one thousand) in the form of Demand Draft/Bankers cheque in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable) from the Store Section of the Directorate of Agriculture during office hour on all working days up to 14th February, 2019 or may be downloaded from the website, www.agri.tripura.gov.in. But in that case, cost of documents i.e. Rs.1000/- should be submitted along with the tender through Demand Draft/ Bankers cheque in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura issued by any Nationalized /Scheduled Bank recognized by the R.B.I. having branch/branches at Agartala, failing which the tender will not be accepted.
7. Each tender should be accompanied with Earnest Money of **Rs.3,000/- (Rupees three thousand)** only in the shape of '**Deposited-at-Call**' on **any Nationalized Bank/ Scheduled bank having branch at Agartala** duly pledged in favour of the **Asstt. Director (D.D.O.), Directorate of Agriculture, Agartala, Tripura**, unless they are otherwise entitled to enjoy exemption under specific Government order/rules. In such cases, the tenderer shall have to furnish Photostat copy of the Government order/rules duly attested along with the quotation in support of their claim for exemption.
8. Tenderer should submit, up-to-date Professional Tax clearance certificate, GST registration certificate, photocopy of PAN card, failing which the tender shall be treated as invalid and rejected.



9. Earnest money shall be refunded to all unsuccessful tenderer after final decision about acceptance of tender.
10. Successful tenderer (s) shall have to deposit security money equivalent to **10%** (ten percent) of total quoted value of articles proposed to be purchased in the shape of '**Deposit-at-Call**' on **any Nationalized Bank/ Scheduled bank having branch at Agartala** duly pledged in favour of the **Asstt. Director (DDO), Directorate of Agriculture, Tripura, Agartala, within 10 (Ten) days** from the date of issue of rate acceptance unless they are otherwise entitled to enjoy exemption under specific Government order/rules. In such cases, the tenderer shall have to furnish Photostat copy of the Government order/rules duly attested along with the quotation in support of their claim for exemption. If the successful tenderers fails to deposit security money within the stipulated period, the tender shall be treated as invalid and rejected and earnest money deposited shall be forfeited to the Government.
11. The successful tenderers shall have to execute "**DEED OF AGREEMENT**" in prescribed form of this Department for execution of work within **7 (seven) days** from the date of issue of rate acceptance order failing which rate acceptance order shall automatically stand cancelled.
12. Earnest money of successful tenderer who fail to deposit security money and execute "**AGREEMENT**" within the prescribed time and manner is likely to be forfeited to the Government and their quotation shall be treated as cancelled.
13. Supply order will be issued in split and in phased manner and supply should be completed in full within 7(seven) days from the date of issue of supply order as per terms and conditions. Supply order and the Deed of Agreement and security money will be liable to be forfeited to the Government in the event of failure to supply in full and the supply order (s) is likely to be treated as cancelled.
14. Rate(s) quoted by the tenderer is final for the period of contract. No subsequent escalation of price will be acceptable to the Government even in case of increase of transportation cost/labour charges/ wages/cost of bags and bagging/stitching/handling charges costs etc.etc.
15. Security money will be released after faithful discharge of the contract and final settlement of payment.
16. Whole amount of security money will be liable to be forfeited to the Government in case of violation or breach of any of the terms of contract. The contract may be terminated by the Government at any time without previous notice and without showing any reason, whatsoever.
17. Only those should submit tender who have got sufficient quantity of the articles in their stock and will be in a position to supply in short notice.
18. None need to participate who does not accept/fulfill the terms & conditions indicated above.

19. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more quotationers, if necessary.
20. Any penal action imposed by the Government for breach of terms of contract shall be final and binding on the part of the supplier(s)/ tenderers.
21. In case of disputes, if any, the decision of the Secretary, Department of Agriculture, Government of Tripura on the matter of dispute shall be final and binding. It is also provided that the courts at Agartala in Tripura State only will have the jurisdiction to decide the dispute between the Agriculture Department and other party in respect of the matter arising out of the contract/purchase order for the tender itself.
22. No interest can be claimed in case of delay in making payment.
23. Each page of the tender documents and terms & conditions of the tender, shall be signed by the tenderer or his authorized signatory and attached with the tender document, failing which the tender will not be accepted.
24. No conditional tender will be accepted whatever may be.
25. The quantity indicated in the list of articles in Annexure-I is tentative and may increase or decrease at any time.
26. The documents should be attached as per Annexure – II, failing which the tender shall be treated as invalid and rejected.



(Sandip Shome)
Head of Office
Directorate of Agriculture
Agartala.

