

Government of Tripura
Directorate of Animal Resources Development
P.N. Complex, Gurkhabasti, Agartala – 799006
Ph: (0381) 2323611
e-mail: ardd.tripura@gmail.com

e - TENDER DOCUMENT

**TENDER FOR INVITING RATES FOR PROCUREMENT OF
STATIONERY & CONTINGENCY ARTICLES ETC. FOR ANIMAL RESOURCES
DEVELOPMENT DEPARTMENT FOR THE YEAR 2025-2026 & 2026-2027.**

Government of Tripura
Directorate of Animal Resources Development
Prani Sampad Bikash Bhawan,
Pandit Nehru Complex, Agartala

Dated, Agartala the 7 /7/2025.

NOTICE INVITING TENDER FOR PROCUREMENT OF STATIONERY & CONTINGENCY ARTICLES ETC. FOR DIRECTORATE OF ANIMAL RESOURCES DEVELOPMENT, PANDIT NEHARU COMPLEX, AGARTALA FOR THE YEAR 2025-2026 & 2026-2027.

(Two Bid System)

Cost of Tender Form Rs. 1,000/- (Non-Refundable)

Bid EMD/Bid Security Rs.50,000/- (Refundable)

On behalf of the Governor of Tripura the undersigned hereby invites e-Tender from the local bonafide, reputed, resourceful and registered Distributors / Dealer / Suppliers of the manufacturing company for procurement of stationery and contingency articles etc. for Directorate of Animal Resources Development, i.e. Office of the DD(HQ), Pandit Nehru Complex, Agartala for the year 2025-2026 & 2026-2027 with an option for further 06 (six) months extension at the sole discretion of the Animal Resources Development Department.

1.	NIT No.	No.F.4-22/ARDD/STY/2025, dt.
2.	Name of the item	Procurement of stationery & contingency articles etc.
3.	Address where stationery & contingency articles are to be delivered.	Directorate stationery & contingency articles store, under the DD (HQ), Directorate of ARD, P.N. Complex, Agartala, Pin-799006.
4.	Tender fee	Rs.1,000/- (Rupees One thousand) only
5.	EMD	Rs.50,000/- (Rupees Fifty thousand) only .
6.	Date & time of publishing	9/7/2025, 5 PM
7.	Document downloading date	9/7/2025, 5 PM
8.	Bidding start Date and Time:	9/7/2025, 5 PM
9.	Last date and time of e-Bidding	28/7/2025, 5 PM
10.	Date and Time of opening of technical bid (tentative):	29/7/2025, 10 AM
11.	Date and time of opening of financial bid:	Will be informed in due course
12.	Bidding website:	www.tripuratenders.gov.in

2. Tender documents can be seen on the State e-proc. Portal- www.tripuratenders.gov.in and the bid can be submitted after uploading the mandatory documents as specified in this Tender document on the same Portal. After submission of Tender, the Bidder can re-submit revised Bid any number of times but before closing time & date of submission of Bid as specified in this Tender Document.

3. Tender must be uploaded in two-bid system: (a) Technical bid & (b) Financial bid.

4. Technical bid submitted by the Bidders will be opened on 29/7/2025 at 10 AM as per time mentioned in the NIT. If the date of opening of tender happens to be a holiday or office work is affected due to any unforeseen reason, the date of opening will be on the very next working day.

5. For any technical support related to bidding, interested bidders may contact Dr. Subrata Sukla Das, Dy. Director of ARDD (HQ), Directorate of ARDD (Mobile:- 7005457165 or Smti Gayatri Baidya, Store Keeper, attached to the stationery & contingency store, Directorate of ARDD (Mobile:-7005769674).

6. The Department reserves the right to reject any submitted bid, which do not conform to the provisions of the NIT, partially or wholly.

7. Clarification on Tender Document

A prospective bidder requiring any clarification on tender documents may seek clarification online through the 'Clarification' option of e-procurement portal <http://tripuratenders.gov.in> which is available after login during the period from 9/7/2025 to 10/7/2025 (up to 3:00 PM). The Tender Inviting authority will respond to such request for clarification, through the same portal. Bidders may alternatively also forward their clarification to the e-mail ID: ardd.tripura@gmail.com.

8. Amendment/Corrigendum of BID / Tender Document:

The Animal Resources Development Department reserves the right to modify the Tender Document by issuing suitable corrigendum(s), at any time and upto 02 (two) days before the last date and time of closing of bid. Any such corrigendum shall be part of this NIT document and shall be binding for compliance upon the tenderers. All corrigendum(s) shall be published in the tender portal at <http://www.tripuratenders.gov.in>. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, Animal Resources Development Department, Govt. of Tripura shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the site frequently to check whether there is any related Corrigendum(s) or not.

Signed by

Bimal Krishna Das

Date: 08-07-2025 13:12:26

(B.K. Das)
DIRECTOR, ARDD.

