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

No.F.1-192/ARDD/GEN/2016


NOTICE INVITING TENDER

Notice inviting Tender in sealed cover is hereby invited from the resourceful and bonafide/reputed photocopy shops to collect rate for Xerox work of the different sections of the Directorate of ARDD, P.N. Complex, Agartala as and when required during the year 2020-21 & 2021-22.

The last date of submission of tender in sealed cover addressing to the Director, Animal Resources Dev. Department, Government of Tripura, P.N. Complex, Agartala, Pin-799006 is on or before 4.00 P.M. of 24.08.2020 & the same will be opened on the next working day. The Director, Animal Resources Development, Government of Tripura reserves the right to accept or reject any tender and extend the validity period of tender without assigning any reason.

The details of the tender with terms and condition will be available from the Office of the undersigned (General-Section of this Directorate) on all working days i.e. 10 am to 4 p.m. w.e.f. 06.08.2020 & will also available in the Department Website of Tripura www. ardd.tripura.gov.in.

(Dr. K. Sasikumar)
Director
Animal Resources Dev. Department
Government of Tripura
Government of Tripura
Animal Resources Development Department
P. N. Complex : Agartala

Terms & condition for Notice inviting Tender in sealed cover is hereby invited from the resourceful and bonafied/reputed photocopy shops for Xerox work of the different sections of the Directorate of ARDD, P.N. Complex, Agartala as and when required during the year 2020-21 & 2021-22.

Notice inviting tender will be received by speed post /Registered Post/ Courier services or by hand only in sealed cover addressed to the “ Director of Animal Resources Dev. Dept. Government of Tripura, P. N. Complex, Agartala , P.O. kunjaban, Agartala, 799006, Tripura on or before 4 P.M. of 24/08/2020 . Tenderers/bidders are requested to provide detailed address along with Mobile phone Number, Fax Number for communication.

N.I.T. 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 File number, due date of opening should be mentioned. Tenders will be opened on the next working day if possible.

2) The interested bidders shall submit the bids in 2 parts in 2(two) separate sealed envelope indicating on the cover as to which one is the technical bid and other is Financial bid. The 2(two) envelopes shall be placed inside a large sealed cover envelop and the same may be submitted.

(a) The technical Bid shall contain all details of the Xerox work, Size of copy paper offered by the bidder, compliances of terms and conditions, submission of documents, etc. earnest money (D-Call/Demand draft).

(B) The Financial bid shall contain only the rate offered by the bidder. The financial bid will be opened only for the qualified /valid bidder after scrutinizing of technical bid by the technical committee.

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

4) Income tax will be deducted from the bill as per Government rules.

5) The rates should be typed and quoted both in figures and words clearly. G.S.T. may charge extra as per Govt. Rule.

6) The lowest rate quoted by the tenderer will be determined on the basis of comparison of basic rate.(i.e. excluding GST Charge).

7) The following self attested documents should be submitted along with the tender:-

(i) G.S.T. Registration Certificate.

(ii) PAN Card.

(iii) Up to date valid Trade License Certificate of the bidder (Xerox Printing shops) from the issuing authority (A.M.C).

Contd..........................P/2
8. **Earnest money (E/M)** for an amount of Rs 5,000/- (Rupees five thousand) only must be deposited in the shape of fresh deposit at Call (D-Call) /Demand draft of any scheduled Bank of India, drawn in favour of the Director, Animal Resources Development Department ,Govt. of Tripura, Agartala which will be released after deposition of security money . In case of un-successful tenderers, the Earnest Money Deposit (EMD) will be released after finalization of the tender.

9. **Security money** will be deposited by the successful bidder for an amount Rs 5,000/- (Rupees five thousand) only must be deposited in the shape of fresh deposit at Call (D-Call) /Demand draft of any scheduled Bank of India, drawn in favour of the Director, Animal Resources Development Department ,Govt. of Tripura, Agartala .

10. Generator facility is to be ensured by the bidder when power cut/shedding period/power fault.

11. The rates may remain valid up to 31st March, 2022. No interim revision/enhancement of rates will be entertained except imposition of any levy or increase in existing levy by the Government.

12. Payment of Photocopy/Xerox work shall be made on bill basis after proper printing the work.

13. Any default or breach of contract by the bidder will be subject to forfeiture of earnest money/ security money deposit including blacklisting /delisting by the Director of ARDD, Government of Tripura.

14. A duly signed copy of terms & condition of the Dept. of ARD to be returned by the tenderers as a token of acceptance of the Departmental terms & conditions.

15. The Director of ARDD, Government of Tripura, Agartala reserves the right to accept or reject any/all tenders without assigning any reason thereof and may accept or reject part of the tender.

16. A Bank Draft for an amount of Rs. 1,000/- (Rupees One thousand) only in favour of the Director, ARDD, Government of Tripura, payable at S.B.I, T.L.A. House Branch, Agartala (non-refundable) is to be attached with the Technical bid of Tender as the cost of Tender Form.

The following types of work/job should be done as and when required by the authority:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>The following nature of work.</th>
<th>Quoted rate (In figure) per page.</th>
<th>Quoted rate (In words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Xerox/Photocopy per page A-4 size Paper.</td>
<td></td>
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<tr>
<td>2.</td>
<td>Xerox/Photocopy per page (Legal) size Paper.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Xerox/Photocopy per page A-3 size Paper.</td>
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(Dr. K. Sasikumar)
Director
Animal Resources Dev. Department
Government of Tripura