

**GOVERNMENT OF TRIPURA  
DIRECTOR OF SECONDARY EDUCATION  
SHIKSHA BHAVAN, OFFICE LANE.  
AGARTALA, TRIPURA.**

**Tender Document For:- Supply of Girls Bi-Cycle  
Year-2019-20**

**Issued By: Director,  
Directorate of Secondary Education  
Address of the office:-Shiksha Bhavan, Office Lane.  
Agartala, 799001, Tripura.  
Official Mail id:-directorse09@gmail.com  
stipend120@gmail.com  
Phone No:-0381-2323835/230-6868  
Tender published in:-[www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)**

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**\*\*Important Note:-**

- 1) Tender documents may be downloaded from Central public Procurement portal <https://tripuratenders.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/ registered in e-procurement should enrol/ register before participating through the website <https://tripuratenders.gov.in>. The enrolment for the bidder is free of cost. Bidders need to go through the tender documents to where instructions are given.
- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://tripuratenders.gov.in>.
- 3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted. The successful bidder(s) would be required to produce original documents at the time of signing Award of Contract(AOC).

Tender document for *Directorate of Secondary Education*.

**LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK**

**Name of work: Supply of Girls Bi -Cycle**

1	<b>Completion period for the work:</b>	<b>90 days from the date of issue of supply order</b>
2	<b>Date of Publishing of Tender</b>	<b>15/02/2020</b>
3	<b>Document download from <a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></b>	<b>Download Start Date 15/02/2020 .</b>
		<b>Download closing Date 06/03/2020</b>
4	<b>Pre Bid Meeting</b>	<b>25/02/2020</b>
5	<b>Place of Pre Bid Meeting</b>	Chamber of the Joint Director, Directorate of Secondary Education, Shiksha Bhawan, Agartala
6	<b>Bid Submission Start Date</b>	15/02/2020
7	<b>Bid Submission End Date</b>	06/03/2020
8	<b>Bid Opening Date</b>	Opening of Technical Bid 17/03/2020 at 12:00PM
9	<b>Place of Opening Bids:</b>	Chamber of Joint Director, Directorate of Secondary Education, Shiksha Bhawan, Agartala
10	<b>Bid Validity:</b>	Bid validity will start from the publication of the tender. It is a period within which the entire bidding process i.e., from floating of tender up to issue of Award of contract (AoC) has to be settled.
11	<b>Officer inviting Bids:</b>	All Members of Tender Committee.

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



*Tender document for Directorate of Secondary Education.*

**GOVERNMENT OF TRIPURA  
DIRECTOR OF SECONDARY EDUCATION  
SHIKSHA BHAVAN, OFFICE LANE.**

**AGARTALA, TRIPURA.**

**stipend120@gmail.com**

**Phon No:-0381-2323835/230-6868**

**Tender published in:-[www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)**

**NIT No.F. 8(11-169)-SE/Plan/ 2018-19 (L-I)**

**Date – 15/02/2020**

To

The Director,

Department of Information & Cultural Affairs,

Government of Tripura,

Gandhighat,

Agartala-799001

**Subject: Notice inviting e-Tender for Supply of Girls Bi-Cycle during the year 2019-20.**

Sir,

Apropos the above, please find enclosed herewith 10(ten) copies of Notice Inviting Tender for **Supply of Girls Bi-Cycle** during the year 2019-20 The notice may be published in at least 4(four) local dailies and 2(two) national dailies; Times of India, Business Standard.

The estimated cost of the tender is Rs.810.00 lakhs (Approx.)


This is for your kind information and doing the needful please.

Enclosed: 10(ten) copies of tender notice.

Yours Faithfully,

**Copy forward for information to:-**

1. The Assistant Director (IT), Directorate of Information Technology, Indranagar, Agartala.

  
**( U. K. CHAKMA )**  
Director,  
Secondary Education,  
Govt. of Tripura.

Tender document for Directorate of Secondary Education.