General Information

- a) Interested eligible bidders are liable to abide by all terms and conditions as laid down in the NIT.
- b) Tender(s) without submitting required documents and / or partial submission of required documents would be summarily rejected without assigning any reason thereof.
- c) The Bidders shall pay the prescribed Tender Fee & EMD through online mode only as per facility available in the State e-Procurement Portal –www.tripuratenders.gov.in.
- d) Bidder(s) shall have to submit detailed information regarding the firm owned / represented by him along with photograph of the bidder as per Annexure-I. Information mentioned in this document shall have to match with the information mentioned in the respective documents submitted as technical bid.
- e) The interested Bidder(s) may carefully go through the NIT document, its annexure(s), corrigendum, if any, and offer their best possible rates for stationery & contingency articles (through online mode only) as per the specimen BOQ annexed with this NIT document.

Information & instruction for bidder for online submission of e-Tender

1. Interested eligible bidders shall register in the website <http://tripuratenders.gov.in> for participation in the tender of Animal Resources Development Department, Govt. of Tripura.
- a) To participate in e-tender, the bidder should have valid Digital Signature certificate (DSC). Intending tenderer who do not have DSC may contact any of the approved agencies working in the State for getting the same.
- b) Bidder shall download and carefully read all terms conditions and other contents of the NIT. Downloaded NIT has to be uploaded back and digitally signed by the Bidder as a part of technical bid, as a proof of acceptance of all terms & condition in the NIT by the Bidder.
- c) Notary attested copies of all relevant technical documents as mentioned hereunder have to be digitally signed and uploaded (scanned in PDF Format) by the bidder in technical bid part.
- d) Bidder should take the print out of Annexure-I, II, III (in Non-Judicial Stamp Paper wherever applicable), fill up the relevant Columns, put ink signature with Stamp & get the same authenticated by Notary Public, and shall have to send the originals (Physical copy) to the Director, Animal Resources Development Department, P.N. Complex, Gurkhabasti, Agartala in sealed envelope on or before last date of submitting online tender.
- e) Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the financial bid section of the State e-Proc. Portal after digital signing. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder. The bidder shall have to quote rate (basic rate of the item & GST charges extra) in figures only for stationery and contingency articles etc. as mentioned in the BOQ to qualify in the bid. Any comments like 'Not quoted', (NQ) 'Not applicable' (NA) etc. should not be written as these will not be accepted by the e-procurement system and render the Bid as not-qualified.
- f) To view the details of the BOQ, bidder should Enable Macros in the BOQ Work-Sheet.

g) Bidder's shall use the 'My Document' folder option in the e-procurement web-based-application, available after login, the Bidder shall upload all his relevant technical documents by scanning in PDF Format [Notary attested copies of all relevant documents as mentioned in this NIT] with digital signature. 'My Document' shall be populated prior to real time bidding which will help the bidder to complete the bidding within a single bidding session. An indicative organization of 'My Document' folder and the related technical documents are to be uploaded as represented hereunder. All intending tenderers are advised to carefully upload the specified documents only in the specific sub-folder names mentioned in the table below:-

Sl. No.	Folder name	Sub Folder name	Documents to be uploaded (whichever is / are applicable) as technical bid
1	NIT	DNIT	i. Downloaded NIT document
2	BIS /ISO or any other standard quality product Manufacturing license/ Dealership	BIS /ISO or any other standard quality product Registration for the items specified.	i. Appropriate ownership certificate / Firm registration certificate.
		Dealership certificate of manufacturer for the item where Dealers are eligible to Bid	ii. In case of partnership firm or co-operative society or limited company, the bidder should furnish copy of the registered partnership deed or registration certificate or certificate of incorporation (as the case may be).
		Manufacturing License / registration certificate for Manufacturer	iii. Letter of authority or power of attorney as legally applicable to authorize any person to sign the documents on behalf of firm, partnership firm or society or limited company (as the case may be)
3	Tax related documents	PAN Card	i. ITR for preceding 01 financial year (2024-2025)
		GST Registration	ii. Copy of GST Registration of the Bidder
		Professional Tax Clearance, if this is in force in the state where, the bidder belongs to	iii. Copies of Professional Tax Clearance for preceding 01 financial year (2024-2025).

Note:

- (1) If any of the above mentioned documents is not applicable for a particular Bidder then he / she shall prepare a PDF Document containing the remark as 'NOT APPLICABLE' WITH NAME OF THE BIDDER & ADDRESS and upload the same in the relevant folder under 'My Document'.
- h) During scrutiny of tender/ preparation of comparative statement/ signing of agreement, eligible bidders will have to submit / produce original copy of the uploaded document for verification, as & when asked for by the Departmental Authority. Departmental satisfaction of validity / authenticity of any document submitted by the tenderer is final & binding upon all tenderers and any unnecessary queries by any tenderer will not be entertained. Intending tenderers are requested to upload the documents with proper care and authentication by themselves so as to avoid any rejection by the Department.
- i) This is for the information of all bidders that all documents uploaded in the tender will be a part & parcel of the agreement, to be signed with the successful bidder / authorized signatory of the bidder.

