

**GOVERNMENT OF TRIPURA  
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE  
KRISHI BHAWAN, AGARTALA**

**NOTICE INVITING TENDER**

Sealed tender in plain paper is invited on behalf of the Governor of Tripura from experienced and resourceful distributors/dealers/suppliers for supply of different stationary articles during the financial year **2025-26**.

Intending tenderers may collect "detailed terms and conditions" along with the list of articles either from the website **www.agritripura.gov.in** or from **O/o the Directorate of Agriculture, Krishi Bhawan, Agartala**. An amount of Rs.3000.00 (Rupees three thousand) only shall have to be deposited as "Earnest money" in the shape of D-Call duly pledged in favor of the Asstt. Director (DDO), Directorate of Agriculture, Agartala 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 Dy. Director of Agriculture (Head of Office), Krishi Bhawan, Agartala. The tender will be **received only on 2<sup>nd</sup> May, 2025 up to 3.00 PM** and will be opened on the same date at 4.00 PM. 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.

**(Bikash Mallik)**  
Dy. Director of Agriculture (HOO)  
Directorate of Agriculture  
Agartala.

## TERMS AND CONDITIONS OF TENDER

1. Tender should be submitted only in person. Tender sent through FAX or POST or in any other form shall not be entertained.
2. The rate should be offered for FOR destination point viz.; Store section of the Directorate of Agriculture.
3. 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 Directorate 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.
4. Quoted rates should not exceed Maximum Retail Price (MRP) of the item.
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 from the O/o the Directorate of Agriculture, Agartala during office hour on all working days up to **2<sup>nd</sup> May, 2025** or may be downloaded from the website, **www.agritripura.gov.in.**
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 ***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.
8. ***Copy of Valid Trade License, GST Registration Certificate, PAN Card, Up-to-date Professional Tax clearance certificates should be submitted with the Tender document, 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. 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.
11. Supply order will be issued in split and in phased manner and supply should be completed in full within 5(five) 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.
12. 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.

13. Whole amount of earnest 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.
14. None need to participate who does not accept/fulfill the terms & conditions indicated above.
15. 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.
16. In case of disputes, if any, the decision of the Secretary, Department of Agriculture & FW, 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.
17. No interest can be claimed in case of delay in making payment.
18. Each page of the documents shall be signed by the tenderer or his authorized signatory with his usual signature.
19. The tenderer have to attach 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.
20. No conditional tender will be accepted whatever may be.
21. The quantity indicated in the list of articles (Annexure-I) is tentative and may increase or decrease at any time.

**Sd/-**  
**(Bikash Mallik)**  
Dy. Director of Agriculture  
(HOO)  
Directorate of Agriculture  
Agartala.

**Annexure - I**

**: LIST OF ARTICLES :**

S L	Name of Item	Description of Item	Unit	Tentative Quantity	Rate per Unit (in Figure)	Rate per Unit (in Words)
1	Antivirus ( Quick Heal)		No	5		
2	Bucket (Dustbin)	Plastic, Paddle type, RFL	No	20		
3	Ball Pen	Agni Gell	No	500		
4	Cello Tape	2 inch width	No	30		
5	Correcting Pen	Camlin	No	50		
6	Calculator	Casio MJ-12D	No	20		
7	Dak Pad	Standard	No	25		
8	Desk Knife	Steel with plastic handle	No	25		
9	Duster	Towel type	No	300		
10	Despatch Register	20 Number	No	30		
11	File Board	Standard	No	500		
12	File Cover	As per Departmental requirement	No	300		
13	Folder (Plastic)	A4 size,	No	150		
14	Glossy Paper	A4 size	Pkt	2		
15	Gel Pen	Luxur/ Trimex	No	50		
16	Glue Stick	Kores, 8 gm	No	30		
17	Hand Wash	Detole, 200 ml	No	20		
18	Highlighter Pen	Faber Castell	No	30		
19	Keyboard	USB, HP	No	10		
20	Mouse	USB, HP	No	10		
21	Monitor 12"	HP	No	5		
22	Pen Drive	32 GB, HP/Transcend	No	10		
23	Note Sheet	75 GSM, 100 Nos per pkt	Pkt	20		
24	Photocopy Paper	(A4 Size) JK Copier	Ream	1000		
25	Photocopy Paper	(FS size ) JK Copier	Ream	10		
26	Printer Cartridge 12A	Prodot	No	40		
26	Printer Cartridge 925	Prodot	No	10		
27	Printer Cartridge 88A	Prodot	No	80		
28	Printer Cartridge 166A	Prodot	No	10		
29	Register - 16 Number	Rajdoot	No	10		
30	Register - 12 Number	Rajdoot	No	10		
31	Register - 8 Number	Rajdoot	No	10		
32	Register - 20 Number	Rajdoot	No	10		
33	Short Hand Note Book	Standard size	No	5		
34	Stapler Pin ( 24/6	Kangaroo	Box	40		