**GOVERNMENT OF TRIPURA**  
**DIRECTOR OF SECONDARY EDUCATION**  
**SHIKSHA BHAVAN, OFFICE LANE.**  
**AGARTALA, TRIPURA.**  
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**Tender published in:-[www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)**

**NIT No.F. 8(11-169)SE/PLAN/2018-19(L-I)**

**Date** 15/02/2020

**NOTICE INVITING TENDER**

The *Director, Directorate of Secondary Education, Agartala* invites e-Tender from bonafide & resourceful Manufacturers/authorized dealers, *having minimum 5(five) years experience in Supply, for supply of Girls Bi-Cycle* through e-Procurement website of Government of Tripura, <https://tripuratenders.gov.in>

☐ **Period of completion: - Ninety days from the date of date acceptance.**

☐ The other details related e-Tender can be seen and obtained from the website

<https://tripuratenders.gov.in>

☐ Corrigendum /Addendum, if any, will be published only on the above website.

Sl. No	Item	Quantity	Tender Value	EMD Value	Period of downloading Documents	Last date of submission of bid documents
1	Supply of Girls Bi-cycle	27,000 (Number may be increased or discreased.)	Rs.810.00 lakhs (approx)	16.20 lakhs	w.e.f 15.02.2020 to 06.03.2020	06.03.2020

15/2/20  
**(U. K. CHAKMA)**  
Inviting Officer Name:  
Director,  
Secondary Education,  
Govt. of Tripura.



*Tender document for Directorate of Secondary Education.*

**SCHEDULE-1 IMPORTANT GUIDELINES AND ELIGIBILITY CRITERIA**

1. Availability of the Tender:-

- 1.1. Tender document along with bid document can be downloaded from **<https://tripuratenders.gov.in>** and only registered bidder can participate in the tendering process.
- 1.2. The published tender will be available in the e-procurement website **<https://www.tripuratenders.gov.in>** from 15/02/2020 to 06/03/2020.
- 1.3. The bidder shall bear all the costs associated with the preparation and submission of the bid. The **organization** shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

2. **Language of Bid/Contract:-**

- 2.1. The language of the bid shall be in English and all correspondence in this regard shall be in English language.

3. **Eligibility Criteria of the bidders:**

Sl. No	Criteria	Supporting Documents to be submitted
3.1	The bidder must be a company registered under the Indian Companies Act (not applicable for Govt. of India/State Government under taking).	Copy of Incorporation/Registration Certificate self-attested by authorized Signatory of the bidder.
3.2	The bidder must be an entity that has a work experience of having executed similar nature of supply in. The last 3 years in any of the Government Departments/organizations.	Copy of work completion Certificate Sanction Orders of the Government Departments/Government Organizations.
3.3	Should not hold any sanction/black-listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender.	Bidder should submit a self-attested declaration (Annexure – III). Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
3.4	Bidder should have a valid PAN.	Copy of PAN Card.
3.5	Bidder should have a valid GSTN.	Copy of GSTN Registration Document.
3.6	Bidder has to be an Indian manufacturer who manufactures Girls' Bicycle conforming to IS:10613- 2004 along with latest amendment, if any and <b>having an annual turn over of not less than Rs.60 (Sixty) crores in aggregate during preceding 3(three) financial years (2016-17, 2017-18 &amp; 2018-19).</b> Manufacturers can participate in the tender directly or through their authorized dealer.	Copy of Income Tax Statement and GST return for the last two years.

**4. Pre bid meeting/ seek clarification:-**

**Date of Pre-bid meeting time-at**

**Venue** - Chamber of the Joint Director, Directorate of Secondary Education, Shiksha Bhawan, Agartala.

4.1. *Any changes that would be made in the Tender Document (DNIT) by the Competent Authority after publishing the tender will be hosted on the <https://www.tripuratenders.gov.in> website as Corrigendum/Addendum before the end date of bid submission.*

The bidders may submit retain queries in advance of the meeting. After the meeting, the techno commercial requirements may be revised if considered necessary by way of issue of formal corrigendum.

