

Government of Tripura
Office of the Supdt. of Agriculture
Bagafa, South Tripura.

No. F.15 (1) -SA/BGF/2019-20/ 8575-92

Dated, Bagafa, the 07.09.19

**NOTICE INVITING TENDER FOR SUPPLY OF DIFFERENT OFFICE STATIONARY
ARTICLE FOR BAGAFA AGRI. SUB-DIVISION DURING THE YEAR 2019-20.**

Tender in sealed cover superscribed as "Tender for Supply of different Office Stationary Articles" for the Bagafa Agri. Sub-Division during the year 2019-20 is invited on behalf of Governor of Tripura, from bonafied, resourceful Indian Citizen/ LAMPS / PACs/ Co-Operative Society, having experience & financial stability for supply of different Office stationary articles as mentioned below in the prescribed form, which is available from the office of the Undersigned during office hours of any working day up to **48 hours** before the schedule time of dropping of the tender.

Sl. No	Name of the items/ Articles	Name of the brand	Unit	Rate (both in figure & words)
1	Computer paper (A4 size)	J.K. Copier	Per ream	
2	Computer paper (A5 Size)	J.K. Copier	Per ream	
3	Computer paper (Legal Size)	J.K. Copier	Per ream	
4	White paper DFC	Good quality	Per ream	
5	White paper FC	Good quality	Per ream	
6	Computer Cartridge	HP 88A	Per no	
7	Computer Cartridge	HP 12A	Per no	
8	Computer Cartridge	Canon-925	Per no	
9	Pen	Cello (Mayfair)	Per dozen	
10	Pen(Gel)	Luxor	Per dozen	
11	Calculator	Bistec	Per no	
12	Stapler	Kangaro	Per no	
13	Stapler pin (24/6-1M)	Kangaro	Per box	
14	Marker pen	Camel	Per dozen	
15	Correction pen	Camlin	Per dozen	
16	Stamp Pad	Faber- Castell	Per no	
17	Stamp Pad Ink	100 ML	Per bottle	
18	Punching Machine	Kangaro	Per no	
19	Carbon Paper DFC	Kores Sapphire	Per Packet	
20	Carbon Paper FC	Kores Sapphire	Per Packet	
21	Gems Clip	Good quality	Per box	
22	Knife	Good quality	Per dozen	
23	Sujan	Good quality	Per dozen	
24	Blank CD	Sony	Per dozen	
25	AI Pin (Gem)	T- Type	Per Packet	
26	Cotton Tag	Good quality	Per bundle	
27	Threads	Good quality	Per box	
28	Envelop 25/11 CM	Good quality	Per 100 nos	
29	Envelop 30/12 CM	Good quality	Per 100 nos	
30	Rubber band	Good quality	Per kg	
31	Synthetic Gum	Camlin	Per no	
32	Pencil Battery	Eveready	Per no	
33	Torch Battery	Eveready	Per no	
34	Duster	Good quality	Per dozen	
35	Towel (Big Size)	Good Quality	Per dozen	
36	Torch Light	Eveready	Per no	
37	Bulb(100 Watt)	Philips	Per no	
38	Tube Light (40 Watt)	Philips	Per no	
39	Broom (Stick)	Good Quality	Per no	
40	Broom (Flower)	Good Quality	Per no	
41	Phenyl (500 ml Capacity)	Good quality	Per bottle	

42	Harpric (500 ml Capacity)	Harpric	Per bottle	
43	Lock & Key (Big 7 Lever)	Link	Per no	
44	Lock & Key (Medium 5 Lever)	Link	Per no	
45	Detergent Power	Surf	Per Kg	
46	File Cover & File Board	Good Quality	Per no	
47	Register (No-4)	Good Quality	Per no	
48	Register (No-5)	Good Quality	Per no	
49	Register (No-6)	Good Quality	Per no	
50	Register (No-7)	Good Quality	Per no	
51	Register (No-8)	Good Quality	Per no	
52	Register (No-10)	Good Quality	Per no	
53	Soap	Lux	Per no	
54	Candle (Big)	Good quality	Per packet	
55	Bleaching powder	Good quality	Per kg	