S L	Name of Item	Description of Item	Unit	Tentative Quantity	Rate per Unit (in Figure)	Rate per Unit (in Words)
	mm) Medium					
35	Sujan	Standard size	No	10		
36	Stamp Pad	Faber castell, 110mm X 69 mm	No	20		
37	Seat Couision	Standard size	No	10		
38	Scissor	Standard size	No	10		
39	Towel	Bombay Dying, Big size	No	25		
40	Cup Plate Set	China Bone	Set	3		
41	Tag	Cotton, 25 Nos per bundle	Bndl	50		
42	UPS	APC/Luminus, 600 VA	No	4		
43	UPS Battery	7AH, Exide	No	10		
44	Stapler Machine Small	(24/10 mm) Kangaroo	No	30		
45	Stapler Machine Medium	(24/6 mm) Kangaroo	No	30		
46	Peon Book	Standard size	No	20		
47	Envelop (Small)	Brown, 11 X 5 inch, 50 Nos pkt	Pkt	5		
48	Envelop ( A4 size)	Laminated, A4 Size, per Doz	Doz	2		
49	Envelop ( FS Size)	Laminated, FS Size, per Doz	Doz	2		
50	Room Fresher ( Godrej)	Godrej aer Spray, 220 ml	No	30		
51	Sticky Pad	100 sheet, per pkt	No	30		
52	Soap	Detole, 100 gm	No	50		
53	Water Glass	Borocil, 6 Nos Set	Set	2		
54	Floor Mat	Artificial Grass, PP (Polypropylene) 45 X 70 cm	No	5		
55	Table Glass	8mm, 3 ft X 2 ft	No	5		
56	Toner MX 237 AT Sharp	Original	No	7		
57	Markin Cloth	Green/ White Colour	mtr	10		
58	Spoon	Stainless steel, 10 Nos per box	Box	3		
59	Lock & Key	Link, 5 liver	No	5		
60	Pencil Batter	Eveready	No	30		
61	Punch Machine	Kangaro		10		
62	Ton Thread	Standard	No	5		
63	Jems Clip	Standard	Pkt	10		

S L	Name of Item	Description of Item	Unit	Tentative Quantity	Rate per Unit (in Figure)	Rate per Unit (in Words)
64	LED Bulb	14 Watt, Havells/Philips	No	10		
65	Flask	Thermo-steel, 500ml, Milton	No	3		
66	Stand Fan	Usha/Bajaj	No	3		
67	Car Fresher	Godrej air twist	No	5		
68	Electric Kettle	1.5 ltr, Bajaj/Prestige	No	2		
69	Lizol Floor cleaning liquid	1 ltr bottle	No	4		
70	Surf Excel	1 kg Pkt	Pkt	4		
71	Vim Bar	200 gm pkt	Pkt	4		
72	Harpic toilet cleaner	1 ltr bottle	No	4		
73	Phenyl Floor cleaning liquid	1ltr bottle	No	4		
74	Odonil	100 gm pkt	No	4		
75	Hit spray	Black	No	4		
76	Nescafe Coffee	250 gm	No	10		
77	Everyday Milk Powder	1kg pkt	No	3		
78	Haldiram Chanachur	250 gm	No	5		
79	Cashew nut whole salted	250gm pkt	Pkt	5		
80	Maggi Noodle	560 gm pkt	Pkt	5		
81	Oats	500gm pkt	Pkt	5		
82	Digestive biscuit	Britannia Nutrichoice (200 gm)	Pkt	10		
83	Facial wipes	Himalaya	Pkt	3		
84	Tissue paper	Softuch	Pkt	3		
85	Colin	500 ml	Btl	3		
86	Hand Towel	White, Bombay dying	No	5		
87	Tube set	LED, 20 watt, Phillips/havels	No	8		
88	Water sponge	Standard	No	10		
89	Paper weight	Standard	No	10		
90	D link switch	12 port	No	3		
91	Water bottle	Kinely/bailey, 500 ml, 24 Nos Per Box	Box	100		
92	Water bottle	Bailley, 250 ml 32 nos per Box	Box	100		
93	Tajmahal Tea Beg	100 Nos tea bag per pkt	Pkt	10		
94	Green Tea	Lipton, 25 tea bag per pkt	Pkt	10		
95	Sugar Loose	1 kt pkt	Pkt	10		
96	Sugar Cube	500 gm pkt	pkt	10		
97	Tea leaf loose	1kg pkt	Pkt	10		

S L	Name of Item	Description of Item	Uni t	Tentative Quantity	<b>Rate per Unit</b> (in Figure)	<b>Rate per Unit</b> (in Words)
98	Note Pad (spiral)	Luxor, 300 page	No	20		
99	Puffed rice	500 gm pkt	Pkt	10		
10 0	Paper Plate (One time)	Small, 100 Nos per pkt	Pkt	200		
10 1	Paper Plate (One time)	Medium, 100 Nos per pkt	Pkt	200		
10 2	One time spoon	Standard, 100 Nos per pkt	Pkt	200		
10 3	Plastic Chair	With Arm, RFL/Nilkamal	No	10		
10 4	One time bowl	Thermocol, 100 Nos per pkt	Pkt	10		
10 5	Clip Board	Plastic, Standard size	No	10		
10 6	Printer cartridge H- 110A	Prodot	No	7		
10 7	Printer cartridge H- 1137 A	Prodot	No	7		