

No. F.1(2)/-Agri./SA/PDL/Actt./2017-18/ 336-348

Government of Tripura  
Office of the Supdt. of Agriculture  
Padmabil Agri. Sub- Division  
Khowai District, Tripura.

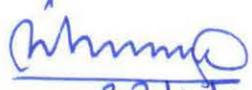
Dated: Padmabil, the 27<sup>th</sup> May' 2019.

**SHORT -NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY ARTICLES**

Sealed tender(s) in plain paper for "Stationary Articles" are invited for and on behalf of the Governor of Tripura from the registered Co-operative Societies/Lamps/Pacs /bonafied, experienced and resourceful Govt. order suppliers for the office of the Supdt. of Agriculture, Padmabil Agri. Sub-Division, Khowai. The tenderer should quote their rate both in figures and words in the tender form.

Tender will be received on dt. 14-06-2019 upto **3.00 PM** and will be open on the same date in the O/o the undersigned at **3:30 PM**, if possible in presence of the tenderer or his/her/their authorized representatives.

List of stationary articles and detailed terms and conditions etc. may be obtained from office of the undersigned on any working day from 11.00 AM to 3.00 PM upto 48 hrs. before the scheduled time of dropping the tender or visit [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in)

  
27/5/19  
(Arabinda Debbarma)  
Supdt. of Agriculture  
Padmabil

**Copy to:**

1. The Director, ICAT, Agartala for favour of kind information & with a request to arrange for publication of the same in local daily news paper on or before dt. 31-05-2019 for wide publicity (6 copies enclosed).
2. The Director of Agriculture, Tripura, Krishi Bhawan, Agartala for favour of kind information please.
3. The Director of Horticulture & Soil Conservation, Tripura, Agartala for favour of kind information please.
4. The Dy. Director of Agriculture, Khowai for kind information and with a request to display in the notice board.
5. The Dy. Director of Horticulture, Khowai for kind information and with a request to display in the notice board.
6. The Nodal Officer, Department of Agriculture, Krishi Bhawan, Agartala with a request to upload the NIT in the website [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in) within 3 (Three) days on receipt of this letter and 1(one) no. soft copy is enclosed herewith for necessary action.
7. The Superintendent of Agriculture, Khowai/Tulashikhor/Kalyanpur/Teliamura Agri. Sub-Division for information with a request to display in the notice board.
8. The Block Development Officer, Padmabil for information and with a request to display in the notice board.
9. The CDPO, Padmabil for information and with a request to display in the notice board.
10. Notice Board, O/o the Supdt. of Agriculture, Padmabil.

  
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### TERMS AND CONDITIONS OF TENDER

1. Sealed tender will be received by the undersigned on 14/06/2019 up to 3 PM and shall be opened on the same date at 3.30 PM (if possible), where in tenderer or their authorized representative may remain present at the time of opening. In-between if any holiday declare by the Govt. on scheduled date i.e. on 14-6- 2019, dropping of tender / tender will be receive on next working day.
2. The rate should be offered for destination point i.e Store Section of office of the Supdt. of Agriculture, Padmabil.
3. Tenderer should quote their rates per unit of articles both in figure and in words for delivery to Store Section of the Supdt. of Agriculture, Padmabil at their own cost, arrangement, risk etc. Any overwriting/penned through etc. in any figure/name in the tender will be disqualified on the part of the tenderer and the tender shall be rejected. Quoted rate should be inclusive of all applicable taxes/levies/handling/lifting/loading and unloading etc. upto the go-down of S.A. office. NO ADVANCED PAYMENT being the cost of articles will be made under any circumstances.
4. The rate will remain valid initially up to one year i.e. from July' 2019 to June 2020 and may be extended for further 3(three) months if required.
5. Details terms and conditions and rate quoting form will be available from the office of the Supdt. of Agriculture, Padmabil during office hour on all working days up to 48 hrs. before the scheduled time or may download from the website [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in)
6. Quotationers /Tenderer shall have to deposit an Earnest money to an amount of **Rs. 1500/-** (Rupees one thousand five hundred) only in the shape of "D-Call" drawn in favour of Supdt. of Agriculture, Padmabil Agri. Sub-Division, Khowai District from any Nationalized Bank/Tripura Gramin Bank/Tripura State Co-Operative Bank and shall be submitted alongwith the sealed Quotation. Duly self attested copy of Up to date P.Tax clearance certificate, Income tax clearance certificate (2018-19), PAN card, GST registration certificate and Nationality Certificate should be enclose alongwith tender form, failing which no tender will be entertained. In case of any part claim or have exempted by the Govt. from depositing earnest money, attested Photo copy of the Government order to the effect should be enclose with the tender. Otherwise the tender will not be entertained.
7. Earnest money shall be refunded to all unsuccessful tenderer after final decision about acceptance of tender.
8. Successful tenderer (s) shall have to deposit security money approx Rs.15000.00 only or equivalent to 10% (ten percent) of total quoted value of articles proposed to be purchase in the shape of 'Deposit-at-Call' from any nationalized Bank having branch at Padmabil from any Nationalized Bank/Tripura Gramin Bank/Tripura State Co-Operative Bank duly pledged in favour of the Supdt. of Agriculture, Padmabil, Khowai district within 7 (seven) days from the date of issue of rate acceptance and execute the deed of agreement within same period for satisfactory performance of the contract. If the successful tenderer fails to deposit security money and doing deed of agreement within the stipulated period, the tender shall be treated as cancelled and earnest money deposited shall be forfeited to the Government.
9. 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 & conditions. In the event of failure to supply in full quantity, Security money will be forfeited to the Government and Supply order(s) and the Deed of Agreement is likely to be treated as cancelled.
10. 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.
11. 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.
12. None need to participate who does not accept/fulfill the terms & conditions indicated above.
13. Security money will be released after faithful discharge of the contract and final settlement of payment.



