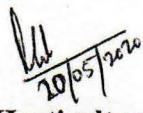


DNIT/Tender Document
Govt. of Tripura
Dy. Directorate of Horticulture
Gomati District, Udaipur.
Department of Agriculture

1. DNIT NO.- : No.F.3(65)-DDH/G/2020-21/152-75
2. PNIT.NO: : No.F.3(65)-DDH/G/2020-21/152-75
3. Tendered Item : **Grafted/Grafted planting materials of Orange (var. Khashi Mandarin) :**
Planting materials should be true to type without any admixture, healthy and free from pest & diseases.
 - Age of root stock should be 9 to 10 months.
 - Grafting height should be 15 to 20 cm above the soil surface or poly bag.
 - It should be supplied in polyethylene bag**Quantity: 4800 Nos. (Tentative) for the whole Gomati district.**
1. Quantity may increase or decrease as per the requirement.
4. Earnest Money : **Rs. 0.03 Lakh**
5. Cost of tender form : Rs. 200/- (Non-refundable)
6. Inspection : Inspection by the Departmental officers at nursery area if possible.
7. Tender Selling : **Up to 3.00 pm. from 20.05.2020(all working days)**
8. Date of dropping tender : **Up to 3.00 pm. on 04.06.2020**
9. Date of opening of Tender documents : **05.06.2020 at 3.00 pm. (if possible).**
10. Total no. of written pages including : 18 pages (including this page).
11. Tender form issued to :


**Director of Horticulture
& Soil Conservation, Tripura**

**Signature of bidder
With date & Seal**

No.F.3(65)-DDH/G/2020-21 / 152 - 75
Government of Tripura
Department of Agriculture
Office of the Deputy Director of Horticulture
Gomati District, Udaipur.

Dated, Agartala, the 20th May'2020.

Notice for Inviting Tender

Sealed Tender is invited for supply of grafted/Budded planting materials of **Orange (var. Khashi Mandarin)** for **4800 Nos.** quantity of specified physical & health standard from the nursery man/firm having valid license of State Govt. under "The Horticultural Nursery Regulation Act'2013".

Tender form will be available from Dy. Directorate of Horticulture, Gomati, Udaipur up to 3.00 P.M. from **20/05/2020** in all working days on payment of Rs. 200/- (non refundable).

Tender dropping date up to 3:00 p.m. on 04.06.2020.

Tender opening date 3:00 p.m. on 05.06.20, if possible.

The Earnest money deposit Rs. 0.03 Lakh.

There will be no prebid meeting with the bidders.

**The details of the tender is available at www.agri.tripura.gov.in,
www.tripurainfo.com & www.horti.tripura.gov.in**


**Dy. Director of Horticulture
Gomati District, Udaipur.**


**Signature of bidder
With date & Seal**

Copy to:

1. The Director of Agriculture, Govt. of Tripura, Krishi Bhawan for information.
2. The Director of Horticulture & Soil Conservation, Govt. of Tripura, for favour of kind information.
3. The Nodal Officer, Dte. Of Horticulture & Soil Conservation with a request for hosting the DNIT on the official home page, www.horti.tripura.gov.in for which a soft copy is being sent from this end, with request to send an information indicating the date of uploading of the DNIT in the website.
4. The IT Nodal Officer, Dte. Of Agriculture with a request for hosting the DNIT on the official home page, www.agri.tripura.gov.in for which a soft copy (CD disc) is being sent from this end, with request to send an information indicating the date of uploading of the DNIT in the website.
5. The Deputy Director of Horticulture, West/Khowai/Sepahijala/South/Gomati/ Dhalai/Unakoti/ North with a request to display the DNIT in their notice board.
6. The Sr. Horticulturist, HRC, Nagicherra with a request to display the DNIT in their notice board.
7. The Joint Director, SARS, Arundhutinagar with a request to display the DNIT in their notice board.
8. The Nodal Officer, IT, Directorate of Horticulture & Soil Conservation, Tripura.
9. The Managing Director, Tripura Horticulture Corporation Ltd, A D Nagar, Agartala for information.

Copy also to:-

The Officer in Charge, R.K Pur Police Station with request to arrange police patrolling around the Office of the Dy. Director of horticulture, Gokulpur Complex, Udaipur, on the date of dropping of tender to avoid any untoward incident relating to the tender.


