



GOVERNMENT OF TRIPURA
OFFICE OF THE PRINCIPAL
COLLEGE OF VETERINARY SCIENCES & A.H.
R.K. NAGAR, WEST TRIPURA, PIN: 799008

File No: 4-15/CVS/STORE/RKN/2024

Date: _____ 2024

NOTICE INVITING TENDER

Tender in sealed cover is invited on behalf of the Governor of Tripura from the *bonafide* supplier/ agency/ registered cooperative society etc. for supplying stationary/ contingency articles to the College of Veterinary Sciences & Animal Husbandry, West Tripura, Pin: 799008. The details of tender along with the terms and conditions will be available in the website: www.ardd.tripura.gov.in. The last date of submission of tender in sealed cover superscribed as “Tender for stationary/ Contingency articles 2024 – 2025” should reach the office of the undersigned on or before 05/08/2024 up to 04:00 pm.

Signed by Purabi Barman
Date: 04-07-2024 08:49:04
Reason: Approved

Principal,
College of Veterinary Sciences &
Animal Husbandry,
R.K. Nagar, West Tripura



GOVERNMENT OF TRIPURA
OFFICE OF THE PRINCIPAL
COLLEGE OF VETERINARY SCIENCES & A.H.
R.K. NAGAR, WEST TRIPURA, PIN: 799008

File No: 4-15/CVS/STORE/RKN/2024

Date: _____ 2024

NOTICE INVITING TENDER (NIT) FOR PURCHASE OF VARIOUS STATIONARY/CONTINGENCY ARTICLES FOR THE COLLEGE OF THE VETERINARY SCIENCES & A.H, R.K. NAGAR, WEST TRIPURA DURING THE FINANCIAL YEAR: 2024 – 2025.

Tender in sealed cover is invited on behalf of the Governor of Tripura from the bonafide supplier/Agency/registered Co-operative Society etc. for supplying Stationary/ Contingency articles to the College of Veterinary Sciences & A.H., R.K. Nagar, West Tripura – 799008 during the year Financial Year: 2024 - 2025. The details of tender and the list along with specifications will be available in the website www.ardd.tripura.gov.in. The cost of blank tender form is Rs. 300/- (Rupees Three hundred), **Non-refundable** only, which can be paid in the form of Demand Draft of any Nationalized Bank in the name of Principal, College of Veterinary Sciences and Animal Husbandry, R.K. Nagar payable at Agartala. The tenderers who will use downloaded form from the website also shall have to pay the cost of tender form Rs. 300/- (Rupees Three hundred, **Non-refundable**) only separately in the form of Demand Draft of any Nationalized Bank in the name of Principal, College of Veterinary Sciences and Animal Husbandry, R.K. Nagar payable at Agartala. Downloaded tender forms received without DD of Rs. 300/- shall be rejected. No blank tender form shall be sent either by post or courier to the College. While quoting the rate, the tenderer must mention the serial no. of the items as per list (at *Annexure - A*) provided by the College along with the tender. The tender in sealed cover should super scribed as "**Tender for Stationary/ Contingency articles 2024 - 2025**" addressed in favour of the Principal, College of Veterinary Sciences & A.H, R.K. Nagar, West Tripura, Pin- 799008. The tender/quotations should reach the above mentioned address on or before **05/08/2024** up to **04:00 pm**. The Principal, College of Veterinary Sciences & Animal Husbandry, Government of Tripura, R.K. Nagar, West Tripura reserves the right to accept or reject any tender or extend the validity period of tender without assigning any reasons thereof.

The details of tender are also available on website: www.ardd.tripura.gov.in

Signed by Purabi Barman

Date: 04-07-2024 08:51:19

Reason: Approved
Principal,

College of Veterinary Sciences
& Animal Husbandry,
R.K. Nagar, West Tripura



**GOVERNMENT OF TRIPURA
OFFICE OF THE PRINCIPAL
COLLEGE OF VETERINARY SCIENCES & A.H.
R.K. NAGAR, WEST TRIPURA, PIN: 799008**

File No: 4-15/ CVS/ STORE/ RKN/ 2023

Date: _____ 2024

TERMS & CONDITIONS

FOR PURCHASE OF VARIOUS STATIONARY/ CONTINGENCY ARTICLES ETC FOR USE IN THE DIFFERENT DEPARTMENTS, ADMINISTRATIVE SECTIONS & FARMS UNDER THE COLLEGE OF THE VETERINARY SCIENCES & ANIMAL HUSBANDRY, R.K. NAGAR, WEST TRIPURA, DURING THE YEAR FINANCIAL YEAR: 2024 - 2025.

