

No: 7/5(5-2)/HC/DHHS/Tool-Kits/2024-Part(1)
 Government of Tripura
 Directorate of Handloom, Handicrafts &
 Sericulture ITI Road, Indranagar,
 Agartala, Tripura(West),PIN-799006
 Email: directorthhs@gmail.com

NOTICE INVITING EXPRESSION OF INTEREAST (EOI)

Electronic Bids are hereby invited by the Director, Handloom, Handicrafts & Sericulture, 2 (two) bid, package rate e-tender from experienced and reputed Manufacturer(s)/Authorized dealer(s)/bonafied supplier(s) etc. for the works of supply, (where necessary) and Commissioning (where necessary) of tool kits for Handicrafts Cluster under the Directorate of Handloom, Handicrafts & Sericulture, Govt. of Tripura.

Sl No	Name of work	Earnest Money	Tender fee	Estimated cost	Time for completion of supplies	Time & date of closing tender	Time & date of opening tender	Documents downloading sites
1	Supply of Cane & Bamboo Craft Improved Toolkits Set und CHCDS Project under the Directorate of Handloom, Handicrafts & Sericulture, Govt. of Tripura	Rs. 2,63,000/-	Rs.5,000/-	Rs. 2,62,50,000/- (Rupees Two crores sixty two lacs fifty	Within 60 (sixty) days. The time shall be reckoned from the 7 (seven)day of issue of supply orders.	3.00 PM on 27/12/ 2024	4.00 PM on 27/12/2024 (If possible)	https://www.tripuratenders.gov.in

Detailsoftenderdocumentcouldbeseenbyvisiting<https://tripuratenders.gov.in>

Director, HHS
 Govt. of Tripura

BID DOCUMENT

**E-Tender for
Supply of Cane & Bamboo Craft Improved Toolkits Set under CHCDS Project under the
Directorate of Handloom, Handicrafts & Sericulture, Govt. of Tripura**

NIeT No: 02/DHHS/CHCDS/2024

**Directorate of Handloom, Handicrafts & Sericulture
Indranagar, Near ITI Road
Agartala, Tripura (West), PIN – 799006
Email: directorthhs@gmail.com**

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Indranagar, Near ITI Road
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Directorate of Handloom, Handicrafts & Sericulture
Indranagar, Near ITI Road
Agartala, Tripura (West), PIN – 799006
Email: directorthhs@gmail.com

NOTICE INVITING e-TENDER

(SECTION-I)

Electronic Bids are hereby invited by the Director, Handloom, Handicrafts & Sericulture, 2 (two) bid, package rate e-tender from experienced and reputed Manufacturer(s)/Authorized dealer(s)/Bonafide supplier(s) etc. for the works of supply, (where necessary) and Commissioning (where necessary) of tool kits for Handicrafts Cluster under the Directorate of Handloom, Handicrafts & Sericulture, Govt. of Tripura.