14. 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.
15. 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.
16. 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.
17. In case of disputes, if any, the decision on the matter of dispute by the Director, Department of Agriculture, Government of Tripura shall be final and binding.
18. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
19. No conditional tender will be accepted whatever may be.
20. The quantity of articles mentioned in **Annexure-I** is tentative which may increase or decrease at any time, depending upon the need.

  
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ANNEXURE – I

Sl. No	Item	Description	Unit	Rate/Unit (Rs. In Figure)	Rate/Unit (Rs. In Words)
1	Xerox paper (JK copier)	A-4 size (75 GSM)	Pkt.		
		Legal size (75 GSM)	Pkt.		
2	File note sheet (light green colour)	Best quality	Pkt.		
3	Binding Register	No.4 (Oxford)	Nos.		
		No.6 (Oxford)	Nos.		
		No.8 (Oxford)	Nos.		
		No. 10 (Oxford)	Nos.		
4	Computer Printing Cartridge / Toner	HP/PLH 88-A (Prodot)-new	Nos.		
		PLH-2612-A (Prodot)-new	Nos.		
		HP/PLH 88-A Refilling	Nos.		
		PLH-2612-A (Prodot) Refilling	Nos.		
5	Alpin (Gem)	T-type	Pkt.		
6	Carbon Paper (Blue)	Small (Kores Sapphire)-FC	Pkt.		
		Big (Kores Sapphire)-DFC	Pkt.		
7	Envelope	Paper Brown colour (Small)	Nos.		
		Paper Brown colour(Medium)	Nos.		
		Paper-laminated with thread inside (Big)	Nos.		
8	Paper flag	Standard	Pkt.		
9	Staplers	HD-45 (Kangaroo)			
10	Staple pins	Kangaroo (for HD-45)	Pkt.		
11	Gum paste	150 ml (Kores)	Nos.		
12	Correcting pen	Camlin/Kores	Nos.		
13	Stamp pad	97x160 mm (Ashok)	Nos.		
		69x110 mm (Ashok)	Nos.		
14	White paper DFC	Normal	Pkt.		
15	Writing pen/Dot pen	Blue (Best Quality)	Nos.		
		Black (Best Quality)	Nos.		
		Red (Best Quality)	Nos.		
		Hi Tech point pen-V7 (Blue & Black)	Nos.		
16	Calculator	12 digit (Casio)	Nos.		
17	Lock & key	Link (8 Brass lever)	Nos.		
		Link(6 Brass lever)	Nos.		
18	Towel	Best Quality (White Big size)	Nos.		