Corrigendum or Addendum will be settle on the basis of actual need in the pre-bid meeting on scheduled date.

**5. Validity of the Bid:**

- Bid validity will start from the publication of the tender. It is a period within which the entire bidding process i.e., from floating of tender up to issue of Award of contract (AoC) has to be settled.

**6. Tender Fee/ Earnest Money Deposit/Security Deposit for the Bid:-**

6.1. **Tender Fee:** Bidder's need to submit a tender fee of amounting **Rs.2500/-** (Two Thousand Five Hundred non-refundable) through online.

6.2. **Earnest Money Deposit (EMD):** Bidder's need to submit a Earnest Money Deposit (EMD) fee of amounting **Rs.16.20 Lakhs** (Sixteen lakh twenty thousand) through online.

6.3. **Security Money and Agreement:-** After issue of supply order, the successful bidder (supplier) shall have to deposit 10% value (security money) of issued supply order. The security money in favour of the tendering authority in the shape of a bank draft drawn on any SBI / any nationalized bank branch has to be deposited within 14 (fourteen) days from the date of issue of the supply order and enter into a formal agreement.

If any supplier wants to sign the agreement through any other authorized person who has not signed the tender, he or she shall be empowered by power of attorney.

EMD automatically refunded to the all bidders after the day of Award of Contract from the Portal.



**7. Refund of Security Deposit & Penalty: -**

30% of the security money will be released after the 6 months of warranty period is over.  
70% of the security money will be released after the warranty period is over.

**8. Contents of the bid document:-**

**The bidders shall submit their bids in two covers, Cover-I 'Technical Bid' and Cover-II 'Financial Bid' with necessary documents as follows.**

**List of the important (statutory) documents to be scanned and uploaded within the period of bid submission date:**

**9. Cover-I (Technical Document): -**

**Technical bid:-** It will comprise of-

- (i) DNIT with original stamp in all pages.
- (ii) Attested photocopy of valid or renewed industrial license, BIS product certificate issued by Bureau of Indian Standard and factory registration certificate issued by appropriate Government authority.
- (iii) Attested photocopy of professional Tax clearance certificate (latest & valid) & PAN card's attested photocopy.
- (iv) GST clearance certificate.
- (v) Attested photocopy of the document or audited balance sheet to prove annual turnover in the preceding financial year.

**\*\*Note:** Financial bid of the bidders who do not fulfil the above Technical bid requirements shall not be opened. The required document asked for in Cover-I should be submitted strictly as prescribed. Original documents of the bidders may be required for verification of the above claims.

**9.1. Cover-II (Financial Document):-**

- i) Bill of Quantity (BOQ). **Annexure-II**
- ii) Price break up of the BOQ.

**10. Non-Sensitive Document: All the non-sensitive document.**

**11. Clarification on the Technical Bid:-**

11.1 The tender opening authority may call upon any bidder for clarification on the statements, documentary proof relating to the technical bid. The clarification called for from the bidders shall be furnished within the stipulated time, which shall not be more than a week.

11.2 The bidders if so desirous shall agree in writing to furnish the clarification called for within the stipulated time and, for disqualification and rejection of his/her tender in the event of failure to do so.



**12. How Rates to be Quoted:**

After downloading the BOQ (Bill of Quantity), to quote the price in it, bidders are requested to open the BOQ and enable macros on it. After that they will get an area to quote their price and name of the bidding organization or bidder and save it without changing the name of the BOQ. Once the bid submission date has been closed bidders can't change the quoted rate on it. Bidders cannot alter the name of the BOQ. **Annexure-II:** To be filled and uploaded only in Cover-II (financial document). Do not send or upload this information in Cover-I/Technical Document. accept

**13. Extraneous term condition:**

Bidder should all the term condition of the tender unconditionally and if they impose any extraneous term condition or offer any conditional discount, tendering authority reserves the right to declare the bid informal.

