

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

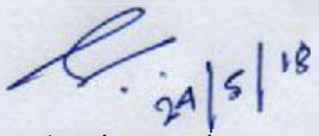
No. F.3 (6)-SA/JRN/2016-17/1195-204

Dated: Jirania, the 24th May 2018

SHORT-NOTICE INVITING TENDER

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 12th June 2018 from 11.00 A.M. to 3.00 P.M. & will be opened on same day if possible.

List of the maintenance 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 11th June 2018.

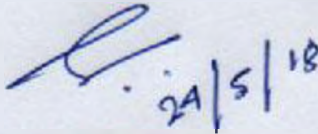


Samit Bhattacharya
Superintendent of Agriculture
Jirania Agri Sub-Division

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 Sudt. Of Agriculture, Mohanpur/ Mandwi/Dukli/ Hezamara for information.
- 07) Notice board of this office.



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No. F.3 (6)-SA/JRN/2016-17/

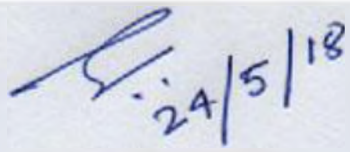
Dated: Jirania, the _____ May 2018

NOTICE INVITING TENDER

Sealed tender in plain paper are **invited** on behalf of the Governor of Tripura from experienced and resourceful distributors/dealers/suppliers 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 11th June, 2018**. An amount of Rs.3000.00 (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. The tender will be **received up to 15.00 hrs. on 12th June, 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.



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Superintendent of Agriculture
Jirania Agri Sub-Division

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No. F.3 (6)-SA/JRN/2016-17/

Dated: Jirania, the _____ May 2018

TERMS AND CONDITIONS OF TENDER

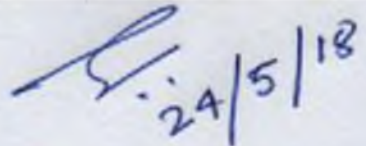
1. Sealed tender will be received by the undersigned **up to 15.00 hrs. on 12th June, 2018** and shall be opened on the same date at 16.00 hrs., if possible. Tenderers or their authorized representatives may remain present at the time of opening.

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.
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, Jirania 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 **11th 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/ 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.**

-: LIST OF ARTI


 Samit Bhattacharya
 Superintendent of Agriculture
 Jirania Agri Sub-Division

Sl. No.	Item	Description	Tentative Quantity/ Nos.	(in rupees)	
				In figure	In words
1.	Alpin	T-type	50 box		
2.	Arch file	Good quality	10 nos.		
3.	Attendance Register (oxford)	No-2	10 nos		
4.	Attendance Register (oxford)	No-4	10 nos.		
5.	Bathroom cleaning brush	Good quality	10 nos.		
6.	Bill Register	No-16 (good quality)	2 nos.		
7.	Binder clip (big)		5 pkts.		
8.	Bulb (10 watt)	LED	20 nos.		

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)
9.	Binding Registers (Rajdoot)	No. - 20	50 Nos	
		No.- 16	50 nos.	
		No. – 12	100 nos.	
		No. – 10	150 nos.	
		No. – 8	200 nos.	
		No. – 6	300 nos.	
		No. – 4	300 nos	
10.	Bucket (Plastic)	16ltrs. Capacity	10 nos	
11.	Calculator 12 digit	ORPAT	50 Nos.	
12.	Candle		50 nos	
13.	Carbon-Cores (Big)		10 Packet	
14.	Carbon-Cores (Small)		30 Packet	
15.	Cartridge (Toner) 328	Cannon	2 Nos.	
16.	Cartridge (Toner) 78A	HP	4 Nos.	
17.	Cartridge (Toner) 88A	HP	10 Nos.	
18.	Cash Book (Oxford) per no.20		10 Nos.	
19.	CD cassette		1 box	
20.	CFL bulb Philips 15 watt.		25 Nos.	
21.	CFL bulb Philips 20 watt.		25 Nos.	
22.	Computer Mouse	Logitech	8 Nos.	
23.	Computer Keyboard	Logitech	8 Nos.	
24.	Computer UPS battery	600 VA (Make: Rocket/ Quanta / Exide)	8 Nos.	
25.	Colin		5 Nos.	
26.	Correction Pen	Camlim	10 Nos.	
27.	Cello Tape 1 inch	Good Quality	1 Box	
28.	Cup Plate (Bone China)		5 Set	
29.	Dak pad		10 Nos.	
30.	DFC paper		2 Ream	
31.	dispatch Register No.20		20 Nos.	
32.	Docket Register No. 20		20 Nos.	
33.	Dot Pen -		10 Pkt	