Notice inviting tender (NIT) will be received by speed post/ Registered Post/ Courier services only in sealed cover addressed to the "**Principal, College of Veterinary Sciences & A.H, R. K. Nagar, West Tripura, Pin - 799008**" on or before **05/08/2024** up to **04:00 pm**. NIT received after the aforesaid date and hours shall be rejected. The Principal, C.V.Sc. & A.H. shall not be held responsible for any postal delay. Tenderers are requested to provide detail address along with phone, Fax Number and S.T.D code number for communication.

The cost of blank tender form is Rs. 300/- (Rupees Three Hundred, non-refundable) which may be paid in the form of Demand Draft of any nationalized Bank in the name of Principal, C.V.Sc & A.H. Government of Tripura, R. K. Nagar, West Tripura payable at Agartala. The tender who will use the downloaded form from the website also shall have to pay the cost of tender form Rs. 300/- (Rupees Three Hundred, non-refundable) which may be paid in the form of DD of any nationalized Bank in the name of Principal, C.V.Sc & A.H, Government of Tripura, RK. Nagar, West Tripura payable at Agartala. Downloaded tender form received without DD of Rs. 300/- shall be rejected. No blank tender form shall be sent either by post or courier to the College. While quoting the rate, the tenderers must mention the serial number of the items as per list (at Annexure- A) provided by the College along with the tender. The tenderers should also submit the details of tender as:

1. The interested bidders/ tenderers shall submit the bids in 2 parts, i.e. 'Technical Bid ("A" envelope) and 'Financial Bid' ("B" envelope). The 2 bids A & B envelopes should be put in 2 separate sealed envelopes, indicating clearly on the cover as technical bid and other one is the financial bid. The 2 envelopes shall be placed inside a large sealed cover and the same may be submitted.
2. On the top left side of the sealed tender N.I.T 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.

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The technical bid shall contain all details regarding the items offered by the bidder, compliances of terms and conditions, submission of documents, products catalogues & earnest money etc. In other words everything except the rate offered. **The Financial bid** shall contain only the rate offered by the bidder against each item. 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 **item wise lowest bidders will be selected**. The selection of item is subject to recommendation of the technical committee constituted by the Principal, C.V.Sc. & A.H.

3. While quoting rate, the tenderers must mention the Serial Number of the item of tender lists as provided by the College only 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 30 (Thirty) 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. 10% (ten percent) of the value of ordered quantity shall have to be deposited by the Firm/ supplier as Security deposit Money in the shape of D-Call from any Nationalized Bank in India within 10 (ten) days from the date of issue of the supply order which will be released after 6 (six) month.
7. G.S.T. & Income tax will be deducted from the bill as per Government rules.
8. In case of tenderers whose rates are accepted, as per terms & conditions of the tender, shall duly execute the supply.
9. The rates should be quoted both in figures and words clearly. The G.S.T. will be charged extra as per Government Rule. The rate should be quoted in Indian currency only.
10. The supply order will be issued once/ at a time or in phased manner as per requirement. Quantity of item (s) may increase or decrease depending on requirement.
11. **The lowest rate quoted by the tenderer will be determined on the basis of comparison of basic rate (i.e. excluding G.S.T.).**
12. **The following self-certified/ self-attested documents should be submitted along with the tender:**
 - A. **Up to date Tax Clearance Certificate which will include:**
 - i. G.S.T. Registration Certificate.
 - ii. G.S.T. Clearance Certificate (Sale Tax Clearance).
 - iii. PAN Card.
 - iv. Income Tax certificate for last three financial years.

B. Other Certificates

- i. Up to date valid **Trade License Certificate** from AMC (Agartala Municipal Corporation) or other competent authority.
- ii. **Earnest Money Deposit (EMD)** for an amount of Rs. 5,000/- (Rupees Five Thousand) only in the form of Call (D - Call)/ Bank Draft of any nationalized Bank of India, drawn in favour of the Principal, College of Veterinary Science & A.H., R.K. Nagar payable at Agartala has to be deposited along with the tender.

In case of un-successful tenderers, the Earnest Money deposit (EMD) will be released after finalization of the tender, while in case of successful tenderers/ suppliers the Earnest Money so deposited (EMD) will be released after successful completion of supply.

