

**DIRECTORATE OF ANIMAL RESOURCES DEVELOPMENT DEPT., GOVT.OF
TRIPURA, P.N. COMPLEX, AGARTALA**
Email ID: ardd.tripura@gmail.com

No. F. 1-4/ARDD/EAP/Procurement/2023
Government of Tripura
DIRECTORATE OF ANIMAL RESOURCES DEVELOPMENT
PIU-ARDD, TRESP, P.N. COMPLEX, AGARTALA
Ph. No.- 0381-232-3611
e-mail: - ardd.tripura@gmail.com

NOTICE INVITING e-TENDERS

NAME OF WORK: - e-TENDER FOR SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT'S FOR PASUSAKHIS FOR ANIMAL RESOURCES DEVELOPMENT DEPARTMENT DURING THE YEAR -2025-2026.

Signed by Neeraj Kumar
Chanchal
Date: 05-08-2025 15:44:03

(Dr. N. K. Chanchal, IFS)
Director
Animal Resources Development
Government of Tripura

NAME OF TENDER: -PROCUREMENT AND SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT'S FOR PASU-SAKHIS FOR ANIMAL RESOURCES DEVELOPMENT DURING THE YEAR -2025-2026.

Critical dates: -

Sl. No.	Information	Details
1.	Tender Reference No.	No. F. 1-4/ARDD/EAP/Procurement/2023
2.	Tender Publication Details	The Tender Form can be seen and downloaded from the websites (https://tripuratenders.gov.in and https://ardd.tripura.gov.in). The stated Tender is in e-Tender mode with built in e-bid and their online evaluation and can only be accesses through https://tripuratenders.gov.in
3.	Date & Time of publishing of online Tender	06/08/2025, 6.00 PM.
4.	Date & Time of Document Download by the Bidders	06/08/2025, 6.00 PM.
5.	Last date for submission of written queries for clarifications (through email only)	09/08/2025, 5.00 PM. Email: piuardd.tresp@gmail.com .
6.	Date of pre-bid meeting	12/08/2025, 5:00 PM.
7.	Start Date & Time for Submission of e-Bids	14/08/2025, 5.00 PM.
8.	Last Date & Time for Submission of e-Bids	30/08/2025, 3.00 PM.
9.	Date & Time of Opening of the Technical Bid	30/08/2025, 4.00 PM.
10.	Place of Opening Bids	Directorate of A.R.D.D, Agartala.
11.	BID Validity Period	120 days
12.	Officer inviting Bids	Director of ARDD, Government of Tripura, P.N. Complex, Agartala
13.	Completion period of the Supply	Within 30(thirty) days of each Supply Order.
14.	Cost of tender fee	Rs.1,000/- only in online mode.
15.	EMD	Rs.30,000/- only in online mode
16.	Contact Person	Dr. Rahul Dhar Purkayastha, Dy. Director, Directorate of ARDD, Mobile No-7005278719.

Notes: - All the above-mentioned time are as per clock time of e-Procurement website <https://tripuratenders.gov.in>

Signed by Neeraj Kumar
Chanchal

(Dr. N. K. Chanchal, IFS) Date: 05-08-2025 15:52:14

Director

Animal Resources Development
Government of Tripura

REQUEST FOR QUOTATIONS
E-Procurement Notice
(Two-Envelope with e-Procurement Bidding Process)

Purchaser: Animal Resources Development Department

Contract Title: Supply of Personal Protective Equipment's for Pasusakhis

RFQ No.: IN-ARDD-502919-GO-RFQ

Date: 06-08-2025

Applicable Procurement Guidelines/Regulations Date: July, 2016, Revised November 24,2020.

- The Government of India has received financing from the World Bank in various currencies towards the cost of the Tripura Rural Economic Growth and Service Delivery Project (TRESP) and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Animal Resources Development Department invites quotations electronically from eligible bidders for the following goods –

Sl. No.	Brief Description of the Goods	Specifications	Quantity & Unit	Delivery Period	Place of Delivery	Installation Required
1.	Apron	Please refer Technical Specifications	381nos	45 - 60 Days	Directorate of Animal Resources Development Department, P.N. Complex, Gurkhabasti Agartala-799006	NA
2.	Caps, (Cotton Fabric)		381nos			
3.	Facemask, (Cotton Fabric)		3810 nos			
4.	Disposable Half Gloves (Latex)		381Pct.			
5.	Sling Bag for Documents (Side)		381nos			
6.	Needle Destroyer		381nos			
7.	Dressing Drum		381nos			
8.	Name Plate (PVC)		381nos			

- The Bidders need to submit Quotations for all the items together as mentioned in the Price Bill of Quantity (BoQ).
- This e-Procurement notice includes the terms & conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order (s); and relevant forms to be filled in by the bidders. The Implementing Agency has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms & conditions, etc. can be downloaded free of cost by logging on to the website www.tripuratenders.gov.in. The bidders would be required to register in the website, which is free of cost.
- For submission of Quotation, the Bidder is required to have a Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India for issuing

DSC. Bidders can see the list of licensed CA's from the link (www.cca.gov.in). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website www.tripuratenders.gov.in.

