

Government of Tripura
Directorate of Animal Resources Development
P. N. Complex, Agartala.

No.F.4-22/ARDD/STY/2016

Dated, Agartala, the2016

NOTICE INVITING TENDER

Tender in sealed cover are hereby invited by the undersigned on behalf of the Governor of Tripura from the resourceful, experienced and reliable and bonafied local authorized Distributors/Dealers/suppliers of the reputed manufacturing company for supply of stationery and contingency articles etc for the year 2016-17 .

The details of tender along with terms & condition will be available from the Office of the undersigned (Store-Section) from 11 A.M. to 4 P.M. on all working days up to 29.04.2016 & will also be available in the Official website of Tripura www.tripura.nic.in/www.arddtripura.nic.in. / www.tripurainfo.com .

The last date of submission of tender in sealed cover, super scribed "Tender for the supply of stationery and contingency articles etc." through Register post/Courier service addressed in favour of the Director of ARD, Government of Tripura, P.N. Complex, Agartala Pin-799006 is **on or before 4 p.m. of 30.04.2016** and the same will be opened on the next working day if possible.

The parties shall be selected separately for each item on the basis of the lowest rate and other valid consideration's as the items are clearly divisible & distinguishable.

The Director of ARD, Government of Tripura reserves the right to accept or reject any tender and extend the validity period of tender without assigning any reasons.



(Dr. M. Sarkar)
Director

Animal Resources Dev. Department
Government of Tripura.

**TERMS & CONDITIONS FOR SUPPLY OF STATIONERY & CONTINGENCY ARTICLES FOR THE
DIRECTORATE OF ARDD DURING FOR THE YEAR 2016-17 .**

Tender will be received in sealed cover addressed to the " Director of Animal Resources Dev. Dept. Govt. of Tripura, P.O - Kunjaban, P. N. Complex, Agartala - 799006, Tripura by Speed post/Registered post/Courier services only "on or before **4 p.m. of 30.04.2016**. Tenderers should provide detailed address along with phone, Fax Number and S.T.D code number for communication. Tender received after the aforesaid date and hours shall be rejected. The Director of Animal Resources Dev. Dept. shall not remain responsible for any postal delay.

(1) On the top left side of the sealed tender enquiry number, date, due date of opening should be mentioned. Tenders will be opened on the next working day of last date of receipt, if possible. Tenderer or their representative may remain present at the time of opening of the tender.

2) **The interested bidders/ tenderer shall submit the bids in 2 parts, namely' i.e. 'Technical Bid' ("A" envelope) and 'Financial Bid' ("B" envelope).** The 2 bids should be put in 2 separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. The 2 envelopes shall be placed inside a large sealed cover and the same may be submitted.

The technical Bid: - shall contain all details regarding the items offered by the bidder, compliances of terms and conditions, submission of documents, products catalogues, D-Call /Demand draft etc. **In other words everything except the rate offered. The Financial bid:** - shall contain only the rate offered by the bidder. The technical bids will be opened first and the bidder will be short listed on the basis of fulfillment of requirements as per terms & conditions. Thereafter, financial bids of only short listed bidders will be opened and the lowest bidders will be selected and selection of item is subject to recommendation of the technical committee constituted by the Director, Animal Resources Dev. Department, Government of Tripura, P.N. Complex, Agartala West Tripura payable at Agartala jurisdictions.


3) While quoting rate, the tenderers must mention the Serial No. of the item of tender list, provided by the Dept. along with tender.

4) As the items are clearly divisible and distinguishable, the successful firms/ tenderers shall be selected separately for each item.

5) The supply has to be executed within 10(ten) days from the date of issue of the supply order. In case, failure of supply of the ordered item/items in full within stipulated period, both the earnest money & Security deposit money are likely to be forfeited without further correspondence.

6) 5% value of ordered item & quantity to be deposited by the Firm/Supplier/agency as Security Money (S.M) in the shape of deposit at Call (D-Call) /Bank Draft from any Nationalized Bank in India within 10 days from the date of issue of the supply order, failing which, his Earnest money deposit (EMD) will be forfeited straight way and supply order in his favour will be cancelled. Security Money Deposit (SMD) of the successful supplier will be released after completion of full & satisfactory supply.

Contd....P/2


(Dr. MANORANJAN SARKAR)
Director of ARDD
Government of Tripura.