Preparatory works for the Bidder for e-Bidding:

Sl. No.	Bidders' Work
1.	On publication of the e-tender, bidder should download the NIT from website and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the NIT.
2.	The Bidder shall purchase Digital Signature certificate from any certifying agency enlisted by Controller of Certifying Authorities (CCA) at http://cca.gov.in
3.	The Bidder shall Enroll himself/ herself in the e-procurement web site 'http: //tripuratenders.gov.in' and create User ID and Password.
4.	The Bidder shall Login into the website http://tripuratenders.gov.in using the created ID and Password.
5.	After login, the Bidder shall find 'My Document' folder option in the page. The bidder shall upload (scanned PDF Format) all documents as mentioned at Information & Instruction for Bidder section. Scanning resolution should be 200 dpi.
6.	The Bidder shall Download and fill up relevant Annexure-I, II & III and prepare all other technical documents as per procedure mentioned in this NIT for sending the same to the Animal Resources Development Department.
7.	The Bidder shall Download NIT document and upload the same in the relevant folder under 'My Space'.
Thus, the Bidder shall be ready and start bidding following the steps defined in the e-procurement portal and upload all the required documents with his / her digital signature.	

GENERAL TERMS & CONDITIONS

1. Eligibility for participating the tender:

- a)** The Bidder shall be an Income Tax Assessee. In support of this, attested copy of Permanent Account Number and Income Tax Return of preceding 01 (One) financial year 2024-2025 is required to be submitted.
- b)** The Bidder should not have been blacklisted or debarred for any default by any Central/State Govt. Department/PSUs. In this connection, an affidavit as per Annexure – "E" duly attested by the Notary Public is required to be submitted.
- c)** Any sister concern(s) of the Bidder applying against the same tender, would lead to disqualification of Bidder. Sister concern means a company, Society, partnership, firm or proprietorship having one or more common person as Director/ partner/ member/ Owner.
- d)** Unregistered partnership firm shall not be eligible for participation in the tender. The Bidder should submit copy of registered partnership deed in case of partnership firm or Certificate of Registration issued by Appropriate Authorities in case of limited company/ Private Limited Company/ Society/ Cooperative Society etc.
- e)** Bidders are required to file Bids duly furnishing the required information/ documents as per terms and conditions of Bid document.
- f)** Tenders should be strictly in conformity with prescribed terms and conditions. Tenders should not contain any conditions other than the prescribed terms & conditions. Tenders, who deviate from these terms and conditions, are liable to be rejected.
- g)** Up to 02 days prior to the last date of submission of tenders, Department may amend any of the tender conditions, as may be desired if such an amendment is absolutely necessary and that will be made available on the website www.tripuratenders.gov.in.
- h)** Suppliers/ tenderers (bidders) who are blacklisted by the Government of India/ any State Government/ any union Territory/ State Agency are not entitled to file the tenders. If any of the already blacklisted suppliers/ trader (bidders) files a Tender against some other name, the tender shall stand rejected apart from forfeiture of the EMD furnished.
- i)** Minors are not eligible to file tenders.
- j)** Tender is not transferable. Bidders are required to sign with seal on all pages of the Tender Form.
- k)** Bidder is not entitled to withdraw his offer once the bid is submitted.
- l)** The Authority reserves the right to accept/reject/Cancel any Tender or Part of Tender without assigning any reason.
- m)** For any legal dispute the jurisdiction is upto Hon'ble High Court of Tripura only.
- n)** Only the Bidders of Tripura State will be eligible to participate in the Tender process and the Out State Bidders will not be allowed.

2. Documents are to be uploaded by the bidder as a part of Technical Bid:

- a)** Downloaded NIT documents.
- b)** In case of partnership firm, Co-operative society or Limited Company, the bidder shall furnish a copy of the partnership deed, registration certificate or certificate of incorporation (as the case may be).

- c) Letter of authority or power of attorney as legally applicable having authorized the person to sign the documents on behalf of firm, partnership firm or society or limited company.
- d) Income Tax Returns (ITR) for proceeding 01(One) financial years (i.e.2024-25).
- e) Copy of GST Registration.
- f) Copy of Professional Tax Clearance for proceeding 01 financial year (since 2024-2025).
- g) Rate quoting sheet (BOQ) to be downloaded, filled up and uploaded (Financial Bid part) with digital signature. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.

3. The following documents also to be uploaded by the bidder during real time bidding:

- a) Scanned copy (PDF Format) of the Tender Fee/EMD instrument, converted into PDF to be uploaded in the Technical Bid part.
- b) Rate quoting sheet (BOQ) to be downloaded, filled up and uploaded (Financial bid part) with digital signing. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.