Terms & Condition:-

1. The sealed tender in Prescribed Form will be received by the Undersigned in the Office of the Supdt. Of Agriculture, Bagafa, South Tripura from **11.00 A.M. to 3.00 P.M. on 30/09/2019** & will be opened in the office of the Undersigned on the same day, if possible. The Tenderers or their authorised representatives may remain present at the time of opening of the tender.
2. Rate should be quoted per unit as mentioned in the Tender Form both in figure & word for individual item inclusive of all taxes, GST, cost of carrying, loading, unloading etc. There should not be any over writing.
3. Xerox copy of up to date PTC, ITC, VAT Clearance Certificate, Nationality Certificate, PAN Card, Aadhar Card, Voter ID Card, TAN No., Trade License and Registration Certificate, GST Registration Certificate, Bank Account No etc should also be enclosed with the Tender Form, failing which, the tender will not be entertained.
4. Each Tender should accompany with Earnest Money of Rs. 10,000/- (Rupees Ten Thousand) only in the shape of "Deposit at cal" / Demand draft from any Nationalized / Govt. undertaking Bank of India, in favour of the Supdt. Of Agriculture, Bagafa, South Tripura.
5. The Successful Tenderer should also deposit Rs. 10,000/- (Rupees Ten Thousand) only in the shape of "Deposit at cal" from any Nationalized / Govt. undertaking Bank of India in favour of the Supdt. Of Agriculture, Bagafa South Tripura, within 7 (Seven) days from the date of the communication of the rate acceptance from the competent authority as security money.
6. The Earnest Money of the unsuccessful Tenderers will be returned after acceptance of the rate only. The Earnest Money of the successful Tenderer shall be treated as part of security money, if the written request is received from the successful Tenderer.
7. Any deviation of the terms & condition contained in this Tender Notice will not be entertained.
8. Supply of Materials up to point of delivery (O/o the Supdt. of Agriculture, Bagafa) should be completed within 24 hours on receipt of supply order from the Office of the Undersigned.
9. Supply order will be issued time to time and mentioned office stationary articles in the Tender Notice will be procured in split manner throughout the year, as and when required.
10. Any price escalation of quoted items in between valid period will not be entertained in any circumstances.
11. No conditional rate will be accepted.
12. Quoted rate will remain valid up to March' 2020, if approved by the authority and be extended for another 6 (Six) months, if required.

13. Supplied materials at the delivery point i.e. office of the Supdt. Of Agriculture, Bagafa will be received in good condition & on Count only. Any loose, damaged, broken, torned, wet, Sub- standard/ Misbranded, Spurious materials will not be accepted.
 14. All sorts of precautionary measures should be taken at the cost of valid supplier during transportation.
 15. Successful Tenderer should supply the materials as per quantity mentioned in the supply order at a time and any part supply will not be entertained.
 16. During transportation of the materials, if any unauthorised materials are found and apprehended by the Law Enforcing Agency or by any other, the onus shall lie with the supplier only.
 17. In case of any dispute arises, decision of the Director of Agriculture, Tripura shall be final.
 18. In the event of failure of supply the tendered materials any time within valid period, on receipt of supply order from the Undersigned, the security money will be forfeited to the Govt.
 19. The Bill in triplicate of ordered materials should be submitted by the first week of the following month on which, the supply was executed. The bill should not be accumulated. Payment will be made on actual quantity of the materials delivered at destination point and subject to availability of fund under L.O.C. system or any other restriction imposed by the Govt of Tripura time to time.
 20. No Interest should be claimed in case of delayed payment.
 21. No part or advance payment will be made in any circumstances.
 22. Payment of bills will be made as per norms, issued by the Finance Department, Govt. of Tripura, time to time.
- The Undersigned reserves the right to accept or reject the tender wholly or partly including the lowest one without assigning any reason.

20/07/19
Supdt. Of Agriculture
Bagafa, South Tripura

Copy to:-

1. The Director of Agriculture, Tripura, for kind information.
2. The Director of Horticulture & Soil Conservation, Tripura, Paradise Chowmuhan for kind information.
3. The Dy. Director of Agriculture (S), Belonia for kind information with a request to arrange to display in the Office Notice Board.
4. The Dy. Director of Horticulture(S), Santir Bazar for kind information with a request to arrange to display in the Office Notice Board.
5. The Project Manager(S), IWMP, Santirbazar for Kind information with a request to arrange to display in the Office Notice Board.
6. The Supdt. of Agriculture/ Horticulture& Soil Conservation, Matabari/ Amarpur/ Satchand/Rupaicharri/ Hrshyamukh/ Rajnagar for information with a request to arrange to display in the Office Notice Board.
7. The Block Development Officer, Bagafa/ Jolaibari for kind information with a request to arrange to display in the Office Notice Board.
8. The Chairman, Bagafa Panchayet Samity for kind information.
9. The Chairman, Santirbazar Municipal Council for kind information.
10. The Director of ICA, Govt of Tripura for kind information with a request to kindly arrange for publication in the print media.
11. The Nodal Officer, Directorate of Agriculture, Krishi Bhawan for information with a request to upload the same in the Govt. Website.

20/07/19
Supdt. of Agriculture
Bagafa, South Tripura