

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

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No. F.12 (1-1) Agri/Store/2018-19/2957

Dated, 11 the February, 2019

NOTICE INVITING TENDER

Sealed tender are invited on behalf of the Governor of Tripura from experienced and resourceful distributors/dealers/suppliers for supply of following stationary articles during the financial year 2019-20:

Sl. No.	Item	Description	Tentative Quantity/ Nos.	Earnest money	Date of submission
1.	Photocopier Paper (J. K. Copier, 75-GSM)	A-4 size	1400 ream	Rs.3,000/-	28.02.2019 up to 3.00 PM
		Legal size	60 ream		
2.	Plastic folder (A4 size)	White	1000 nos.		

2. 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/Banker cheque 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 27.02.2019 or may be downloaded from the 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, Agartala issued by any Nationalized /Scheduled Bank recognized by the R.B.I. having branch/branches at Agartala. The tender will be received on **28.02.2019 up to 3.00 PM** and will be open on same day (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.

TENDER FOR SUPPLY OF STATIONARY ARTICLES

1. Sealed tender will be received by the undersigned on **28.02.2019 up to 3.00 PM** and shall be opened on the same date at 4.00 PM (if possible), where tenderer or their authorized representatives may remain present at the time of opening.
2. The rate should be offered for FOR destination point viz.; Store section of the Directorate of Agriculture.
3. Tenderer should quote their rates per unit of articles both in figure and in words (as per Annexure-I) for delivery to Store section of the Directorate of Agriculture at their own cost, arrangement, risk etc. Quoted rate should be inclusive of all taxes/levies etc. Handling/lifting/loading and unloading etc. both ends and stacking in the godown as aforesaid shall be done by the tenderer 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.
4. 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 execution of agreement. Any overwriting/penned through etc. in any figure /name in the tender will be disqualification on the part of the tenderer and the tender shall be liable to be rejected unless it is noted separately with signature and seal (if any).
5. Details terms and conditions and rate quoting form 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 27.02.2019 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.
6. 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.



7. Tenderer should submit up-to-date Professional Tax clearance certificate, photocopy of PAN card, GST registration certificate, failing which the tender shall be treated as invalid and rejected.
8. Earnest money shall be refunded to all unsuccessful tenderer after final decision about acceptance of tender.
9. 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 having branch at Agartala** duly pledged in favour of the **Asstt. Director (DDO), Directorate of Agriculture, Tripura, Agartala, within 7 (seven) 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 Notary attested copies of the Government order/rules along with the tender in support of their claim for exemption. If the successful tenderer 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.
10. The successful tenderer 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.
11. Earnest money of successful tenderer who fail to deposit security money and execute "**DEED OF AGREEMENT**" within the prescribed time and manner is likely to be forfeited to the Government and their quotation shall be treated as cancelled.
12. 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.
13. 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.
14. Security money will be released after faithful discharge of the contract and final settlement of payment.
15. 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 at any time without previous notice and without showing any reason, whatsoever.



16. 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.
17. Only those should submit participate in 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 tenderer, 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)/ tenderer.
21. In case of disputes, if any, the decision on the matter of dispute by the Secretary, Department of Agriculture, Government of Tripura 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 beyond the stipulated period of payment.
23. No conditional tender will be accepted whatever may be.
24. The quantity of articles may increase or decrease at any time, depending upon the need.


11/2/19

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

FORMAT FOR QUOTING RATE

Name of the Firm / Supplier:

Sl. No.	Item	Description	Unit	Rate for per unit	
				In Figure	In words
1.	Photocopier Paper (J. K. Copier, 75-GSM)	A-4 size	Ream		
		Legal size	Ream		
3.	Plastic folder (A 4 size)	White	Nos.		

Signature of the bidder