4. Submission of Original documents to the Animal Resources Development Department:

- a) Bidder shall take the print out of Annexure-"I, II & III" of the NIT (in Non-Judicial Stamp Paper wherever applicable), relevant Columns to be filled up, put ink signature with Stamp, get authenticated by Notary Public and send originals to the Director, Animal Resources Development Department, P.N. Complex, Gurkhabasti, Agartala in sealed envelope.
- b) EMD & Tender Fee shall have to be submitted through online mode as provisioned in the State e-Procurement Portal – www.tripuratenders.gov.in.
- c) Bids received online without receipt of EMD / Tender Fee (Online) and physical format of Annexure-"I, II & III" shall not be considered for Tender opening. Tendering authority will not be liable for any postal delay in receipt of hard copies of documents and such Bids will be summarily rejected.

5. Extraneous terms and conditions:

- a) Bidders must accept all the terms and conditions of the tender unconditionally and if they impose any extraneous terms condition or offer any conditional discount, tendering authority reserves the right to declare the bid informal.
- b) If any of the required documents are not uploaded in the "My Document" folder and thereafter in the Bid, tendering authority reserves the right to declare the incomplete tender as informal. Besides this, the department reserves the right to seek any additional information / document in any stage from the bidder after opening of the tender.

6. Earnest Money:

a) **Earnest Money Deposit (EMD)** of Rs. 50,000/- (Rupees Fifty thousand) only shall have to be deposited online through e-procurement website (www.tripuratenders.gov.in) within the stipulated period of Bid submission. For exemption from Earnest Money Deposit, the Bidder is required to submit Authenticated Documents

b) *On finalization of the Tender, EMD submitted by the Bidders will be released electronically.*

7. Tender Fee:

Interested Bidders who intend to participate in the Bid has also to make payment amounting **Rs.1,000/- (Rupees One thousand) only** being the Tender Fee through online mode. The Tender Fee is non-refundable.

8. Opening of tender:

a) Bids will be opened online on the specified date of the NIT and all tenderers may see the documents of any contending tenderer for a particular job on the website. If opening schedule gets changed, revised schedule will be displayed on the office notice board of the undersigned and will also be reflected on the website (<http://tripuratenders.gov.in>).

b) Bidders, whose Technical Bids will be found satisfactory conforming to the eligibility criteria mentioned in the NIT document shall only be considered for opening of Financial Bid. The date & time of Financial Bid opening will also be declared online.

c) Bidders may track Technical and Financial bid opening on-line, in the e-procurement portal at <http://tripuratenders.gov.in>. However, Bidders or their authorized representatives may remain present at the Technical / Financial bid opening in the Department at Prani Sampad Bikash Bhawan, P.N. Complex, Gurkhabasti, Agartala, at the pre-announced schedule. Any separate invitation for the participation of the tenderers will not be issued by the Department.

9. Evaluation of Financial Bid & Comparison of rate:

The 'BOQ comparative chart' generated from the e-procurement portal, after the opening of financial Bid (which will be displayed as 'BOQ comparative chart' at financial bid opening summary page) will not be final. Department will prepare comparative Statement as per the decision of the Bid Evaluation Committee in the Department, which will be appropriately displayed in the e-procurement portal (This will be displayed at financial bid opening summary page).

10. BOQ Tempering:

a) The provided BOQ in the Tender is meant for downloading in the Bidders client machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed / enabled to run.

b) Bidders are hereby warned not to tamper the Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

11. The Bid submitted shall become invalid if:

a) The Bidder does not upload all the documents as per format stipulated in this Tender Document or in the stipulated order / context as mentioned in this NIT. However, the Technical Bid Evaluation Committee shall take the final decision on the eligibility of a Bidder and their uploaded documents.

b) If any discrepancy is noticed between the documents as uploaded at the time of submission of Bid and hardcopies as submitted physically in the office of the Tender opening authority (i.e. Director, Animal Resources Development Department, Govt. of Tripura), the said tender shall be treated as informal.

12. Bid Language:

All documents relating to the Tender shall be in English language only. wherever the Bidder is forced to upload a document in any other language, he has to get a translation of the said document from a designated authority and upload a multipage PDF document comprising of the document in vernacular language followed by English translation.

13. Performance Bank Guarantee, Agreement & Supply:

a) The successful Bidder shall also have to furnish a "Performance Bank Guarantee (PGB)" and Amount @ 5% of the total work value by means of Demand Draft / Bank Guarantee from any scheduled bank guaranteed by RBI only showing deposits in the name of the Director, Animal Resources Development Department, Govt. of Tripura as Security Deposit. In any case no Bidder will be exempted from Security Deposit.

b) PGB deposited by the successful Bidder would be released by the Department only after successful completion of contract, on receipt of written request from the Bidder.

14. As the items are clearly divisible and distinguishable, the successful firms/tenderer/supplier shall be selected separately for each item.

15. A duly signed copy of terms & condition of the tender issued by the Director, Animal Resources Dev. Department, Government of Tripura, P.N. Complex, Agartala to be returned by the tenderers as a token of acceptance of the Departmental terms & conditions.