13. EMD/ SMD shall not be applicable in case of Govt. organization/ Public Sector undertaking. However, documentary proof has to be submitted by the bidder.
14. **Price quoted should be met for Door delivery and installation also (if required in case to case basis) in good condition to the College of the Veterinary Science & A.H, R.K. Nagar, West Tripura, Pin: 799008.**
15. The supplier, who is not a manufacturer or who quoted rate for the product in favour of the manufacturer shall furnish a letter of authority from their behalf wherever possible.
16. No insurance charge is admissible and the successful tenderer/ supplier will be responsible for any breakage, damage and loss in transit on the way to destination.
17. Any default or breach of contract by the suppliers will be subject to forfeiture of earnest money/ security money & will be considered as blacklisted/ delisted for participating future tender as per discretion of the Principal, College of Veterinary Sciences & Animal Husbandry, R.K. Nagar, Government of Tripura.
18. The Principal, College of Veterinary Science & A.H., R.K. Nagar, Government of Tripura, reserves the right to accept or reject any part of all tender/ tenderers without assigning any reason thereof.
19. The Principal, College of Veterinary Science & A.H., Agartala, Government of Tripura, reserves the right to terminate the contract or cancel the acceptance of rate or supply order at any time unilaterally without any notice before the expiry of the period for which the rates are now invited.
20. In case of any legal dispute, the jurisdiction will be the High Court of Tripura, Agartala.
21. Payment of the successful tenderer shall be made by bill basis only after completion of supply of the item/ items including installation (wherever necessary) as ordered for. No advance payment will be entertained.
22. The rates will remain valid up to 31st March 2024. No interim revision/ enhancement of rates will be entertained except imposition of any levy or increase in existing levy by the Government.
23. Tenders will be opened on next working day, if possible.

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24. Selection of item(s) is subject to recommendation of the approved technical committee constituted for the purpose.
25. **A duly signed copy of Terms & Condition of the Principal, College of Veterinary Science & A.H, R.K. Nagar, West Tripura, Pin: 799008 to be returned by the tenderers as a token of acceptance of the terms & conditions of the tender.**
26. Tenders/ Bidders should enclose the product Booklets/ catalogues of the company/ manufacturer having details specification of the product/ Item & Illustration of product/ Item & model/ product Number etc, in the sealed Tender along with authorization certificate from the concerned company/ manufacturer that tenders/ bidder is the authorized dealer/ supplier/ tenders/ agent on behalf of that Company/ manufacturer, wherever possible.
27. The number of items to be procured may increase or decrease depending upon requirements or availability of fund.

Enclosed:

List of Stationary/ Contingency
Articles (Annexure - A)

Signed by Purabi Barman
Date: 04-07-2024 08:53:42
Reason: Approved

Principal,
College of Veterinary Sciences
& Animal Husbandry,
R.K. Nagar, West Tripura

College of Veterinary Sciences and Animal Husbandry, R.K. Nagar.List of various stationary / contingency articles to be purchased during the Financial Year: 2024 – 2025.

| Sl. No. | Name of the Articles | Specification | Quantity (in number) |
|---|--|--|-------------------------|
| Cartridge for Computer Printer and Photocopy Machine | | | |
| 1 | Toner HP 2014 HS for Ricoh digital photocopier machine | HP 2014 HS including dealership certificate | 2 nos |
| 2 | Toner MP Ricoh 2501S for Ricoh digital photocopier machine | MP 2501S including dealership certificate | 2 nos |
| 3 | Toner Cartridge, Canon 925 pro | Best quality | 15 nos |
| Cleanliness & Hygiene Articles | | | |
| 4 | Duster Towel small size | (Cotton made) Best quality | 100 nos |
| 5 | Floor Wiper | (Dry Mop with stick) Best quality | 20 nos |
| 6 | Flower Broom | Best quality | 50 nos |
| 7 | Coconut Broom | Best quality | 50 nos |
| 8 | Toilet Cleaner | Harpic 500 ml | 10 nos |
| 9 | Toilet Brush | (Plastic) Best quality | 10 nos |
| 10 | Plastic Bucket | (10 liter capacity, with Lid) Best quality | 10 nos |
| 11 | Soap | Best quality | 10 nos |
| 12 | White Phenyl | Best quality | 10 nos |
| 13 | Black Phenyl | Best quality | 10 nos |
| 14 | Dustbin (Plastic, with Cover) | Best quality | 5 nos |
| 15 | Hand Wash (200 ml) | Best quality | 70 nos |
| 16 | Naphthalene Ball (200 gm packet) | Best quality | 50 nos |
| Paper, Register & Miscellaneous Stationary Items | | | |
| 17 | Stock Register No: 20 | Best quality | 10 nos |
| 18 | Staff Attendance Register No.04 | Best quality | 10 nos |
| 19 | Student Attendance Register No: 04 | Best quality | 10 nos |
| 20 | Register No: 04 | Best quality | 10 nos |
| 21 | Stock Register No: 06 | Best quality | 10 nos |
| 22 | Register No: 07 | Best quality | 10 nos |
| 23 | Register No: 08 | Best quality | 10 nos |
| 24 | Register No: 10 | Best quality | 10 nos |
| 25 | Stock Register No: 12 | Best quality | 10 nos |