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)	
	Red/Blue/Black (Smart gl)				
34.	Duster	Ordinary towel type	200 Nos.		
35.	Dusting Cloth (Yellow)		40 Nos.		
36.	Envelop cotton (Big)		100 Nos.		
37.	Envelop	12x5 inch	2000 Nos.		
38.	Extension cord (Computer)	Good Quality	5 Nos.		
39.	File Board & Cover (Rajdoot)		1500 Nos.		
40.	Filter -50 ltr		20 Nos.		
41.	Flower broom	Good Quality	25 Nos.		
42.	Fevistick	Good quality	20 nos.		
43.	Gum pot (700 ml)	Kores	20 Nos.		
44.	Gum tube	Kores	5 Dozen		
45.	Hand Balance	2 kg	5 Nos.		
46.		1 kg	10 nos.		
47.		500 gm	10 nos.		
48.	Hand Wash	Dettol	25 Nos.		
49.	Harpick 500 ml		30 Nos.		
50.	Highlighter pen (light green)	Camlim	10 Nos.		
51.	Hi-tech Pen	Reynolds	50 Nos.		
52.	Jems clip	Camlim	50 pkt		
53.	Key bag (medium)	Good Quality	25 Nos.		
54.	Knife	Good Quality	30 Nos.		
55.	LED Torce light	Eveready	10 Nos.		
56.	Lock + key	7 level (big size) (link)	50 Nos.		
57.	Lock + key	7 level (G)	30 Nos.		
58.	Lock + key 7 level	(small size) (link)	30 Nos.		
59.	Marker Pen (Black)	CD Marker	10 box		
60.	Marking Flag		100 Pkt		
61.	Measuring Tap 30 meter		10 Nos.		
62.	Mosquito coil	Good night	20 Nos.		
63.	Mosquito liquidator (refill)	All out	50 Nos.		

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)	
64.	Mosquito liquidator machine	All out	50 Nos.		
65.	Mug	Plastic (Good quality)	20 Nos.		
66.	Markin cloth	Red	30 mts.		
67.	Nepthalin (Big)	Good Quality	50 Nos.		
68.	Odonil		10 Nos.		
69.	Paddle type waste paper basket(Plastic)	Good quality	20 nos.		
70.	Punching Machine		10 Nos.		
71.	Paper weight	Good Quality	50 Nos.		
72.	Pay check register No.20		3 Nos.		
73.	Pen Drive-HP 32 gb	Kingston/Transend/HP/Sony	15 Nos.		
74.	Pencil Battery (Eveready)		100 Nos.		
75.	Peon Book	Rajdoot No-4	15 Nos.		
76.	Phenyl	500ml	20 Bottle		
77.	Pin Qusion		10 Nos.		
78.	Room Freshner (Doga)		20 Nos.		
79.	Scale 18"	Steel	30 Nos.		
80.	Sealing wax		5 pkt		
81.	Seat cushion (best quality)	Carlone	30 Nos.		
82.	Service Book (small size)		10 Nos.		
83.	Soap (Lifebouy) 70 gm		50 Nos.		
84.	Stamp Ink (100 gm)		30 Nos.		
85.	Stamp Pad (Fever Cristal- Big)		30 Nos.		
86.	Stapler 24/6 big size		20 Nos.		
87.	Stapler Pin 24/6		50 Box		
88.	Stapler Pin No-10		5 Box		
89.	Stepler HP-45 (kangaro)		5 Nos.		
90.	Stock Book (Oxford) per no.	Departmental	20 Nos.		
91.	Sujan		20 Nos.		
92.	Table top glass (8 mm)	2 ft x 2ft	10 nos.		
93.	Tag		30 Bundle		

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Amount per unit (in rupees)
94.	Torch cell	Eveready/Nippo/Geep	100 nos.	
95.	Towel big size		50 Nos.	
96.	Trank	36*22*18	20 nos.	
97.	Transperent folder		30 Nos.	
98.	Tube Light (LED)		20 Nos.	
99.	Vim Powder	500 gm	4 Packet	
100.	Wall Clock	(Ajanta- Big)	10 Nos.	
101.	Water Glass		5 Set	
102.	Water sponge	Best Quality	20 Nos.	
103.	White Paper		50 Rim	
104.	Wooden Pencil	Apsara	1 Packet	
105.	Xerox Paper (JK) A4		400 Rim	
106.	Xerox Paper (JK) FS		50 Rim	

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**, West Tripura.

3. Up-to-date Professional Tax clearance certificate.
4. Up-to-date VAT clearance Certificate.
5. Photocopy of PAN card
6. 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.