16. The Supply has to be executed within 7 (seven) days from the date of issue of the Supply order and the date may be less in time of emergency. If the successful Tenderer/ bidder fails to supply the stationery & contingency articles in stipulated date & time, their security money will be forfeited as per tender terms & condition and liable to be blacklisted also.

17. If any article is found damaged/inferior, the article is to be taken back by the concerned Supplier immediately at their own cost. And the fresh article is to be supplied immediately.

No excuse in this regard will be entertained.

Signed by

Bimal Krishna Das

Date: 08-07-2025 13:11:09
(Dr. B. K. Das)

Director

Animal Resources Development Deptt.
Government of Tripura

ANNEXURE - I**(On Rs.100/- non judicial stamp paper duly attested by Notary public)****Bio-Data of the Bidder**

Please affix
Passport size
photograph of
the Tenderer &
sign across the
photograph.

From:

To

The Director,
Animal Resources Development Department,
Government of Tripura, Agartala.

Sir,

- a) I/ We have gone through the e-tender document for supply of stationery & contingency articles etc. Published by the Director, Animal Resources Development Department, Government of Tripura & deposited Tender Fee of Rs. 1,000/- online.
- a. I/We have carefully gone through the all of the terms & conditions, clauses, delivery schedules, Annexure(s) etc. of the NIT and do hereby declare to abide by the all terms & conditions/clauses, as laid down in the NIT.

Detail information of my/our firm are as follows:

Sl.	Particulars	
1	Name and Address of the Bidder	
2	Telephone No. (Office/ Factory)	
3	Mobile no. of the Authorized Signatory	
4	Email ID	
5	Constitution of firm (Company/ Society / Partnership / Proprietorship)	
6	Name of the proprietor/partners /Directors / Members of the firm	
7	Trade License No. (issued by the Competent Authority)	
8	GST Registration No.	
9	Necessary License No. (issued by the Competent Authority)	
10	Bank Account No. and Name and address of the Banker.	
11	Particulars of Tender Fee deposits.	
12	Particulars of EMD Deposits	

- b. Rate offered by my/our firm for supply of stationery & contingency articles items etc. shall remain valid for the period from June, 2025 to March 2025 & April, 2025 to March 2025 and during the extension period of further 06 months (if extended by the Department).
- c. If the tender is awarded to my/our firm, I/we are ready to deposit tender specified performance guarantee as per terms and conditions of the NIT.
- d. I/We hereby declare that all information & documents provided by me/us along with this tender offer are absolutely true to my / our belief.

Date:

Signature:

ANNEXURE – II**TENDER FORM**

To
The Director,
Animal Resources Development Dept.,
Government of Tripura,
P.N. Complex, Agartala.

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, I/we, the undersigned, offer to supply and deliver the goods under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No.2 which is made part of this tender.

2. We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the tender document.
3. If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.
4. We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Signature & stamp of Tenderer

ANNEXURE - III

(On Rs.100/- non judicial stamp paper duly attested by Notary public)

AUTHORISATION FORMAT**(To be furnished with the Technical bid)**

To
The Director,
Animal Resources Development Dept.
Government of Tripura,
P.N. Complex, Agartala.

Ref: Tender No. _____**dated** _____**Dear Sir,**

I/We, ----- are the
Resourceful/ Registered Dealer/ Supplier/ Producer/ Local Authorized Distributor of
----- (name of
item(s)).

1. Messrs ----- (name and address of the agent)
is our authorized distributor for sale of ----- (name of
item(s)).

Yours faithfully,

(Signature with date, name and designation)

For and on behalf of Messrs -----

(Name & address of the Dealer/ Supplier/ Producer/ Local Authorized Distributor)

Seal:

ANNEXURE – IV**TECHNICAL SPECIFICATION OF THE ITEMS.**

THE SCHEDULE REFERRED TO THE TENDER FOR PROCUREMENT OF STATIONERY & CONTINGENCY ARTICLES ETC FOR DIRECTORATE OF ANIMAL RESOURCES DEVELOPMENT DURING THE YEAR -2025-2026 & 2026-2027.

Sl. No	Name of the item with technical Specification.	Approx. quantity	Earnest money to be deposited.
	Please See the List of items stationery and contingency articles at Annexure-"A".	Approximate quantity has been mentioned in the Annexure-"A".	Rs.50,000/- (Rupees Fifty thousand) only.

ANNEXURE - V

(On Rs.100/- non judicial stamp paper duly attested by Notary public)

DECLARATION FORM

I/We.....having
my/our.....Office at.....
.....do declare that I / We have carefully read all the terms &
conditions of Tender of the Animal Resources Development Deptt., Government of Tripura for the supply
of..... The approved rate will remain valid for a period of one year from the date of
approval. I will abide with all the terms & conditions set forth in the Tender paper Reference No.
.....

