

Government of Tripura
Department of Agriculture
Office of the Superintendent of Agriculture
Jirania Agri Sub-Division

No. F.3 (6)-SA/JRN/STORE/2018-19/2659

Dated: Jirania, the 11 July 2018

To
The Director
Information & Cultural Affairs
Agartala, West Tripura

Subject: - Publication of notice in the local daily and websites.

Sir,

With reference to the subject cited above, this is to request you to arrange for publication of notice of inviting tender regarding supply of different stationary articles in the office of the Superintendent of Agriculture, Jirania, West Tripura in the local dailies and websites for wide circulation. Arrangement of publication may be done at least in 3 (three) well circulated daily newspaper within a short period.

Enco: - Short notice inviting tender (2nd Call) in 1 page &
Notice inviting Tender in 9 pages

Yours faithfully



Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division

Copy to: -

- 01) The Director of Agriculture, Government of Tripura, Krishi Bhawan for favour of kind information.
- 02) The DDA (West), ADNagar, Agartala for favour of kind information.



Superintendent of Agriculture
Jirania Agri Sub-Division

Government of Tripura
Department of Agriculture
Office of the Superintendent of Agriculture
Jirania, West Tripura

No. F.3 (6)-SA/JRN/STORE/2018-19/2651-58 Dated: Jirania, the 11 July 2018

SHORT-NOTICE INVITING TENDER (2nd CALL)

Tender in plain paper in sealed cover super scribed "**Tender for stationary Articles**" are invited on behalf of the Govt. of Tripura from the registered Co-operative Societies/ Bonafied and responsible Govt. order suppliers. The Tenderer should quote their rate in figures and words in the Tender Form. Tender will be received on 25th July 2018 from 11.00 A.M. to 3.00 P.M. & will be opened on same day if possible.

List of stationary articles and details Terms & Condition may be obtained from the office of the undersigned on any working day from 11.00 A.M. to 4.00 P.M. up to 24th July 2018.



Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division

Copy to: -

- 01) The Director, ICA, Agartala for favour of kind information with the request to publish the tender notice in 3 (Three) well circulated local newspaper.
- 02) The Director of Agriculture, Govt. of Tripura, Agartala for favour of kind information, with the request to arrange uploading of NIT in www.Agri.tripura.gov.in
- 03) The Director of Horticulture, Govt. of Tripura, Agartala for favour of kind information.
- 04) The Dy. Director of Agriculture, West Tripura District for favour of kind information.
- 05) The Dy. Director of Horticulture, West Tripura District for favour of kind information.
- 06) The Supdt. Of Agriculture, Mohanpur/ Mandwi/Dukli/ Hezamara for information.
- 07) The Superintendent of Fishery, College Tilla, Agartala, West Tripura for information.
- 08) Notice board of this office.



Handwritten signature and date: 11/7/18

Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division

Government of Tripura
Department of Agriculture
Office of the Superintendent of Agriculture
Jirania Agri Sub-Division


No. F.3 (6)-SA/JRN/STORE/2018-19/2651-58 Dated: Jirania, the 11 July 2018

NOTICE INVITING TENDER (2ND CALL)

Sealed tender in plain paper are **invited** on behalf of the Governor of Tripura from experienced and resourceful distributors/dealers/Responsible Govt. order Suppliers /Registered Co-operative Societies for supply of different stationary articles and others, during the financial year **2018-19**.

Intending tenderers may collect "detailed terms and conditions" along with the list of articles either from the website **www. agri.tripura.gov.in** or **from the office of the undersigned on any working days up to 24th July,2018**. An amount of **Rs.3,000.00** (Rupees three thousand) only shall have to be deposited as "Earnest money" in the shape of DD /D-Call duly pledged in favor of **the Superintendent of Agriculture, Jirania Agri Sub-Division**, drawn on any Nationalized Bank/Scheduled bank having branch(s) at Agartala along with the tender. Tender should be submitted in the Firm's/ vendor's letter head addressed to the **Superintendent of Agriculture, Jirania Agri Sub-Division**, West Tripura. Upto date tax clearance Certificate(s) and photocopy of PAN Card should be submitted along with the tender in the same sealed envelope (Max. size: 12'x5'). The tender will be **received up to 15.00 hrs. on 25th July, 2018** and will be opened on the same date at 16.00 hrs.(if possible) where tenderers or their authorized representatives may remain present.

The quantity indicated in the list of articles is tentative and may increase or decrease at any time.


Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division

Government of Tripura
Department of Agriculture
Office of the Superintendent of Agriculture
Jirania Agri Sub-Division

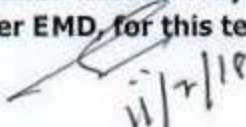
No. F.3 (6)-SA/JRN/STORE/2018-19/2651-58 Dated: Jirania, the 11 July 2018

TERMS AND CONDITIONS OF TENDER

1. Sealed tender will be received by the undersigned **up to 15.00 hrs.** on **25th June, 2018** and shall be opened on the same date at 16.00 hrs., 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 Superintendent of Agriculture, Jirania Agri Sub-Division.
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 Superintendent 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.300/- (three hundred) in the form of Demand Draft/Bankers cheque in favour of Superintendent of Agriculture, Jirania Agri Sub-Division, on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable) from the Store Section of the Superintendent of Agriculture, Jirania during office hour on all working days up to **24th June 2018** or may be downloaded from the website, **www.agri.tripura.gov.in**. But in that case, cost of documents i.e. Rs.300/- should be submitted along with the tender through Demand Draft/ Bankers cheque in favour of **Superintendent of Agriculture**, Jirania Agri Sub-Division, 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 **Superintendent of Agriculture, Jirania Agri Sub-Division, Jirania, West 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. Up-to-date Professional Tax clearance certificate/ GST & VAT clearance 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 **Superintendent of Agriculture, Jirania Agri Sub-Division, Jirania, West Tripura, 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 documents shall be signed by the tenderer or his authorized signatory with his usual signature. Beside this, the tenderer have to enclose a copy of the terms and condition duly signed in each page by the tenderer or his authorized signatory with his usual signature as a consent of acceptance of terms and condition of tender.
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.
27. **The Bidder who has participated in the earlier tender may apply in black and white for consideration of his earlier EMD, for this tender.**


Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division

Annexure – I**-: LIST OF ARTICLES:-**

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)	
				In figure	In wards
1.	Alpin	T-type	50 box		
2.	Arch file	Good quality	10 nos.		
3.	Attendance Register	No-2 (oxford)	10 nos.		
4.	Attendance Register	No-4 (oxford)	10 nos.		
5.	Bathroom cleaning brush	Good quality	10 nos.		
6.	Bill Register No-16	(Departmental)	2 nos.		
7.	Binder clip (big)		5 pkts.		
8.	Bulb (10 watt)	Philips (LED)	20 nos.		
9.	Binding Registers (Rajdoot)	No.- 20	50 Nos		
10.		No.- 16	50 nos.		
11.		No. – 12	100 nos.		
12.		No. – 10	150 nos.		
13.		No. – 8	200 nos.		
14.		No. – 6	300 nos.		
15.		No. – 4	300 nos		
16.		Bucket (Plastic)	16 ltrs. Capacity	10 nos	
17.	Calculator 12 digit	ORPAT	50 Nos.		
18.	Candle	6 nos in each packet	10 Pkt		
19.	Carbon-Cores	Big size	10 Packet		
20.	Carbon-Cores	Small size	30 Packet		
21.	Cartridge (Toner) 328	Cannon	2 Nos.		
22.	Cartridge (Toner) 78A	HP	4 Nos.		
23.	Cartridge (Toner) 88A	HP	10 Nos.		
24.	Cash Book (No. 20)	Oxford	5 Nos.		
25.	CD cassette	Sony	1 box		
26.	Computer Mouse	Logitech	4 Nos.		
27.	Computer Keyboard	Logitech	4 Nos.		
28.	Computer UPS battery	600 VA (Make: Rocket/ Quanta / Exide)	4 Nos.		
29.	Collin		5 Nos.		