5. ~~Quotations, both Technical Part and Financial Part, shall be submitted on~~ **www.tripuratenders.gov.in** on or before **15.00 hours on 30-08-2025**. Any quotation or modification to the quotation received outside the e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The 'Technical Part' of the Quotations will be opened online on **30-08-2025 at 16.00 hours**, this can also be viewed by the bidders online. The electronic summary of quotation opening of technical part will be generated and uploaded online.
6. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the 'Technical Part' of the Quotations will be opened on the next working day at the same time. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delay due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online or may visit the office of the Purchaser at the address given below -

Name of the Office: Directorate of Animal Resource Development Department

Name of the Officer and Title: Dr. Rahul Dhar Purkayastha, Dy. Director, Nodal Officer TRESP

Office Address: P.N. Complex, Gurkhabasti, Agartala, Tripura

E-mail: ardd.tripura@gmail.com

8. A pre-bid meeting in hybrid mode (online & offline) will be held on **12-08-2025 at 17.00 hours** in the O/o the Directorate of Animal Resources Development, P. N. Complex, Gurkhabasti, Agartala, West Tripura -799006, to clarify the issues and to answer questions on any matter that may be raised at that stage, relating to the bidding document. Bidders are advised to download the bidding document prior to the pre-bid meeting in order for them to have a good understanding of the scope of work under this contract for discussion and clarification at the pre-bid meeting.

Note:

- a) The weblink for the pre-bid meeting is as follows -

<https://meet.google.com/jop-gxqn-qok>

- b) The meeting time will be extended only if any participant is on board and queries are still being asked or answered. In absence of both of these, the meeting will end sharp at **17:30 hours**.
- c) Apart from this pre-bid meeting, no other in-person meeting will be allowed by the client in relation to this procurement process.

RFQ No: IN-ARDD-502919-GO-RFQ

Date: 06-08-2025

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.
3. **Documents:** The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.

4. The Technical Part of Quotation shall comprise the following:

- (a) Letter of Quotation – Technical Part;
- (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (e) Performance Statement of supplies of similar goods made during the last 5 years, in the prescribed Format;
- (f) Complete address and contact details of the Bidder having the following information:

Name of the Firm:

Address for Communication:

Telephone No. (s):

Mobile No.:

Facsimile (FAX) No.:

Electronic Mail Identification (E-mail ID):

- (g) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive.

5. The Financial Part of Quotation shall comprise the following:

- (a) Letter of Quotation - Financial Part.
- (b) The Format of Quotation in this RFQ document is for reference only.
- (c) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the rates shall be entered online.

6. Quotation Prices

- a) The contract shall be for the full quantity for all the items together, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
7. **Conformity of Goods:** the Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant, for example catalogue, warranty/ guarantee, etc. of the manufacturer.
8. **Qualification of the Bidder:**
- The bidder shall submit the documentary evidences that they meet the following qualification/ eligibility criteria –
- (a) The Bidder should have supplied at least 20 nos. of goods of similar type (& capacity) for each of the 8 items required in this RFQ, in any one of the last 5 years i.e. 2020-21 to 2024-25. Details of supplies made during the last 5 years shall be submitted in the specified Proforma.
 - (b) The average annual financial turnover of the bidder in any 3 of the last 5 years i.e. 2020-21 to 2024-25, should be at least ₹10 Lakh. (Provisional Turnover shall not be considered.)
 - (c) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.
9. **Validity of Quotation:** Quotation shall remain valid for a period **not less than 120 days** from the deadline date specified for submission.
10. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
11. **Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.
12. **Online Opening and Evaluation of Technical Parts of Quotations:** The ‘Technical Parts’ of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening of technical part will be generated and uploaded online. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.

(a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee, etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).

(b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second online opening.

(c) The Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Parts of the Quotations failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.

(d) Simultaneously, the Purchaser shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotations have been evaluated as substantially responsive to the RFQ document and that their Financial Parts of Quotations will be opened online at Date and time.

13. Online Opening and Evaluation of Financial Parts of Quotations: The 'Financial Parts' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening of financial part will be generated and uploaded online.

(a) The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.

(b) The Quotations would be evaluated for all the items together.

(c) The evaluation shall be based on the total price of Goods and Related services at the project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

14. Award of Contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

(a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

(b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

(c) The ordered quantity may vary up to $\pm 20\%$ of the quantity (rounded off to the next whole number) mentioned in this RFQ.