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are
deregognized/black listed by any State Govt. /Union Territory/ Govt. of India/Govt. Organization/ for
supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We agree that the Tender
Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and blacklist me/us for
a period of 3 years, if any information furnished by us proved to be false at the time of
inspection/verification and not complying with the Tender Terms & Conditions.

I/We further declare that I/We process valid Authorized Distributor/ Trader License
bearing..... No.Valid up
to..... I/We.....do hereby
declare that I / we will supply the as per the Terms, Conditions & specifications of
the Tender Document.

Signature of the bidder:

Date:

ANNEXURE – VI**AGREEMENT BOND REGARDING SPECIFICATION AND CONDITIONS FOR SUPPLY OF STATIONERY & CONTINGENCY ARTICLES DURING THE YEAR- 2025-2026 & 2026-2027 FOR THE DEPARTMENT OF ARDD.**

1. Any article stored /stocked by me / us (Tenderer(s) within the boundary of the State of Tripura prior to delivery to Government will be stored/ stocked at my / our (Tenderer(s) own risk.
2. I / we agree to deliver the articles as per specification mentioned in the annexures attached to the Tender document . I/ We agree to take back the rejected Hospital necessities items within three days from the date of the notice of such rejection from the stores. If the items supplied do not match the prescribed specifications at my own cost failing which Government may impose the clause in Para 5 (i) and (ii) of Agreement Bond for the supply of Hospital necessities items (Surgical items, Instruments, equipments, appliances etc) .
3. Indents for quantities of article(s) required in any month during the validity of this contract will be sent to me/ us as far as practicable 15 days in advance from the date on which the quantities is /are required. I/ We agree to supply the requirements within consider reducing it to 15 days on receipt of the indent for the same and execute the required documents on top priority for such quantities within one day of receipt of indent.
4. In the case of the commodities, the prices of which are controlled or may be controlled hereafter during the currency of my/ our contract or which are purchased by me/ us from the local district authorities I / We agree to deliver such commodities if required at the rate charged by the local authorities plus commission at 7% to cover incidental and other charges and I / we shall have no objection if such commodities are purchased by the Govt.
5. G.S.T or any other tax on the articles supplied under this contract shall be payable by me/ us and the Government shall not entertain any claim whatsoever in this respect.
6. I / We agree to supply that the STATIONARY & CONTINGENCY ARTICLES as per the standard notified to me/us by the Department of Animal Resources Development vide 'ANNEXURE –III'.

Signature (s) of the Tenderer (s) :

1st Witness

Address

.....

.....

.....

2nd Witness

Address.....

.....

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ANNEXURE-"A"**LIST OF STATIONERY ARTICLES OF THE DIRECTORATE OF ARDD, PANDIT NEHRU COMPLEX, AGARTALA, WEST TRIPURA FOR THE YEAR 2025-2026 & 2026-2027****NO. F.4-22/ARDD/STY/2025/****DATED-___/___/2025.**

Sl. No.	Name of the items	Specification of the items	Approx. quantity required
1.	Alpin (T – shaped)	Best Quality	100 pkts.
2.	A ₄ Size paper	Size – 21.0 cm X 29.7 cm, GSM -75, Net weight-2.34 kg Pkt. of 500 sheets, (JK COPIER)	500 reams
3.	Add gel pen	Pen Blue/ Black (Make Add Pens Ltd), PG-500	100 nos.
4.	Air Freshener (Odonil)	Net quantity -200 g (Pieces-5 nos. x 40 g)	20 nos.
5.	Binder Clip (Big)	51 mm	30 nos.
6.	Binder Clip (Small)	41 mm	30 nos.
7.	Bucket Plastic	Capacity 18 Ltr. (Made in India)	30 nos.
8.	Bucket Plastic	Capacity 10 Ltr. (Made in India)	30 nos.
9.	Bombay dyeing Towel	Big Size	30 nos.
10.	Coconut Broom	Good quality	100 nos.
11.	Ceiling Fan	Size 48"(ISI Marked), Double boll bearing, Brown colour (Make Khaitan/ Usha/ Bajaj/ Compton/ Havells/ Polar).	10 nos.
12.	Calling Bell	Anchor make/ BAJAJ/ HAVELS ISI marked.	20 nos.
13.	Calling Bell with Remote	Kolors	10 nos.
14.	Car freshener (Air twist gel) Godrej	45 g per piece	20 nos.
15.	Car freshener (Air click gel) Godrej	10 g per piece	30 nos.
16.	Correction pen (Eraser)	Preferable Co- Camel/Kores	50 nos.
17.	Calulator big	12 Digit (Solar & Battery system- Check Calculator /Bistec/ Casio/ Sharp/ deli electronic)	30 nos.
18.	Computer Mouse Pad	Best Quality	50 nos.
19.	Computer ink 53A	ProDot (PL)	10 nos.
20.	Computer ink 88A	ProDot (PL)	10 nos.
21.	Computer ink 110A	ProDot (PL)	10 nos.
22.	Computer ink 85 A	ProDot (PL)	10 nos.
23.	Computer ink 12A	ProDot (PL)	10 nos.
24.	Computer ink 78A	ProDot (PL)	10 nos.
25.	Computer ink 925	(Canon)	10 nos.
26.	Computer ink 303	(Canon)	10 nos.
27.	Computer ink 337	(Canon)	10 nos.
28.	Computer ink 77A	HP Laserjet	10 nos.
29.	Cartridge HP	CC388A	10 nos.
30.	Colin	500 ml	30 nos.
31.	C.F.L. Bulb	20wt, (PHILIPS/ BAJAJ /HAVELS CO. Make)	20 nos.
32.	Color Re stick (Paper Flag)	Different colour.	100 Pkts.
33.	Clip Board	F. S. Size	30 nos.
34.	Cello tape	(48 mm x 40 yard)	20 nos.
35.	Cello tape	(24 mm x 40 yard)	20 nos.
36.	Cup plate set	Mfg. Co. - Laupala	10 nos.
37.	Chair Cushion	(Size 16" x 16" x 3") Make- Kurlon/ Godrej	50 nos.
38.	Dot Pen single use (Blue/Red/Black/Green)	Single use (Goldex KLASSY BALL PEN /Linc -0.5 boll pen/ Camel).	500 nos.
39.	Duster cotton (Best Quality)	Size- 65 X 45 cm of different colour	200 nos.
40.	Dish (big)	Ceramic made	24 nos.
41.	Liquid hand wash (Dettol / Life buoy)	200 ml	50 bottle
42.	Door Screen	7 ft x 4 ft (Best Quality)	50 nos.