**14. Penalty:-**

There will be following provisions for penalty in case of late delivery, late replacement of defective piece, non replacement of defective piece and non replacement of defective piece and non response during warranty period.

**i) Penalty for late delivery:-** Up to 30 days : Rs. 10 per cycle delayed, per day

31-60 days : Rs. 20 per cycle delayed, per day

Beyond 60 days: Department would levy penalty commensurate to delay not exceeding 50% of tendered value of bicycle.

**ii) Penalty for late replacement of defective piece:-**

Up to 30 days : Rs. 10 per cycle delayed, per day

31-60 days :Rs. 20 per cycle delayed per day.

Beyond 60 days: Department would levy penalty commensurate to delay not exceeding 50% of tendered value of bicycle.

**iii) Penalty for defective pieces non replacement:**

Up to 500 cycles: 1.5 times the value of cycle will be deducted.

500-2000 cycles: 2 times of value of cycles will be deducted.

2000-5000 cycles:: 2 times of value of cycles will be deducted & 20% security money will be deducted.

More than 5000 Cycles: 2 times value of cycles & entire security money will be de deducted.

**Major Misdemeanours:-**

Like false billing, subcontracting, supply of some spurious brand etc. is defined as major misdemeanours. Performance guarantee would be forfeited.

Dependent upon seriousness of misdemeanours, black listing proceeding may be undertaken.

**15. Preparatory Works for the bidder for e-bidding:**

Sl. No.	Bidder's Work
1.	On publication of the e-tender, bidder should download the DNIT from website as mentioned in the DNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT.
2.	The Bidder shall purchase <b>Class 2</b> Digital Signature certificate from any certifying agency.
3.	The Bidder shall Enrol in the e-procurement web site <b><a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></b> and create User ID and Password.
4.	The Bidder shall Login into the website <b><a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></b> using the created ID and Password.
5.	Declaration sheet ( <b>Annexure A</b> ) should be printed, fill up, ink signed & stamped, and thereafter scanned and saved in the Bidder's computer for uploading at the time of e-bidding.
6.	The Bidder shall Download DNIT document and save in the Bidder's computer for uploading at the time of e-biding.
7.	The Bidder shall Scan the Tender fee (DD) and EMD instrument, and save in the Bidder's computer for uploading at the time of e-bidding.

**\*\*Note:** Thus, the Bidder shall be ready and start e-biding following the steps as per the e-procurement application and upload all the above documents with his/ her digital signature while bidding.



16. **Award of Contract (AOC):** *While signing the AOC (Award of Contract) the bidders are requested to bring all the original documents for final verification.*

**17. Delivery norms :-** Delivery of the ordered item in earmarked go down/store as per instructions in supply order in 8 (Eight Districts, namely Agartala, Udaipur, Belonia, Khowai, Ambassa, Bisramganj, Kailashahar, Dharmanagar) The Exact place of supply to the specific go-down are as follows:- **West District**– 1) Gandhigram H.S. School 2) Birendranagar H.S. School 3) Prachya Bharati H.S. School 4) Kamalghat H.S. School 5) Pallimangal H.S. School 4) DEO Office, **Sepahijala District** – 1) Vivekananda Manch Adjacent to Bishalgarh Town High School 2) Charilam H/S School 3) Sonamura Girls H.S. School **Khowai District** :-1) Khowai Govt. H/S School 2) Teliamura H/S School, 3) Kalyanpur H.S. School **Gomati District**:- 1) DEO Office 2) Bhagini Nibedita H.S. School 3) Kakraban B.R.C Hall, 4) Amarpur R.D Block, **South District**:- 1) Belonia Vidyapith H/S School 2) Sabroom H.S. School 3) Satchand H.S. School 4) Rajnagar Colony H.S. School 5) Betaga H.S. School 6) Hrishyamukh H.S. School 7) Julaibari M.M.Girls H.S. School **Unakoti District** :- 1) Kailashahar Girls H/S School 2) Kumarghat H/S School 3) Ledraidewan H/S School **North District**:- 1) B.B Institution, 2) Balak Moni High School 3) Kanchanpur Govt. English Med. High School 4) Kadamtala H.S. School **Dhalai District**:- 1) Kulai H/S School 2) Madhab Ch. H.S. School Above location will be mentioned in the supply order. However, there may be changes or increases of delivery points considering the convenience of the students of the locality. The Delivery means receiving of ordered items at the specific location.