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| Sl. No. | Name of the Articles | Specification | Quantity (in number) |
|----------------------------|--|---|-------------------------|
| 26 | Binding Register No: 16 | Best quality | 10 nos |
| 27 | Stock Register No: 24 | Best quality | 10 nos |
| 28 | Peon Book | Best quality | 20 nos |
| 29 | Note Sheet | A4 Size, Best quality | 20 ream |
| 30 | File Board | Best quality | 100 nos |
| 31 | File Cover (Printed) | Best quality | 100 nos |
| 32 | Envelope Brown Colour (10 cm x 24 cm) | Best quality | 200 nos |
| 33 | Envelope A4 Size | Best quality | 60 nos |
| 34 | Ball Pen - Black - One time | Goldex | 100 nos |
| 35 | Ball Pen - Blue - One time | Goldex | 100 nos |
| 36 | Ball Pen - Red - One time | Goldex | 102 nos |
| 37 | Stapler Pin - Big Size | Best quality | 5 nos |
| 38 | Stapler Pin - Small Size | Best quality | 10 nos |
| 39 | Stapler | Big size for 30 sheets | 5 nos |
| 40 | Stapler | Small size for 20 sheets | 10 nos |
| 41 | Carbon Paper | 100 Sheet Packet Best quality | 10 nos |
| 42 | Ink Pad | Best quality | 10 nos |
| 43 | Scissors | Best quality | 10 nos |
| 44 | Alpin Box | Best quality | 20 nos |
| 45 | James Clip Box | Best quality | 20 nos |
| 46 | Clip Board | Best quality | 5 nos |
| 47 | Re-stick Paper Flag | Best quality | 30 nos |
| 48 | Paper Punching Machine | Single Punch Best quality | 25 nos |
| 49 | Cotton File Tag | Best quality | 20 nos |
| 50 | Sujan Wood Handle Pin Punching Hole Maker | Best quality | 10 nos |
| 51 | White Board Marker (Black/ Blue etc) | Best quality | 30 nos |
| 52 | Permanent Marker (Small) | Best quality | 20 nos |
| 53 | Highlighter | Best quality | 20 nos |
| 54 | Paper weight (Square Design) | Best quality | 20 nos |
| 55 | Calculator | (12 digits, Scientific) Best quality | 2 nos |
| Miscellaneous Items | | | |
| 56 | Doormat | (Natural Rubber/ Coir) | 10 nos |

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| Sl. No. | Name of the Articles | Specification | Quantity (in number) |
|---------|------------------------------|---|-------------------------|
| | | (Big Size) Best quality | |
| 57 | Doormat for bathroom | (Plastic) Best quality | 10 nos |
| 58 | Torch Light | Wide Focus, Electric and Solar Chargeable Best quality | 2 nos |
| 59 | Big Towel | Best quality | 10 nos |
| 60 | Spade (Kodal) | Best quality | 5 nos |
| 61 | Electric Kettle | Best quality | 5 nos |
| 62 | Sly | 18 inches, Best quality | 4 nos |
| 63 | Wrench | 18 inches, Best quality | 5 nos |
| 64 | Cup Plate Set | La Opala/ Borosil - 6 pieces each | 4 nos |
| 65 | Wall Clock | Ajanta/ Good Quality | 5 nos |
| 66 | Lock & Key | Best quality (8 Lever) (With Three keys) | 8 nos |
| 67 | Lock & Key | Best quality 50 mm (7 Lever) (With Three keys) | 8 nos |
| 68 | Cement Water Filter | 50 liter capacity | 5 nos |
| 69 | Cotton | 400 gram Best quality | 20 nos |
| 70 | Candles | Best quality | 30 nos |
| 71 | Gum Boot | Size: 7, 8, 9 Best quality | 3 nos each size |
| 72 | Disposable gloves | (1 box of 100 gloves) Best quality | 10 nos |
| 73 | Raincoat | Best quality | 7 nos |
| 74 | Molasses | Sugarcane prepared/ Best quality | 200 kg |
| 75 | Lime | Best quality | 20 kg |
| 76 | Ladder Length (Foldable) | 10 feet Aluminum/ Steel Made Best quality | 1 nos |
| 77 | Water Tap (Plastic) | Best quality | 15 nos |
| 78 | Hose pipe 1.00 inch diameter | (100 feet length) Best quality | 2 nos |
| 79 | Hose pipe 0.75 inch diameter | (100 feet length) Best quality | 2 nos |
| 80 | Polythene Sheet | Best quality | 80 kg |
| 81. | Calling Bell | For Office Table Use, Best quality | 1 nos |
| 82. | Mirror | Best quality | 5 nos |

Signed by Purabi Barman

Date: 04-07-2024 08:56:35

 College of Veterinary Sciences
 & Animal Husbandry,
 R.K. Nagar, West Tripura