43.	Detergent powder	Net weight 100 gm pkts (Surf excel / Tide / RIN)	20 pkts.
44.	Dustbin with lid	30 ltr.	10 nos.
45.	Dustbin with lid	20 ltr.	20 nos.
46.	Extension cord	1500 W, cable length-2 meter (Crompton / Havells)	30 nos.
47.	Envelopes Lamination	Size -16 x 12	500 nos.
48.	Envelopes Lamination	Size - 12 x 10	500 nos.
49.	Envelopes Lamination	Size - 12 x 6	1000 nos.
50.	Envelopes Lamination	Size - 10 x 5	1000 nos.
51.	Envelopes ordinary	Size - 10 x 5	1000 nos.
52.	Electric Kettle	Superior quality	10 nos.
53.	Flower broom	Good quality	100 nos.
54.	Folio bag	Ordinary	200 nos.
55.	Floor Cleaner	Best Quality	30 nos.
56.	File Board	Best Quality	1000 nos.
57.	File cover Colour Printed with content No. F..... GOVERNMENT OF TRIPURA ANIMAL RESOURCES DEVELOPMENT DEPARTMENT DIRECTORATE OF ARDD P.N. COMPLEX, AGARTALA Branch/Section: Opened on: Closed on: PREVIOUS REFERENCE - LATER REFERENCE	Best Quality	1000 nos.
58.	Folder with Chain System	Best quality	500 nos.
59.	FS Paper (Legal)	Size – 21.5 X 34.5cm G.S.M. -75, Net weight- 2.78kg Pkt. of 500 sheets, (JK COPIER)	50 reams
60.	Gum stick/tube	Best quality	50 nos.
61.	Glass lid	Best quality	36 nos.
62.	Garbage bag Small	19" x 21"	30 pkts.
63.	Garbage bag big	30" x 37"	30 pkts.
64.	Harpic	500 ml bottle	50 nos.
65.	Hand Sanitizer	500 ml bottle	50 nos.
66.	Hand Sanitizer	100 ml bottle	100 nos.
67.	Highlighter pen (Yellow / Green colour)	Luxor	100 nos.
68.	High Speed Stand Fen (Moving)	Havells /Usha/Crompton	20 nos.
69.	Hose pipe 1.00 inch diameter	30 miter length	5 nos.
70.	Jeams (Color paper) clip	Best Quality	200 Pkts.
71.	Keg bag Medium Size	Racine /leather make, 5 keys	50 nos.
72.	Knife	Best Quality	50 nos.
73.	Lock & key	5 lever (Mfg. Co-Link / Godrej)	20 nos.
74.	Lock & key	6 lever (Mfg. Co-Link / Godrej)	20 nos.
75.	Lock & key	7 lever (Mfg. Co-Link / Godrej)	20 nos.
76.	LED Lantern cum Torch - 5 W	Havells / Crompton	20 nos.
77.	Mosquito (Hit)	Size – 200 ml container, (Make Godrej)	20 nos.
78.	Mosquito Vaporizer Machine	Good Knight / All out	50 nos.
79.	Maker pen (big)	Luxor make / Camel make, good quality	30 nos.
80.	Maker pen (small)	Luxor make / Camel make, good quality	30 nos.
81.	Pencil Battery	Duracel make, 1.5 volt capacity	36 nos.
82.	Phenyl	500 ml	20 bottle
83.	Phenyl	1 Liter	10 bottle
84.	Plastic Chair with arm (Neel Kamal)	Big size	30 nos.
85.	Papoose Big	(1 m. 55 cm. x 60 cm.)	10 nos.
86.	Papoose small	(1 m. x 50 cm.)	20 nos.
87.	Pen drive (Preferable brand- HP/ Sandisk)	32 GB	10 nos.
88.	Pen drive (Preferable brand- HP/ Sandisk)	64 GB	10 nos.
89.	Pen drive (Preferable brand- HP/	128 GB	10 nos.