The delivery shall be completed within **90(ninety)** days from the date of issue of supply order. The weekly progress report will have to be submitted by the supplier to the department indicating the position of manufacturing, inspection and dispatched quantity.

**Every unit of Bi-Cycles supplied must be in fully assembled condition (turn key basis).**

The cost of delivery is under the responsibility of successful bidder.

**18. Amendment to Tender Documents:**

18.1 Before the last date for submission of Tenders, the Tender Inviting authority preserve the right to modify any of the Contents of the Tender Notice, Tender documents by issuing amendment / Addendum or in the shape minutes of pre-bid conference.

18.2 Any addendum/corrigendum issued by the Tender Inviting Officer shall be part of the Tender Document and it shall either be uploaded in the <https://tripuratenders.gov.in> or notified in the News Papers in which NIT was published.

18.3 To give prospective Bidders reasonable time to take an addendum into account in preparing their bids, the Tender Inviting Officer may extend if necessary, the last date for submission of tenders.



**19.Warranty period:-** The supplied item should have a warranty period for 1(one) year from the date of acceptance of the article at the respective delivery points. During the period, if any manufacturing defect of supplied bi-cycle is detected by the user of the bi-cycle, this must be replaced/ repaired by the supplier at his / her own cost.

**20.Inspection:-** The department shall conduct a third party inspection at any point of time for post delivery inspection. The third party will be engaged by the department & they will submit the inspection report to the Director of Secondary Education. In addition to the post delivery inspection will be arranged by the 3<sup>rd</sup> party. For this purpose the department will appoint an inspection committee. The inspection committee will select 20% sample in every districts by random method from the supplied lot & they will submit the inspection report to the Director of Secondary Education. If any defect is noticed during 3<sup>rd</sup> party inspection, supplied defective cycles should be rejected. Then the defective cycles should be returned back by the supplier by their own cost. So, that no defective Bi-cycle will be accepted by the authority. The cost involved for the post delivery inspection shall have to be borne by the supplier and the cost of inspection should be included in quoted rates.

Payment will be made only on getting successful inspection report from the third party inspection team.

**21.Payment :-** No advance payment will be made. Payment will only be made after successful execution of supply order and supply is received on satisfying quality, standards and all terms and conditions laid down in the tender and supply order. Statutory deduction from bill, namely, income tax, & GST will be deducted as applicable at source.

**22. Local Office/Agent :-**The successful bidder from outside Agartala must have local agent/office at Agartala. All the correspondences related with tender or supply order will only be handed over to the local office/agent by the tendering authority.

**23. Sample and Brand:-** The Bidder has to submit a sample (Non- returnable) of his/her brand along with the tender, without which the tender will be rejected. The sample must be submitted between bid submission end date & bid opening date (Excluding Govt. holidays). The Bidder will obtain receipt against the submitted sample from the office of the tendering authority. Any sample submitted after **04 p.m of 16/03/2020**, will not be entertained. The Sample will be inspected by the tendering authority or by his authorized officials during the finalization of technical bid. If the sample so submitted fails to fulfil all the specifications, tender will be rejected. If supplied stores are not in accordance with the sample supplied, the lot should be rejected by the tendering authority.

**24.** The Tendering Authority reserves the right to accept or reject any tender including the lowest bid or cancel the whole tender process without assigning any reason.

**25. Dispute & litigation :-**

In case of any dispute arising out of the contract/purchase order, shall at the first point of time be referred for arbitration. The courts at Agartala in Tripura with appropriate jurisdiction shall try the disputes, if any, in case of non-settlement through arbitration and conciliation.