**Dy. Director of Horticulture
Gomati District, Udaipur.**

LEGEND
Technical Bid

Sl. No.	Item	Page No
1	DECLARATION	5
2	CHECK LIST	6-7
3	BIDDERS SHEET	8-9
4	SPECIFICATION	10
5	GENERAL TERMS AND CONDITIONS	11-17

Financial Bid

Sl. No.	Item	Page No
1	FINANCIAL BID	18

Signature of bidder
With date & Seal



DECLARATION

I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender & understood all the clauses of the tendered work along with relevant terms & conditions, instructions of the DNIT and having been fully satisfied, I have quoted the rate of items of the tender. This is further to certify that I have suppressed no facts in the tender which could debar me to participate in the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per terms & conditions of the tender. I do hereby affirm that all the terms & conditions of DNIT are unconditionally accepted by me. I have no objection if any extra terms & conditions, mutually accepted by me and purchaser are incorporated into the agreement.

Signature of Bidder
(Full name and Seal)




CHECK LIST TO BE FILLED BY THE BIDDER AT THE TIME OF SUBMISSION OF TENDER BID

Sl. No.	Particulars	Comment of bidder	Comments of department
1	Whether all the pages of the sealed tender form signed by the bidder after going through and acknowledged and accepted		
2	Whether EMD in proper shape enclosed with the tender		
3	Whether the bidder sheet filled up properly and tender DNIT No.F.3(65)-DDH/G/2020-21 written in cover/ envelop of the tender		
4	Whether the name of the person to contact / the person who signed the tender has been written clearly indicating detailed address, telephone No. Fax No. and Mobile No. and the detailed address of the Nursery etc. filled up.		
5	Whether the bidder having experience of supplying planting materials etc of the items of tender, as the case may be and notary attested copy enclosed with the tender.		
6	Whether the firm having Sale Tax Clearance Certificate/ Professional Tax Clearance Certificate enclosed with the tender.		
7	Whether rates are quoted in words and figure in the specific format supplied with the tender form.		
8	Whether penalty clauses of the DNIT has been accepted		
9	Whether inspection clause accepted.		
10	Whether time schedule indicated in the tender accepted.		
11	Whether payment terms according to the tender is accepted.		
12	Whether rate quoted is inclusive of all taxes & the cost of planting materials & transportation charges up to the supply point including loading and unloading.		
13	Whether any extraneous terms beyond the tender terms and condition given during submission of tender or not.		
14	Whether any conditional discount allowed in the quoted rate.		
15	Whether Source of planting materials indicated with authentication.		
16	Whether the validity period of the tender accepted or put up the validity date according to bidders choice.		

**Signature of bidder
With date & Seal**



17	Whether specification details of the planting materials have gone through and accepted all specifications, as indicated in the tender.		
18	Whether the bidder is exempted from paying Excise Duty/CST/TST/VAT. If so, whether necessary certificate/ documents enclosed.		
18	Whether the bidder is defaulter in the department or any other department in Tripura or other States and any Court case is pending with the department and outside.		
20	Whether rate quoted for any item for which tender form is not issued to the bidder and sealed the tender as per norms.		
21	Whether the 'Financial bid' is sealed in separate envelop		
22	Whether authenticated document(s) relating to the stock of the planting material with the bidder from the Nursery Inspector (s) is attached.		
23	Whether all the 18 pages of the DNIT has been signed by the bidder with seal & date.		
24	Whether declaration signed and attached		
25	Remarks, if any.		


Dy. Director of Horticulture
Gomati District, Udaipur.

Signature of bidder
With date & Seal



BIDDER SHEET

Bidders are requested to provide wanted information in this sheet.

1. Detailed Address of the Bidder along with Phone, Fax with STD Code.

2. Detailed Address of nursery area of planting materials

3. Details about the license/registration for production and supply of planting materials.

4. Details about the certified suppliable stock of planting material for 2020-21 planting season.

5. Detailed address of the local agent, if any of the bidder along with Phone, Fax number with STD code if any.

6. If the Bidder has any past experience of supply of such planting materials under the Dy. Directorate of Horticulture, Gomati District, Udaipur, If yes, give details with documents.

7. Please justify how you will maintain the time schedule of the tendered quantity.

**Signature of bidder
With date & Seal**

8. Is there any Court case or any other dispute related with production centre i.e. nursery (s) of the Bidder or their principal firm is pending/ under process ? If so, please give details.