(d) Within 10 days of receiving the award of contract, the successful bidder shall furnish a Performance Security for an amount equal to 2% of the total contract value. The Performance Security shall be in shape of Banker's Cheque/ Demand Draft/ Bank Guarantee, issued by a Nationalized Bank/ Scheduled Commercial Bank, in favour of

“Director of ARDD”, payable at Agartala. In case of Bank Guarantee, it must be in the format provided in this RFQ. The Performance Bank Guarantee must be valid at least up to 60 days after the completion of the contract period with all contractual obligations including the warranty.

- (e) After the receipt of the Performance Security, a Supply Order shall be issued to the successful bidder, by the Purchaser.
- (f) 95% Payment shall be released within 30days after delivery of the goods and the balance 5% Payment shall be released after 3 months from the date of delivery of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.

Quotation Forms

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: **IN-ARDD-502919-GO-RFQ**

Our Reference: No. **1-4/ARDD/EAP/Procurement/2023**,

dated - **06/08/2025**

To

The Director
Animal Resources Development Department
P.N. Complex, Gurkhabasti Agartala,
Tripura, PIN- 799006

Subject: Supply of Personal Protective Equipment's for Pasusakhis

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for a period of 120 days from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Letter of Quotation–Financial Part

The Bidder must prepare the Letter of Quotation on its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: **IN-ARDD-502919-GO-RFQ**

Our Reference: No. **1-4/ARDD/EAP/Procurement/2023**,

dated - **06/08/2025**

To
The Director
Animal Resources Development Department
P.N. Complex, Gurkhabasti Agartala,
Tripura, PIN- 799006

Subject: Supply of Personal Protective Equipment's for Pasusakhis

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:

- (a) Our Quotation shall be valid for a period of 120 days from the deadline fixed for the Quotation submission;
- (b) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures;
- (c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *insert legal capacity of person signing the Letter of Quotation*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *insert date of signing*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications/ Particulars	Qty.	Unit	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1.	Apron	Please refer Technical Specifications	381	Nos	The rates shall be entered and submitted online in the Price BoQ uploaded with the RFQ.			
2.	Caps, (Cotton Fabric)		381	Nos				
3.	Facemask, (Cotton Fabric)		381	Nos				
4.	Disposable Half Gloves (Latex)		381	Nos				
5.	Sling Bag for Documents (Side)		381	Nos				
6.	Needle Destroyer		381	Nos				
7.	Dressing Drum		381	Nos				
8.	Name Plate (PVC)		381	Nos				
TOTAL including all taxes and duties								

Note: Evaluation shall be done for all the items together.

**Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications within the period specified in the Request for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT

Proforma for Performance Statement (for a period of last 5 years i.e. 2020-21 to 2024-25)

RFQ No. **IN-ARDD-502919-GO-RFQ**

Date of opening _____

Time _____ Hours

Name of the Bidder _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods/ equipment	Value of order	Date of completion of delivery		In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of the Bidder

Purchaser's Requirement**1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD**

Item No.	Description of Goods and Related Services	Quantity	Physical Unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
1.	Apron	381	Nos	Directorate of Animal Resources Development Department, P.N. Complex, Gurkhabasti Agartala-799006	45 - 60 Days	
2.	Caps, (Cotton Fabric)	381	Nos			
3.	Facemask, (Cotton Fabric)	3810	Nos			
4.	Disposable Half Gloves (Latex)	381	Nos			
5.	Sling Bag for Documents (Side)	381	Nos			
6.	Needle Destroyer	381	Nos			
7.	Dressing Drum	381	Nos			
8.	Name Plate (PVC)	381	Nos			

Note:

Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

2. TECHNICAL SPECIFICATIONS

Sl. No.	Particulars	Specification Required (equal or higher)
1.	Apron	Women's half sleeve, washable light blue colour, 100% cotton fabric with front pocket at both side lower end and back side 18cm dia logo
2.	Caps, (Cotton Fabric)	GREEN Clothes – Auto cleavable (Re-usable)
3.	Facemask, (Cotton Fabric)	GREEN Clothes - Auto cleavable (Re -usable)
4.	Disposable Half Gloves (Latex)	Superior Quality -100/pack (Latex)
5.	Sling Bag for Documents (Side)	Cotton -canvas with zipper, regular size for women
6.	Needle Destroyer	Manual
7.	Dressing Drum	SS Size:6" X6"
8.	Name Plate (PVC)	7.6cm X 3cm

Performance Security - Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No.....[insert guarantee reference number]

Date.....[insert date of issue of the guarantee]

To

The Director
Animal Resources Development Department
P.N. Complex, Gurkhabasti Agartala,
Tripura, PIN- 799006

WHEREAS _____ [name and address of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. _____ dated _____ to execute the work of **Supply of Personal Protective Equipment's for Pasusakhi** (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of Rs._____ [amount of guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until (i.e.) 60 days after the date of issue of the Certificate of Completion, and any demand for payment under it must be received by us at this office on or before that date.

Signature and seal of the Guarantor _____
Name of Bank _____
Address _____
Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.