**26.** Any queries or suggestion in connection with Tender should be sent to the **stipend120@gmail.com** within **24/02/2020 on 03PM.**

**27.** The tender for bi-cycle is L1 basis.




**TECHNICAL SPECIFICATIONS FOR GIRLS' BICYCLE**

1. Standard :- The girls' Bicycle conforming to Indian standard of IS 10613-2004 with hand operated lever brake system.
2. Colour :- Black
3. Frame :- As per IS 623-2008
4. Dimension of seat tube :- IS – 34040 - 1966
  - a. Outside diameter of seat tube :- 28.6 mm.
  - b. Thickness of seat tube :- 1.63 mm.
5. Saddle :- PVC Saddle.
6. Gear Bell :- Chromium plated Steel Gear Bell.
7. Lock :- 7 Lever Metallic Lock.
8. Side Stand :- Metallic side stand.
9. Carrier :- Metallic black painted with 4 putty carrier.
10. Basket :- Front basket steel netted with black coating.
11. Saree Guard :- Metallic Saree Guard.
12. Tyre: - 26 x 1½ inch – As per IS 2414 : 2005 suitable for 20” (twenty inch) Girls' bi-cycle.
13. Rim: - 26 x 1½ inch. Conforming to IS 624 :2003.
14. Thickness of the Rim :- As per IS 624 : 2003 specification.
15. Size: - 20 inches with seat adjustable up to 1½ inch.
16. LOGO: - **“School Education Department, Tripura.”** should clearly be written on the Frame by embossing.

**P/13**

17. Paddle: - 101.6 mm. (4 inch) with Black Rubber and plastic cover.
18. Tube: - Suitable as per Rim size with English valve.
19. Forks :- As per IS Mark 2061-1995.
20. Mudguards :- As per IS Mark No. 6218 – 2008.
21. Chain wheel :- As per IS Mark No. 1281 – 1996.
22. Free wheels :- As per IS Mark No. 1283 -1995.
23. Chain :- As per IS Mark No. 2403 -1991.(Chain shall have a minimum breaking load of 8010 N).
24. Chain Guard (Chain Cover) :- Bicycle shall be equipped with a protective chain guard (Half Chain Cover) on the front side of the chain wheel.
25. Cranks :- As per IS Mark No. 1281 : 1996.
26. Handle Bar :- :- As per IS Mark No. 625 : 2006.
27. Seat Pillar :- As per IS Mark No. 626 : 2009.
28. Spokes :- As per IS Mark No. 630 : 2005.
29. Hubs :- As per IS Mark No. 629 : 2013.
30. Cotter Pins, Washer & Nut :- As per IS Mark No. 1282 :1968.
31. Bicycle Steering Head assembly :- As per IS Mark No. 2973: 1983.
32. Bottom Bracket lock Ring :- As per IS Mark No. 1134 :2004.
33. Brakes :- :- As per IS Mark No. 10613 : 2004.
34. Rim Tapes & Buckles :- As per IS Mark No. 960 : 2005.
35. Bi-cycle must having curved bar.

**NB:** If any bidder willing to give more technical specification or clarify about any technical specification then he / she may enclose separate sheet obtaining prior approval from the tendering authority.

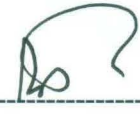
  
15.2.20  
-----  
(U. K. CHAKMA)  
Inviting Officer, Name:  
Secondary Education,  
Designation:  
Govt. of Tripura.