	Sandisk)		
90.	Pen (Parker/ Pilot V7 /)	1 piece	30 nos.
91.	Plastic mug	Size – 1 Ltr.	25 nos.
92.	Punch Machine-single	Superior quality	30 nos.
93.	Plastic L folder	Best quality	200 nos.
94.	Paper weight square design	Glass made big size (Good quality)	50 nos.
95.	Pin Cushion	Best quality	50 nos.
96.	Plastic rack- 5 shelves (Neel Kamal)	3"4	20 nos.
97.	C.G.I. sheet Record box.	Size -3.6' x 2.6'x 2'	10 nos.
98.	Room Freshener (Rajani Gandha brand/Sandal, premium/ Odonil & Godrej. Brand).	220 ml	50 nos.
99.	Rain coat	For Gents, different size, Duck Back Company.	10 nos.
100.	Remote battery for AC	Best quality	20 nos.
101.	Register No.4	Best quality	20 nos.
102.	Register No.6	Best quality	20 nos.
103.	Register No.8	Best quality	20 nos.
104.	Register No.10	Best quality	20 nos.
105.	Register No.12	Best quality	20 nos.
106.	Register No.20	Best quality	20 nos.
107.	Register No.24	Best quality	20 nos.
108.	Register No.30	Best quality	20 nos.
109.	G.C.I. sheet Record box.	Size -3.6' x 2.6'x 2'	10 nos.
110.	Scissors	8.5" (S.S. make)	20 nos.
111.	Scale	Big – 45cm length	30 nos.
112.	Stock Register No.24	Best quality	20 nos.
113.	Stock Register No.26	Best quality	20 nos.
114.	Stock Register No.30	Best quality	20 nos.
115.	Stamp pad big size	(Mfg. Co. - Kores / Camel)	50 nos.
116.	Stamp pad small size	(Mfg. Co. - Kores / Camel)	50 nos.
117.	Soap	Net weight 125 gm, (Mfg. Co. - Life buoy / Dettol)	50 nos.
118.	Spoon	Best quality (S.S. make)	36 nos.
119.	Stapler Small Size	Kangaro -10	20 nos.
120.	Stapler pin Small	Kangaro -10-1M	40 nos.
121.	Stapler Big Size	Model Kangaro, HP-45	20 nos.
122.	Stapler pin Big Size	Model Kangaro, 24/6-1M	40 nos.
123.	Strip file (Glossy)	A4 size	100 nos.
124.	Table cloth	Cotton makes (Sample to be submitted along with the hard copy of the tender.).	200 Meters.
125.	Table glass	Size 1.10 X 0.60 meters (6mm-Thick)	20 nos.
126.	Turkish Towel different colour as per demand of the Office.	Best quality (Big size)	50 nos.
127.	Tag	Best quality (Big size)	50 nos.
128.	Twin Thread Ball / Cotton Thread Ball	Pkt .of 10 Nos. Ball.	50 Pkts.
129.	Tube light	PHILIPS/ Bajaj/ Crompton/ Havel's.	30 nos.
130.	Tube light set (LED)	PHILIPS/ Bajaj/ Crompton/ Havel's.	100 nos.
131.	Tray big	Best quality	10 nos.
132.	Tray small	Best quality	10 nos.
133.	Umbrella	Folding Type for gents of Good quality, (K.C. Paul / Mahendra Datta & Sons)	10 nos.
134.	Vim bar	(110 gm)	100 nos.
135.	Writing pad / Note Book	Trade mark, TIMES/ RAJDOOT/size-5½" X 8½", (Special)	120 nos.
136.	Writing pad / Note Book	Trade mark-Rajdoot product. Size-5½" X 8½", (Ordinary)	120 nos.
137.	Writing pad Luxury	Big Size	120 nos.
138.	Waste paper box	Best quality	50 nos.
139.	Water sponge	Best quality	30 nos.
140.	Wall clock medium size	Mfg. Co. -Ajanta	10 nos.
141.	Window Screen	5 ft x 4 ft (Best Quality)	100 nos.
142.	Wooden pencil	Best Quality	100 nos.
143.	Water glass	(borosil)	60 nos.

144.	Xerox Ink	Ricoh (MP-2014HS) cartridge including dealership certificate	10 nos.
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