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19	Duster clothes	Normal (small size)	Nos.		
20	Life boy soap	Standard	Nos.		
21	Washing soap(surf excel)	100 gm	Nos.		
22	Dettol soap (liquid refill)	Standard	Nos.		
23	Harpik	500 ml.	Nos.		
24	Tube light Set	40 wt. (Philips)	Nos.		
25	Bulb (LED)	20 wt. (Philips)	Nos.		
26	Broom	Flower made	Nos.		
		Coconut leave made	Nos.		
27	Tag	Best quality-white colour	Nos.		
28	Highlighter	Pink colour	Nos.		
		Fluorescent colour	Nos.		
29	Pendrive (HP)	8 GB	Nos.		
		16 GB	Nos.		
30	Odonil	Best quality	Nos.		
31	Phenyle (Lemon scented)	500 ml. size	Nos.		
32	Measuring tape	50 mt. length	Nos.		
33	Wall clock	Ajanta (Best Quality)	Nos.		
34	Compact disc (Blank CD)	Best quality	Nos.		
35	Mosquito repellent (liquid) machine	All out	Nos.		
		Good night	Nos.		
36	Mosquito repellent Refil	All out	Nos.		
		Good night	Nos.		
37	Air freshner pocket	Godrej	Nos.		
38	File board & cover with flap (set)	Rajdoot	Nos.		
39	Permanent marker pen (Black/Blue)	Best quality	Nos.		
40	Non-permanent marker (white board)	Kores	Nos.		
41	White board	Kores (5x3 inch)	Nos.		
42	Gems Clip	Best Quality	Pkt.		
43	Measurement Book (MB)	Standard	Nos.		
44	Hand gloves (Rubber)	Best quality	Nos.		
45	Bucket (Plastic)	50 Lt. capacity of good quality	Nos.		
46	Bucket (Plastic)	15- 20 Lt. capacity of good quality	Nos.		
47	Bucket (Plastic)	5 Lt. capacity of good quality	Nos.		
48	Table glass	Size= 5x3 ft	Nos.		
49	Name plate	Small (1x.75 ft)	Nos.		

*[Handwritten signature]*

50	Stand Fan	Havel	Nos.		
51	Road side signboard	6x3 ft. with iron stand	Nos.		
52	Laminated Wooden file cabinet with three drawer	Best quality ISI marked, Size= W-1.5x L-3.3 x H-3 ft.	Nos.		
53	Plastic flower pot	Medium size	Nos.		
54	Plain laminated photo frame	1.5x1ft	Nos.		
55	Gallery/display frame on wall with sliding glass opening system	5x3ft	Nos.		
56	Gallery/display board with stand	6x4 ft	Nos.		
57	Notice board with sliding glass opening system	3x4 ft	Nos.		
58	Sign board of best quality GCI sheet (green colour both side)	2x1.5ft	Nos.		
59	Sign board of best quality GCI sheet (green colour both side)	1.5x1 ft	Nos.		
60	Signboard writing colour /paint colour	White colour, GLO-100 ml	Nos.		
61	Signboard writing brush /Art brush	Size: 12	Nos.		
62	Measuring cane	Made of alluminium-50 ml.	Nos.		
63	Plastic coated colour	Nerolac-1 Lt.container	Nos.		
64	Computer Table	Best quality	Nos.		
65	Plastic Funnel	Small size-best quality	Nos.		
66	PVC pipe	½ inch size of best quality	Per mt.		
67	White markin cloth	Best quality in Mt.	Per mt.		

*hina*

68	Soil sample bag of White markin cloth	500 gm capacity	Nos.		
69	Seed bag of white markin cloth	3-5 kg capacity	Nos.		
70	Colin	500 ml.	Nos.		
71	Pencil Battery	Good quality	Nos.		
72	Torch battery	Good quality	Nos.		
73	Charger light	Good quality	Nos.		
74	Charger cum torch light	Good quality	Nos.		
75	Top pan balance/ small bim balance	ISI marked	Nos.		
76	Weighing unit	1 kg	Nos.		
		500gm	Nos.		
		200 gm	Nos.		
		100 gm	Nos.		
		50 gm	Nos.		
77	Rose cane	Standard quality, 5 lt. capacity	Nos.		
78	Alluminium drum/ Seed bin	100 kg capacity	Nos.		
		500 kg capacity	Nos.		
79	Ceiling Fan	Crompton/Havel	Nos.		

  
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