*Tender document for Directorate of Secondary Education*

**SCHEDULE-2 TERMS & CONDITION**

1. Bidder needs to make Earnest Money (EMD) amounting to **Rs. 16.20 Lakhs** and tender fee amounting to **Rs. 2500/-** (non-refundable) through online payment. “
2. Submission of e-tender without requisite documents as per terms & conditions of DNIT will be treated as invalid one.
3. Earnest money shall be refunded to all unsuccessful tenderers after final decision about acceptance of tender on the day of AOC.
4. *The successful tenderer shall have to execute an “AGREEMENT” with this Department for execution of work within 15 (fifteen) days from the date of issue of AOC (Award of Contract) failing which AOC (Award of Contract) shall automatically stand cancelled and earnest money of the tenderer will be forfeited to the Government account*
5. Security money will be released after faithful discharge of the contract and final settlement of payment.
6. Whole amount of security money will be liable to be forfeited to the Government in case of violation or breach of any of the terms of contract. The contract may be terminated by the Government at any time without previous notice and without showing any reason, whatsoever.
7. Any penal action imposed by the Government for breach of terms of contract shall be final and binding on the part of the supplier(s)/Tenderer (s).
8. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
9. No conditional tender will be accepted whatever may be.
10. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more tenderers, if necessary.
11. The quantity mentioned in NIT may increase or decrease at any time.
12. Tender can be cancelled at any point of time by the department without any prior notice

  
15.2.20  
**(J. K. GHAKMA)**  
Inviting Officer Name.  
Director,  
Secondary Education,  
Govt. of Tripura.

**SCHEDULE-4 INSTRUCTION TO THE BIDDERS**

1. Bidder shall take separate printout of the formats of **Declaration (Annexure-I), under taking (Annexure – III) and other documents (statutory documents)**. He / She shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF (**PDF should be in good resolution**). Finally those documents should be uploaded (with digital signing) in Technical folder/Cover. If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.
2. Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Downloaded DNIT has to be uploaded back after digitally signed as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT in **folder**.
3. The bidder shall upload his entire documents mentioned above in specified folders only. Scanning resolution should be 200 x 100 dpi.
4. Do not quote any rate in the BOQ screenshot (**Annexure – II**) / anywhere in DNIT. Bidder has to download the BOQ excel sheet from Tripura tender website and quote the rate and upload the same in the Financial cover.
5. Bidder should take the print out of **Declaration sheet (Annexure-I** of technical bid), put **ink signature with Seal**, and upload the scanned copy of the sheet in the technical bid, after digital signature.
6. **Last date / time for Submission of the Bids:** Bids must be submitted within the Bid Submission start and end date and time specified in DNIT. Directorate of Secondary Education, *Govt. of Tripura*, may extend the dates for issue and receipt of Bids by issuing corrigendum in which case all rights and obligations of the *Organization name*, Govt. of Tripura and the bidders will remain same as previously.
7. **Late Bids:** The e-Procurement application **<https://tripuratenders.gov.in>** will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.
8. Tender shall not be accepted for the product/products for which the concerned company has been blacklisted/banned/debarred either by Tender inviting authority of Govt. of Tripura or by any other State/Central Govt.
9. The concerned company/firm who stands blacklisted/banned /debarred either by Tender inviting authority or Govt. of Tripura or by any other State/ Central Govt. and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
10. The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal case is filed and pending in any court shall not be eligible to participate for those particular products in the tender. Similarly convicted firm/company shall also not be eligible to participate in the tender.



**11. Bid Opening:** The bid will be opened online by the designated bid openers at the office of the Directorate of Secondary Education, Shiksha Bhawan, Office Lane, West Tripura, date and venue specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

**12. Bid Evaluation & Comparison of Bids:**

- Technical & Financial bids will be evaluated by the Tender Committee to be formed for the purpose by the School Education Department, Government of Tripura.
- The Tender Committee shall evaluate the technical proposal as per the response to the DNIT and supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected. The qualifying/technical bids without submission of original copy of earnest money deposit and sample articles, as sought will also be summarily rejected.
- The Tender Committee may call upon any bidders for clarification on the statement and supporting document/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in written within the stipulated time as fixed by the department. And in case of failure to do so the bidder may be considered disqualified.
- The offer of the technically qualified bidders (s) shall be selected for opening of Financial Bid online only. The date of opening of Financial Bid (s) will be communicated to vendors through system generated e-mail/SMS.
- The automatic generated computerized comparative statement (BOQ comparative chart to be displayed in the financial bid opening summary page of E-Tender portal will not be final. The Tender committee will prepare an "Evaluation Statement" considering all parameters as per condition given in the bid document. This "Evaluation Statement" will be uploaded along with the details of Tender Committee in the e-procurement portal subsequently for information to the bidders.
- The proposal Tender Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the committee and the matter of evaluation of the basis shall be final and abiding.
- In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