10. Please indicate production details :

11. Bidders may use this space to provide any further information to explain their bids (if required).

**Signature of bidder
With date & Seal**



Specification of Planting Materials

General:

- 1) The Planting Material should be grafted/budded.
- 2) Age of root stock should be 9 to 10 Months.
- 3) Age of scion shoot shall be 4 to 5 months.
- 4) Length of scion 12 to 15 cm.
- 5) Grafting height 15 to 20 cm above surface of soil of poly bag.
- 6) Diameter of scion/root stock 0.7 to 0.9 cm.
- 7) Size of poly bag 18X20 cm.
- 8) Height of plant should not be less than 60 cm.
- 9) Age of grafted/budded plant 6 to 12 months.

**Signature of bidder
With date & Seal**



GENERAL TERMS AND CONDITIONS OF DNIT

No.F.3(65)-DDH/G/2020-21:

1. The tender shall be restricted one within the nurserymen belonging to nursery registered under 'The Tripura Horticultural Nursery Regulation Act,2013" for procurement of grafted Orange seedling (Var.Khashi Mandarin) planting materials.
2. The tenderer shall quote the rate in figure as well as in word for District for the quantity as stipulated in the DNIT.
3. Institution / agency not having license issued by the State Government i.e Directorate of Horticulture & Soil Conservation, Agartala will not be eligible for participating in the tendering process.
4. The Technical Specification of planting material mentioned in the DNIT must be fulfilled.
5. Total supply shall be completed within 20 days from the date of issue of supply order and only the quantity supplied in good condition conformity with the DNIT will be accepted at the receiving centre i.e. in Agri./Horti. Sub-Divisional Head Quarter under Gomati District.
6. If any tender is not keeping with Conformity with the relevant DNIT (tender document), the said tender will summarily be rejected.
7. The Dy. Director of Horticulture, Gomati, Udaipur reserves the right to increase or decrease the quantity & to reject any or all tenders without assigning any reason(s), whatsoever.
8. The Dy. Director of Horticulture, Gomati, Udaipur reserves the right to schedule or reschedule the time of supply or delivery of the material(s) without assigning any reason(s).
9. **Enclosure with tender:** Bidder shall have to furnish notary attested photo copies (whichever is/are applicable to the bidder) of their certificate of specific items as per eligibility of bidder clause, Sale Tax clearance certificate, Excise duty clearance, Professional Tax clearance. If any of the above mentioned papers are not enclosed with the tender, tendering authority reserves the right to declare the complete tender as informal or ask the bidder to furnish wanted documents after opening of tender during clarification. The copy of certificate(s) must be submitted through notary in support of tender. Besides this, the tendering authority reserves the right to seek any additional information / document at any stage from the bidder after opening of the tender. Tender without earnest money will be rejected on the opening table.

**Signature of bidder
With date & Seal**

10. Eligibility of the bidder and issue of tender form:

Primarily bidder should attain the eligibility as indicated in the Notice Inviting Tender. It is clear that tender form will be sold to the bidder on the basis of their experience in supply of such materials with appropriate authority only. Hence, naturally it is the onus of bidder to prove by documentary evidences / declaration that they are eligible bidder for this tender. If any bidder suppresses any fact which could debar him from participation in the tender and the truth is revealed to the tendering authority subsequently, the bidder will be liable for legal prosecution as well as other punitive action by the tendering authority within his/her jurisdiction and the received tender will be rejected and deposited earnest money with the tender will be forfeited. Tender form will be issued by the Dy. Director of Horticulture, Gomati, Udaipur on working day & hours up to **03.06.2020 at 3.00 pm.** (all working days) on production of the valid certificate, of the farm /firm/ agency/nursery,(as applicable) as indicated in the DNIT and on receipt of the cost of the tender form for the specific item. Tender form will not be issued to the bidders who are not eligible and who are not having the necessary certificate etc. (as applicable) as indicated in the DNIT.

11. Extraneous term condition:- Bidder should accept all the terms and conditions of the tender unconditionally and if they impose any extraneous term condition or offer any conditional discount, the tendering authority reserves the right to declare the bid as informal .

12. Action of bidder in the tender form: - Bidder should go through each and every page of the tender patiently and fill up to quote rates, write specification, provide other wanted information and sign each and every page including blank pages. Tendering authority reserves the right to declare the incomplete tender in respect to tender form or enclosures as informal. Violation of any step may lead to rejection of the tender.