: LIST OF ARTICLES :

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)	
				In figure	In wards
1.	Binding Registers (Gitanjali)	No.- 20	10 Nos		
		No.- 16	10 nos.		
		No. – 12	10 nos.		
		No. – 10	10 nos.		
		No. – 8	10 nos.		
		No. – 6	10 nos.		
2.	Alpin	T-type	120 pkts.		
3.	Bucket (Plastic)	16ltrs. Capacity	10 nos		
4.	Broom	Arjun flower /	10 nos		
5.		Coconut Stick	10 nos		
6.	Writing Pad	Rajdoot/Matrix (100 pages)	100 nos.		
7.	Sealing wax	Good quality	10 pkt		
8.	Cup & plate (6 sets in each box)	China bone	3 sets		
		La opala	2 sets		
9.	Markin cloth	White/ Red/green	30 mts.		
10.	Cello tape Coloured	2 inch width	20 nos.		
11.	Clip board	Good quality	20 nos.		
12.	Collin	Bottle of 500 ml	10 nos		
13.	CFL bulb (Philips/Bajaj/Crompton)	18 watts.	30 nos		
		10 watts.	10 nos.		
14.	Correcting pen	Good quality	30 nos.		
15.	Pen drive (16GB)	Kingston/ Transend/ HP	25 nos.		
16.	Desk knife	Steel with plastic but	25 nos.		
17.	Hand towel	Cotton (13 inch X 20 inch)	300 nos.		
18.	Dak pad	Standard	60 nos.		
19.	Tube light (Philips/Bajaj/Crompton)	40 watts.	50 nos		
20.	Envelop	12" x 5"	4000 nos.		
21.	File board	Standard	2000 nos.		
22.	Flask	1 lt. capacity, (Made: Milton)	10 nos.		

Sl. No.	Item	Description	Tentative Quantity/	Amount per unit (in rupees)
23.	Compact Disc (CD)	Sony	100 Nos	
24.	Mosquito repellent liquidator with machine	Goodnight	10 nos.	
25.	Mosquito repellent liquidator (refill)	Goodnight	20 nos.	
26.	Highlighter pen	Yellow	30 nos	
27.	Permanent marker pen	Good quality	50 Nos.	
28.	Ad gel Pen	Black, Blue	100 nos.	
29.	Ad gel refill	Black, Blue	100 nos.	
30.	Lock & key (different size)	Link – seven liver	10 nos.	
		Link – five liver	10 nos.	
31.	Gum (kores)	750 ml. bottles	50 nos.	
32.	Ball pen	Linc smart gl (Blue / black/Red)	500 nos.	
33.	Short hand note book	(Oxford/Rajdoot)	30 nos	
34.	Phenyl (White)	500 ml. bottle	20 bottles.	
35.	Calculator (Ordinary)	Casio/Orpat/Citizen	50 nos.	
36.	Soap	Lifeboy 75 gms.	200 nos.	
37.	Stamp pad	(Faber- castell) 110 mm x 69 mm	50 nos.	
38.	Stapler machine	Kangaro, Size : 24/6	20 nos.	
39.		Kangaro, Size : 24/10	40 Nos	
40.	Stapler pin	Kangaro, Size : 24/6	50 pkts.	
41.		Kangaro, Size : 24/10	100 pkt	
42.	Seat cushion	Carlton –Standard size	30 nos.	
43.	Sticky pad	100 sheets	1000 nos.	
44.	Harpic	500 ml.	20 nos.	
45.	Pencil battery	Eveready/Nippo	100 nos.	
46.	Towel	Bombay daying – Big size	10 nos.	
		Other – standard size	40 Nos.	
47.	Tag	Standard	100 bundles	
48.	Vim powder	500 gms. Pkt	50 pkts.	
49.	Hand wash	Lifeboy / dettole (200 gm)	50 Nos	
50.	Jems clip	Plastic, standard	200 pkts.	
51.	Naphthalene	500 gms. Pkt.	10 pkt.	
52.	Paper weight	Standard	50 nos	

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Sl. No.	Item	Description	Tentative Quantity/	Amount per unit (in rupees)	
53.	Sujan	Good quality with plastic handle	25 nos.		
54.	Fevistick	Good quality	50 nos.		
55.	Paddle type waste paper basket(Plastic)	Good quality	40 nos.		
56.	Plastic Scale (12 inch)	Good quality	20 Nos		
57.	Water Sponge	Good quality	20 Nos		
58.	Punching Machine	Kangaro	30 Nos		
59.	Scissor with plastic handle	Good quality	20 Nos		
60.	Ton thread	Good quality	10 Pkt		
61.	Car / Room freshener	Ambipure /Airweek	30 Nos		
62.	Stamp pad ink	(Faber- castel) 60 ml	50 Nos		

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Annexure – II

Following documents should be attached with the tender, failing which the tender shall be treated as invalid and rejected.

1. Tender Document cost @ Rs. 1000/- (one thousand) in the form of Demand
2. Draft/Bankers cheque in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable).
3. Earnest Money Deposit (EMD) of Rs.3,000/- (Rupees three thousand) only in the shape of 'Deposited-at-Call' on any Nationalized Bank/ Scheduled bank having branch at Agartala duly pledged in favour of the Asstt. Director (D.D.O.), Directorate of Agriculture, Agartala, Tripura.
4. Up-to-date Professional Tax clearance certificate.
5. GST registration certificate.
6. Photocopy of PAN card
7. Each page of the tender documents and terms & conditions of the tender, shall be signed by the tenderer or his authorized signatory.