All the statement, documents, certificates, demand draft, shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

**13. Explanation/Clarification of Tender:**

a. *If any bidder requires any explanation or clarification of any term condition of the e-tender, it must be sought from the tendering authority before participation in the e-tender. The clarification may be in the form of letter head or through email and reply through email will be treated as clarification against any queries. Interested bidder may also participate in the pre-bid discussion for such clarification.*

b. *If any bidder requires any explanation or clarification of any term condition of the tender, it must be sought from the tendering authority before participation in the tender & prior to pre-bid discussion.*

14. Automatic Generated Computerized Comparative Statement through e-tendering portal will not be final (which will be displayed as '**BOQ comparative chart**' at financial bid opening summary page). Department will prepare comparative Statement considering applicable rules and scanned, signed statement will be uploaded in the website for information to the bidders.

15. The Tender may be cancelled in case of same rate of 02 (two) or more bidders.

  
15.12.20  
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(J. K. CHAKMA)  
Inviting Officer Name: Director,  
Designation: Second Secretary,  
Govt. of Tripura.



**P/18**

*Tender document for Directorate of Secondary Education*

**ANNEXURE-I**

**DECLARATION**

*I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender (DNIT) and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied I have quoted the rate of the item/items. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per term condition of the tender. I do affirm that all the term condition of the DNIT is unconditionally accepted by me.*

-----  
***Signature of the bidder:***

***Date***



Tender document for Directorate of Secondary Education

### FINANCIAL BID (Bill of Quantity)

**Subject: Tender for Supply of Girls Bi-Cycle**

Dear Sir,

I/We \_\_\_\_\_ [name of the applicant Agency / the Authorized Signatory duly authorized by the applicant Agency to submit this Tender], do hereby submit our Tender to Name of the work in accordance with provisions of terms and conditions of this DNIT.

**For Name of the work: Tender for Supply of Girls Bi-Cycle (This proforma is meant for acceptance of BOQ Format only by the prospective Bidders. Bidders shall not quote any value on this proforma. Violation of this instruction may lead to cancellation of tender summarily).**

**Please insert screenshot of the BOQ;**

**\*\*Note:**

1. Our Financial Tender shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Tender, i.e. 180 days from the date of opening of technical bid.
2. We understand that you are not bound to accept any tender that you receive without assigning any reason.

-----  
**Signature of the bidder:**

Date:

NUMBER #		TEXT #		NUMBER #		TEXT #	
Sl. No.	Item Description	Quantity	Units	BASIC RATE in Figures To be entered by the Bidder including all taxes Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT in Words	
1	2	4	5	13	53	55	
1.01	Supply of Girls Bi-Cycle						
	Bi Cycle for girls size 20 inch Confirming to IS 10613/2004 with up-to-date amendment with hand operated lever brake system 4.1 (a)	27000	Nos		0.00	INR Zero Only	
Total in Figures					0.00	INR Zero Only	
Quoted Rate in Words					INR Zero Only		

### **ANNEXURE-III**

**To**  
**The Director**  
**Directorate of Secondary Education**  
**Shiksha Bhawan, Office Lane**  
**Agartala, West Tripura**

**Subject:- Supply of Girls Bi-cycle.**

**Ref. No.F.8(11-169)-SE/Plan/2018-19 (L-I).**

Dear Sir,

1. I/We hereby agree to abide by all terms and condition laid down in tender document referenced above.
2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/agency/company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.
4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgement, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 2 (two) years.

**(Signature of the bidder)**

**Date:-**