13. Sealing of tender and earnest money:-Tender along with earnest money must be properly SEALED WITH WAX OR SELF ADHESIVE TAPE (CELLO TAPE) before dropping. In the cover of the tender the address of the tendering authority, **relevant DNIT No., name of the item for which tender is bid,** must be written clearly. The earnest money as indicated in the DNIT and tender form should be deposited in favour of Assistant Director (DDO), Dy. Directorate of Horticulture ,Gomati District,Udaipur,

**Signature of bidder
With date & Seal**



- 14. Explanation / clarification and dropping of tender**:-If any bidder requires any explanation or clarification on any terms and conditions of the tender, it must be sought from the tendering authority before dropping. The full fledged and sealed tender must be dropped in the tender box kept in the office of the undersigned. Tender must be dropped in the tender box up to **3.00 PM on 04.06.2020**. Tender box will be sealed sharp at 3 PM on **05.06.2020** (Time as per office clock).
- 15. Tendering authority, receiving authority and supplier**: The Dy. Director of Horticulture, Gomati, Udaipur will be termed as tendering authority. The successful bidder will be termed as supplier. The Supdt. of Agriculture / Supdt. of Horticulture of the District of the respective Sub-Divisions will place supply order as per their requirement as well as receiving authority.
- 16. Rate** : Rates showing the breakup of basic price as per prevailing rate, central sales tax as per prevailing rate , transportation and other charges, local sales tax/ VAT as per prevailing rate, if applicable, should be quoted in the Financial bid. Quoted rate should include all charges even loading and unloading of planting materials also. Any other tax/ charge incidental to the activity, if not already specified in rates submitted by the tenderer shall be charged on the tenderer.
- 17. Price variation clause**:- No price variation clause is applicable for the items of tendered projects.
- 18. Time extension** :-Bidder should complete supply within stipulated period. However, if the bidder fore see that due to any obvious reason , beyond control they may not be able to maintain the stipulated period, they should apply for minimum time extension period (never more than the actual planting season) on the basis of documentary evidence to prove that delay is beyond their control.
- NB**: - Prayer for time extension must be submitted instantly in written as soon as supplier foresees the probable delay of supply.
- 19. Opening of tender**:-Tender will be opened in the office of the tendering authority. The tentative opening date and time are mentioned in the tender form. If opening schedule gets changed, revised schedule will be displayed in the notice board of the undersigned at least 24 hrs. before opening . During the sorting/ opening of the tender original bidder i.e. who has signed the tender or his agent duly authorized in written by the original bidder may remain present. Representative of original bidder must show his or her authorization to the tendering authority on claim. No unauthorized person will be allowed to remain present in the office of the tendering authority during sorting /opening of the tender.

**Signature of bidder
With date & Seal**



20. Release of Earnest Money :- As per existing rule.

21. Validity of tender and finalized rate : The tender and finalized rate will remain valid up to one year for supply order by the tendering authority.

22. Penalty:-Penalty will be imposed for withdrawing of tender, revision of rates after dropping of tender, violation of terms and conditions, clarification ,non execution of agreement in time, delay in effecting of work order, violation of terms & conditions of tender and agreement, suppression of facts in tender. The range of penalty includes forfeiture of earnest money/ security deposit/ Bank guarantee, imposing liquidated damage @ 1 % per day subject to maximum 10%, withdrawing of ordered quantity of supply and execution by alternative arrangement at the cost of errant supplier and extra cost to be recovered from errant supplier 's security money , pending bills or any other legal procedure, cancellation of agreement and execution by alternative arrangement at the errant supplier, blacklisting of errant supplier. The tendering authority reserves the sole right to decide the penalty.

Penalty will be imposed for the default as per the following manners:-

Sl. No.	Default	Penalty
1	Withdrawing of tender on the table of opening of the tender & before call for clarification	10 % of the EMD will be forfeited
2	Failed to attend in the clarification meeting after call for clarification	25 % of EMD will be forfeited
3	After clarification too failed to deposit security money / bank guarantee and failed to sign the agreement in the specific time.	100% of the EMD will be forfeited and blacklisted for next 2 years
4	After signing agreement failed to supply within the stipulated time	supply order will be cancelled , 100 % security money will be forfeited and blacklisted for next 2 years .
5	Partly executed but failed to supply 100% of quantity as per agreement and stipulated time.	The balance ordered quantity which the errant firm failed to supply will be slashed and to be splited among one or more than one bidder participated in the tender or will be executed through alternative arrangement .The security money or the cost difference of the subsequent arrangement through other bidder, whichever is higher , will be recovered from the errant supplier's pending bill/ security money/ bank guarantee or other liabilities lying with the Deptt.
6	Revision of rates after opening of the tender.	The tender will be rejected and 100 % EMD will be forfeited as punitive action and will be blacklisted for next 1-3 years.
7.	For furnishing false information / statement, playing jugglery / suppression of fact at any stage of the tender process.	Forfeiture of EMD/ Security money, cancellation of agreement, blacklisting for at least 2 years.

