

Government of Tripura  
Office of the Supdt. of Agriculture  
Kakraban Agri. Sub-Division  
Udaipur, Gomati, Tripura

No. F.11 (1)/SA (KBN)/Tender/ 2019-20/1323-33

Dated, Udaipur, the 06-09-2019

**NOTICE INVITING TENDER**

Sealed tender super scribed as " Tender for Stationary Articles" are invited on behalf of the Governor of Tripura from experienced and resourceful distributors/dealers/suppliers for supply of following stationary articles to the office of the Supdt. of Agri. Kakraban Agri. Sub-Division , Udaipur Gomati Tripura w.e.f. **October 2019 to September 2020**. Tender will be received on **26-09-2019 from 11 AM to 3 PM**. All concerned interested persons are requested to submit their rate as per the format furnish below.

**FORMAT**

Sl. No.	Item	Description	Tentative qty (nos.)	Rate (in Rs.). Both ward and figure
1	Binding Register	No-20 (Oxford)	50 Nos	
2		No-16(Oxford)	50 Nos	
3		No-12(Oxford)	100 Nos	
4		No-8 (Oxford)	200 Nos	
5		No-6 (Oxford)	200 Nos	
6		No-4 (Oxford)	100 Nos	
7	Plastic Scale	18 inch. (Deluxe)	10 Nos	
8	Xerox Paper	A -4 (JK coppier-75 GSM-500 sheet)	100 Nos	
9		Legal (JK coppier-75 GSM -500 sheet)	50 Nos	
10	Computer Ink	Hp 88A	10 Nos	
11		HP 12 A	10 Nos	
12		Produt leser Cartridge P1106(88A)	20 Nos	
13		Produt leser Cartridge M1005MFP (12A)	20 Nos	
14	Alpin	T- Type (Gem)	50 pkt	
15	Carbon Paper	Small -(Blue) (Kores)	20 pkt	
16		Big (Blue)(Kores)	20 pkt	
17	Kham (envelop)	25/11 cm	500 nos	
18		30/12	500 nos	
19	Gum-(office Paste)	150 ml (Kores)	10 bottle	
20	Correction Pen	Best Quality	20 nos.	
21	Add jell Pen	Black/Blue/Green	20 nos.	
22	Staple Pin (Big)	24/6 (Kores) per 1 Pkt	100 pkt	
23	Stapler Pin (Small)	(Kores) per 1 pkt	100 pkt	
24	Numbering Machine	Oddy	1 nos.	
25	Stamp Pad (Small)	Ashok	25 nos.	
26	Stamp Pad (Big)	Ashok	50 nos.	
27	Stamp Pad Ink	100 ml (Camlin)	15 bottle	

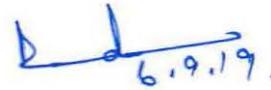
28	White Paper	Dista (Best Quality)	200 dista	
29	Paper Wt.	Standard	25 nos.	
30	Marking Cloth	Per Mt. (Best Quality)	50 mtr.	
31	Dot Pen (Blue/Black/Red)	Best Quality Agni gel (Onetime)	300 nos.	
32	Add Gel Refill	(Black/green/Blue)	10 nos.	
33	Calculator	12 Digit (Orpat/ Bistace)	12 nos.	
34	Lock & Key	Big (7 -Lever) (link)	5 nos	
35	Lock & Key	Small (5-lever) Link	5 nos	
36	Candle (Big)	(Best Quality)	10 pkt	
37	Guard file	(Best Quality)	5 Nos	
38	File Cover	Standred (Star)	500 nos.	
39	File Board	Standred (Star)	500 nos.	
40	Anti Virus (Quick heal )	3 in one	2 nos.	
41	Torch Cell	(Big) Eveready/Nippo	30 nos.	
42	Normal Torch Light	Three Cell( Eveteady)	4 nos.	
43	Pencil Battery	Eveready/Nippo	50 nos.	
44	Towel (Big)	VIP - Standered	30 nos.	
45	Towel (Small)	VIP	20 nos.	
46	Dettol Soap	45 Gm.	50 nos.	
47	Harpic (Big)	500 ML	10 nos.	
48	Tube Light	40 Wt.	10 nos.	
49	CFL	20 Wt.	10 nos.	
50		10 Wt.	10 nos.	
51	Salo Cloth	Best quality per meter	50 mtr.	
52	Dettol Hand wash	100 ML	6 Bottle	
53	Broom	Flower	5 nos.	
54		Coconut	5 nos.	
55	Vim Liquid	250 ML	24 nos.	
56	Hi- lighter	Best Quality	30 nos.	
57	Pen Drive	32 GB	5 nos.	
58		16 GB	5 nos.	
59	Detergent Powder	Tide(500 gm Pkt)	20 pkt.	
60	Odonil		20 pkt	
61	White Phenyl	500ML	20 bottle	
62	Sponge		20 nos.	
63	Pen Stand	Best quality	10 nos.	
64	Paper Clip	Best quality	50 nos.	
65	Measuring tap	50mt	5 nos.	
66	Scissors	medium	10 nos.	
67	Writing Pad	Spiral(Oxford)	50 nos.	
68	Seat Cousin	Best Quality (VIP) (Curlo)	20 nos.	
69	Table Glass	24x8 inch	5 nos.	
70		24x12 inch	5 nos.	
71	Clip Board	Best Quality	10 nos,	
72	Plastic Stick	Thin (Best Quality)	20 nos.	
73	Plastic Stick For binding reports	Big Size	20 nos.	