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)	
				In figure	In wards
30.	Correction Pen	Camlim	10 Nos.		
31.	Cello Tape 1 inch	Good Quality	1 Box		
32.	Cup Plate	Bone China	5 Set		
33.	Dak pad		6 Nos.		
34.	DFC paper		2 Ream		
35.	Dispatch Register	No.20	10 Nos.		
36.	Docket Register	No. 20	10 Nos.		
37.	Dot Pen -(Smart gl)	Red/Blue/Black	10 Pkt		
38.	Duster	Ordinary towel type	200 Nos.		
39.	Dusting Cloth (Yellow)		40 Nos.		
40.	Envelope	Cotton (Big)	100 Nos		
41.	Envelope	12x5 inch	2000 Nos.		
42.	File Board & Cover	Rajdoot	1500 Nos.		
43.	Filter	50 ltr Capacity	20 Nos.		
44.	Flower broom	Good Quality	25 Nos.		
45.	Fevlstick	Good quality	20 nos.		
46.	Gum pot (700 ml)	Kores	20 Nos.		
47.	Gum tube	Kores	5 Dozen		
48.	Hand Balance	2 kg capacity	10 nos.		
49.	Hand Wash	Patanjali	25 Nos.		
50.	Harpick	500 ml	30 Nos.		
51.	Highlighter pen	(light green) Camlim	6 Nos.		
52.	Hi-tech Pen	Reynolds	50 Nos.		
53.	Jems clip	Camlim	50 pkt		
54.	Key bag (medium)	Good Quality	25 Nos.		
55.	Knife	Good Quality	30 Nos.		
56.	Lock + key	7 level (big size) (link)	50 Nos.		
57.	Lock + key	7 level (small size) (link)	30 Nos.		
58.	Marker Pen (Black)	Small size	10 nos		
59.	Marking Flag		50 Pkt		
60.	Measuring Tap	(30 meter length)	5 Nos.		
61.	Mosquito coil	Good night	20 pkt.		
62.	Mosquito liquidator (refill)	All out	30 Nos.		
63.	Mosquito liquidator machine	All out	20 Nos.		

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (In rupees)	
				In figure	In words
64.	Mug	Plastic (Good quality)	20 Nos.		
65.	Marking cloth	Red	30 mts.		
66.	Naphthalene (Big)	Good Quality	50 pkt.		
67.	Odonil		10 pkt.		
68.	Punching Machine (Single)	Kangaro	10 Nos.		
69.	Paper weight	Good Quality	50 Nos.		
70.	Pay check Register	No.20	3 Nos.		
71.	Pen Drive-HP 32 GB	Kingstoon/Transend/HP/Sony	15 Nos.		
72.	Pencil Battery	Eveready/ Nippo	100 Nos.		
73.	Peon Book	Rajdoot (No-4)	15 Nos.		
74.	Phenyl	500ml	20 Bottle		
75.	Room Freshener	Doga	20 Nos.		
76.	Scale 18"	Steel	30 Nos.		
77.	Sealing wax		2 pkt		
78.	Seat cushion	Carlone (best quality)	30 Nos.		
79.	Service Book	Small size	10 Nos.		
80.	Soap 70 gm	Lifebouy	50 Nos.		
81.	Stamp Ink	100 gm	10 Nos.		
82.	Stamp Pad (Big)	Fever Cristal	20 Nos.		
83.	Stamp Pad (small)	Fever Cristal	20 nos		
84.	Stapler 24/6 big size	Kangaro	20 Nos		
85.	Stapler Pin 24/6	Kangaro	50 Box		
86.	Stock Book (Oxford) per no.	Departmental	20 Nos.		
87.	Sujan	Steel	20 Nos.		
88.	Table top glass (8 mm)	2 ft x 2ft	10 nos.		
89.	Tag		30 Bundle		
90.	Torch light LED	Eveready	10 Nos.		
91.	Torch cell	Eveready/Nippo	100 nos.		
92.	Towel big size	Good quality	30 Nos.		
93.	Trunk	36*22*18	10 nos.		
94.	Transparent folder		30 Nos.		
95.	Tube Light (LED)	Philips	20 Nos.		
96.	Vim Powder	500 gm	4 Packet		
97.	Wall Clock	(Ajanta- Big)	10 Nos.		
98.	Water Glass	Good quality	5 Set		
99.	Water sponge	Best Quality	10 Nos.		

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)	
				In figure	In words
100.	White Paper		50 Ream		
101.	Wooden Pencil	Apsara	1 Packet		
102.	Xerox Paper (JK) A4		400 Ream		
103.	Xerox Paper (JK) FS		50 Ream		

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. 300/- (Three Hundred) in the form of Demand Draft/Bankers cheque in favour of **Superintendent of Agriculture, Jirania Agri Sub-Division** on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable).
2. 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 **Superintendent of Agriculture, Jirania Agri Sub-Division**.
3. Photocopy of GST Registration
4. Photocopy of trade license
5. Photocopy of Nationality certificate
6. Up-to-date Professional Tax clearance certificate.
7. Up-to-date GST/ VAT clearance Certificate.
8. Photocopy of PAN card
9. Each page of the tender documents and terms & conditions of the tender, shall be signed by the tenderer or his authorized signatory with his usual signature.

N.B. The Bidder who has participated in the earlier tender may apply in black and white for consideration of his earlier EMD, & Tender documents cost for this tender.