**Signature of bidder
With date & Seal**



23.Disputes & Litigations:- Any dispute arising out of the contracts/ execution order issued by the Department only the courts located at Udaipur, Gomati district Tripura will have jurisdiction to deal with the same and decide any legal matter or disputes whatsoever arising out of the contract/ execution order.

If any dispute arises for any contract in between Deptt. and the Firm/supplier, the decision of the Dy. Director of Horticulture, Gomati, Udaipur will be final.

If a dispute arises regarding any contract in which there are no arbitration clauses, a suit must be filed in the appropriate court. For this purpose, it is provided that the courts at Udaipur only will have jurisdiction to decide dispute between the Deptt. and firm/supplier in respect of the matter arising out of the contract / supply order for the tender itself.

24.Responsibility of stores during transit :- Release of security money after successful execution:- Security money will be released only after the guarantee period .

25.Payment:- Statutory deduction from bill:- The income tax, local sales tax, Excise duty and other duties or tax, in any form incidental to the supply will be deducted from bill at source as per prevailing rates . Deduction at source will not be made if concerned authority empowers the tendering authority not to deduct such taxes specifically indicating the execution order, in relevant case, if applicable.

26.Progress Report:- Supplier must furnish interim progress report related with issued supply order to the tendering authority regularly indicating position of supply. If the supplier fails to furnish progress report in time or furnish progress report that indicates poor performance of supply, the tendering authority reserves the right to invoke necessary penalty clause to ensure affecting timely supply by alternative arrangement at the cost of the concerned supplier without serving any show cause notice to the firm/supplier.

**Signature of bidder
With date & Seal**



27. Departmental Inspection : The source of planting materials / nurseries will be inspected by the departmental inspection committee / technical committee / Officer (s) in the fields before effecting supply. The decision of inspection committee to reject or to accept the varieties/quality of planting materials will be binding to the supplier. During the inspection, the supplier firm may depute their representatives on receipt of information regarding schedule of inspection. If supplier firm fails to depute representative during inspection, ex parte inspection will be conducted and no subsequent claim regarding conducted inspection will be entertained.

28. Tendering authority reserves the right to accept or reject any tender including lowest bid or cancel the whole tender process without assigning any reason.

29. After ensuring quality of planting materials as per specification by the Departmental Officer, supply order will be placed.

30. Departmental Officer will verify the stock of planting materials & other requirement maintained by nursery man related to the stock proposed to be supplied.

31. A certificate shall be endorsed along with the DNIT document issued by the concerned nursery inspector/ Officer entrusted with inspection of nurseries for checking quality & quantity of planting materials of State Govt./Central Govt./Authorized agency by the Government.

32. While finalizing the rate through the process that, the rate offered by the lowest bidder, if he is from the District will be accepted as usual. But where the lowest bidder is from outside of the District & the rate offered by him and the rate offered by the lowest bidder of the domestic District, the domestic bidder shall be given a chance to negotiate that if he shall be able to supply the planting materials at the lowest rate offered by the L₁ bidder who is from outside the District. Such local bidder shall be given supply order up to 50% of the total order only.

**Signature of bidder
With date & Seal**



33. Over writing / use of correcting fluid must be avoided.

34. If any cartel formation is noticed by the authority the concern nursery/firm will be blacklisted for minimum 3 (three) years.

35. For any kind of clarifications /queries regarding tender process bidders may contact with the office of the undersigned.

Handwritten signature and date: 20/05/2020

**Dy. Director of Horticulture
Gomati District, Udaipur.**

**Signature of bidder
With date & Seal**

Financial Bid for Orange Grafted/Budded planting materials (Var. Khasi Mandarin)

Name of item	Supply Destination	Unit	Qty	Basic rate (Rs)	CST in % (if applicable)	Trans- -porta- -tion (Rs)	TST/VAT in % (if applicable)	Other Charges (Rs)	Total unit rate (Rs)	Offered rate(Rs) (In Figure & words)
1	2	3	4	5	6	7	8	9	10	11
Orange grafted /budded planting material (Khasi Mandarin)	DDH, Gomati, Udaipur									

Signature of bidder
With date & Seal

18