74	Stapler Machine	Standard (24/6 to 26/6) (Kangaro)	25 nos.	
75	Tone Thread	Sonic (4 nos. in each pkt.)	10 pkt	
76	Wall Clock	Standard Size for office use (Ajanta)	5 nos.	
77	Room freshener	200ML	5 nos.	
78	Blank CD	Sony	50 nos.	
79	Extension Cord	Best quality (Skil)	5 nos.	
80	Cello tape	½ inc	10 nos.	
81		2½ inc	10 nos.	
82	Brash for Toilet	Best Quality	2 nos.	
83	Wooden Pencil	Aphara	12 nos.	
84	Good Night Machine with Liquid		5 nos.	
85	Good Night Liquid		5 nos.	
86	Knife	Big	12 nos.	
87	Desk Calendar Stand	Big	12 nos.	
88		Small	12 nos.	
89	File flag	Standred	20 pkt	
90	Waste paper basket	Medium size	5 nos.	
91	Duster	Small	50 nos.	
92	Tag	Best Quality (per bundle)	100 bundle	
93	Sujan	Best Quality	20 nos.	
94	Gems clip	Best Quality	20 pkt.	
95	Marker Pen	Luxer	12	
96	Water Bottle	500 ml/1lit (Miltoon)	30 nos.	
97	Chain flag (National)	per pkt	30 pkt	
98	Measurement Book (MB)	Standard (Oxford)	50 nos.	
99	Umbrella	K.C.Pal	3 nos.	
100	Water Glass	Borosil(6 nos. per Box)	5 Box	
101	Glass Lid	Best Quality	5 pkt	
102	Dak pad Busket	Best quality (Plastic)	5 nos.	
103	Charge Light	Best Quality(HAVELLS)	5 nos.	
104	Pin Cousin	Omega	20 nos.	
105	Plastic Chair Without arm	(Neel Kamal)	50 nos.	
106	Plastic Chair With arm	(Neel Kamal)	50 nos.	
107	Calling Bell	Electronic	5 nos.	
108	Calling Bell	Ordinary	5 nos.	
109	Cup & Plate	Best Quality( 6 nos. per Box)	5 Box	
110	Office Bag	Best Quality	25 nos.	
111	Celling Fan	Cromptom	3 nos.	
112	Filter (Cement)	Best Quality	5 nos.	
113	Attendance Register		15 nos.	
114	Dak pad	Best Quality	5 nos.	
115	Punching Machine	Best Quality	20 nos.	

## TERMS AND CONDITION

1. Sealed tender will be received by the undersigned on **26-09-2019 from 11 AM to 3 PM.** and shall be opened on the same date at 4.00 PM (if possible), where tenderer or their authorized representative may remain present at the time of opening.
2. The rate should be offered for destination point viz,; Store section of the Supdt. of Agriculture, Kakraban.
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, Kakraban. at their own cost, arrangement, risk etc. Quoted rate should be inclusive of all taxes (**GST**)/levies etc. Handling/lifting/loading and unloading etc. both ends and stacking in the go-down as aforesaid shall be done by the tenderer at his/their own cost. It may be pointed out here that **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 October 2019 to September 2020 and may be extended for further 3(Three) 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 from the Store section of the Supdt. of Agriculture, Kakraban. during office hour on all working days up to 25/09/2019 or may be downloaded from the website, [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in) & [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in) .**
6. Each tender should be accompanied with Earnest Money of **Rs.2000/- (Rupees two thousand)** only in the shape of 'Deposited-at-Call'/Demand Draft on **any Nationalized Bank having branch** duly pledged in favour of the Supdt. of Agriculture, Kakraban Agri. Sub-Division.
7. Up-to-date Professional Tax clearance Certificate, Income Tax clearance certificate, GST clearance certificate, photocopy of PAN Card is to be submitted along with the rate quoted, 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 of Rs. 20,000/- (Rupees twenty thousand) only in the shape of 'Deposit-at-Call' on any nationalized Bank having branch at Udaipur duly pledged in favour of the Supdt. of Agriculture, Kakraban Agri. Sub- Division . 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 & 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. Only those should 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.
17. No one need to participate who does not accept/fulfill the terms & conditions indicated above.
18. 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.
19. 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.
20. 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. It is also provided that the courts 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.
21. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
22. No conditional tender will be accepted whatever may be.
23. The quantity of articles may increase or decrease at any time, depending upon the need.
24. **GST bill should be submitted after supply of commodity as per supply order time to time.**

  
6.9.19.

Superintendent of Agriculture  
Kakraban Agri. Sub-Division  
Udaipur, Gomati, Tripura

**Copy to:-**

1. The Director, I. C. A. T., Govt. of Tripura along with 5(five) copies of **"PRESS NOTICE INVITING TENDER FOR STATIONARY ARTICLES"**, for the Supdt. of Agriculture, Kakraban Agri. Sub-Division, Udaipur, Gomati District, with a request to kindly arrange for publication of the same only in 3 local Leading Dailies in one insertion as per rules.
2. The Director of Agriculture, Govt. of Tripura, for favour of kind information.
3. The Director of Horticulture & Soil Conservation. Govt. of Tripura, for favour of kind information.
4. The Chief Engineer, Agriculture, Tripura, for favour of kind information.