(a)	e-Tender No	02/DHHS/CHCDS/2024
(b)	Name of work	Supply of Cane & Bamboo Craft Improved Toolkits Set under CHCDS Project under the Directorate of Handloom, Handicrafts & Sericulture, Govt. of Tripura
(c)	Locations details	32 Cluster under 8 Districts of Tripura (West, Sepahijala, Gomati, South, Khowai, Dhalai, Unakoti and North Tripura)
(d)	Location wise number of kits to be supplied	Details indicated in bid document
(e)	Details of Website where e-Tender Paper is available	https://www.tripuratenders.gov.in
(f)	E-tender Publishing date and time	5th December, 2024 at 4.00 PM
(g)	e-Tender Cost (Non-Refundable)	Rs. 5000/- (Rupees Five Thousand only) Tender Fee must be paid electronically using the Online Payment Facility provided in the Portal. Its nonpayment will lead to disqualification of the bidder.
(h)	Estimated cost of the work	Rs. 2,62,50,000/- (Rupees Two crores sixty two lacks fifty thousand)only
(i)	Earnest Money Deposit (EMD)	Rs. 2,63,000/- (Rupees Two lakhs sixty three thousand) only. EMD must be paid electronically using the Online Payment Facility provided in the Portal. Its nonpayment will lead to disqualification of the bidder. EMD is exempted for the MSME subject to submission of necessary documents of proof.
(j)	Date of Pre Bid Consultative Meeting with place of meeting	Pre Bid meeting will be held on 13th December 2024 at 11.00 AM at Directorate of Handloom, Handicrafts & sericulture, Indranagar, Agartala, Tripura (West).
(k)	Receipt/Opening of Electronic Bids	Electronic Bid will be received up to 3:00 P.M on 27.12.24 in the Website https://www.tripuratenders.gov.in . The Bid will be opened by authorized officers on the same date i.e. at 4:00PM , if possible.
(l)	Place of opening of e-tender	Directorate of Handloom, Handicrafts & Sericulture, Indranagar, Agartala, Tripura (West)
(m)	Completion of work.	Within 30 (thirty) days.

2. To participate in the e-tendering process the Bidder has to register with the NIC portal i.e. <https://tripuratenders.gov.in>. Interested bidders may download the e-tender paper from website and upload the complete electronic tender papers on the website <https://tripuratenders.gov.in> after Pre-Bid consultative meeting. The firms desirous of applying for undertaking this work of supply should meet all criteria as per e-tender enquiry.

3. Bidders should upload e-tender form and their bids, duly signed relevant papers etc. as detailed in the e-tender document on the website <https://tripuratenders.gov.in> before closing date & time.

4. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the purchaser on the day of opening, the e-tenders will be opened on the next working day at the same time.

Director, HHS
Govt. of Tripura

SECTION-II: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. On behalf of the Directorate of Handloom, handicrafts & Sericulture, e-Tender in 2 (two) bid package rate system, is hereby invited by Director, HHS for Supply of different Bamboo Processing Improved Toolkit Sets for supply to Handicrafts Clusters under the Directorate of Handloom, Handicrafts & Sericulture, Government of Tripura.
2. The bidder should be a reputed Manufacturer(s)/Authorized dealer(s)/bonafied supplier(s) having at least 3 (three) years' experience in dealing with supply of tools & equipment and related machineries etc. for bamboo & cane based handicrafts product.
3. **Bidders Qualification:** The bidder shall provide qualifying information, which shall include:
 - (a) Successfully executed at least one supply order directly by the bidder (not on behalf of or as agent of any other supplier) during last 3 (three) years to Government Organization/ Undertaking/Autonomous body/Government Society of monetary value not less than Rs.1,35,00,000.00 (one crore thirty five lakhs) only. Execution of the supply order shall be supported by successful completion certificate from purchaser.
 - (b) Experience in supplying of toolkit and machineries etc. for cane & bamboo to any Government Organization/ Undertaking/Autonomous body/Government Society.
 - (c) GST registration.
 - (d) Audited accounts and IT Return of last 3 (three) financial years in support of financial credibility.
 - (e) Bidder should submit Bank solvency certificate as per Annexure-X of monetary value not less than the total quoted amount considering all the packages. In case, after opening of the financial bids, if it is found that the monetary value mentioned in the Bank Solvency certificate is less than the quoted amount the bids shall be straightway rejected.
 - (f) PAN registration
 - (g) Valid Trade License Registration Certificate.
 - (h) Address of Bidder's Service Centre with contact details supported by any authenticated documents like Trade license, Firm Registration etc.
 - (i) Turnover of the Company/Firm as per Audited balance sheet & IT Return during each of last 3 (three) Financial Years to be submitted as per Annexure - XI format. Turnover shall not be less than 50% of the total quoted amount for all the packages.
 - (j) e-Tender Acceptance Letter as per Annexure-IX
 - (k) Notarized affidavit on non-black listing (Annexure XII)
 - (l) Valid MSME registration (Udyam) certificate for the MSME unit.
4. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
5. **Instructions for Online Bid Submission:** Bidders are instructed to submit the bids online through the Tripura Govt. Portal for e-Procurement at <https://tripuratenders.gov.in>
 - a. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for participation in e-tendering.
 - b. Bidder may go through the e-tender published on the site and download the required e-tender documents/schedules etc. for the e-tenders he/she is interested.
 - c. After downloading / getting the e-tender document/schedules, the Bidder should go through them carefully and then upload the documents as asked, otherwise bid will be rejected.
 - d. Corrigendum, if any will be published only in the website <https://tripuratenders.gov.in>. If any clarification is required this may be obtained online through tender site, or through the contact details or during pre-bid meeting. Bidder should take into consideration all corrigendum published before submitting the bids online.
 - e. It is construed that the bidder has read all the terms and conditions and accepted them before submitting the offer. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e-

tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded. Bid documents may be scanned with 100 dpi with black and white option.

- 5.7. **Bid fee and Earnest Money** are to be paid electronically over the online payment facility provided in the portal **any time after start date of bid submission and before bid submission end date** using **Net Banking** facility by the bidders. The **Bid Fee** to be paid electronically over the Online Payment facility, is **Non-Refundable** and to be **deposited to the Government account automatically as revenue.**
- 5.8 **Earnest Money of those bidders who are disqualified after technical evaluation will be automatically returned to the respective bidder's bank account used during on line payment, once the technical evaluation is completed in the e-procurement portal.**
- Earnest Money of all bidders including L1 will be automatically returned to their bank account once process of "Award of Contract" (AOC) is completed. In case of lowest rate quoting bidder i.e. L1, the bidder has to deposit a "Bank Guarantee" of equivalent amount of the Earnest Money** from any Nationalized Bank having branch at Agartala to be deposited **within7(seven) days** from the date of letter communicating to deposit the amount in favour of the **Director, Handloom, Handicrafts & Sericulture. EMD is exempted for the MSME unit.**
- Prayer for exemption from deposition of bid fee, earnest money on any ground, converting previous year's earnest money/security money, if any, to earnest money/security money for the bid under reference shall not be entertained under any circumstance and bid will be treated as invalid.
- 5.9. **On receipt of "Bank Guarantee" from the L1 Bidder, the Director, HHS. shall scrutinize its authenticity, validity and amount as per bid document.** Bid Inviting Authority may forfeit the "Bank Guarantee" amount and cancel the Bid, if the L1 bidder does not start work as stipulated, after being awarded the Contract.
- 5.10. The bidder has to sign digitally and upload the required bid documents one by one as indicated. Bidders should note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire documents and are clear about the requirements of the e-tender.
- 5.11. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 5.12. The price bid format is provided in a single spread sheet file named **BoQ_DHHS.xls** etc. The rates offered for a particular package should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BoQ template must not be modified/replaced/tampered for any reason by the bidder. Bidder will be wholly responsible in case any such acts and in such cases the bid will be straightway rejected.
- 5.13. The bidders are requested to submit the bids through online e-tendering system to the e-Tender Inviting Authority (eTIA) well before the bid submission end date & time (as per Server System Clock). The eTIA will not be held responsible for any sort of delay or difficulties faced during the submission of bids online by the bidders if not submitted well ahead.
- 5.14. The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 5.15. The bidder should logout of the e-tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 5.16 Resubmission/Re-uploading of bid is allowed before the date and time of closing of the bid.
- 5.17 **1st Lowest (L1), 2nd lowest (L2) etc. of the price as seen online in the portal is only provisional. The bid will be evaluated on the total consolidated price of all the packages taken together. Final comparative rates will be decided by e-Tender Evaluation Committee (eTEC) after evaluation of the bids and final comparative statement will be uploaded in the website.**

- 5.18 A bidder shall participate in the tender by quoting price for all the packages in the sets of tools and equipment's. **The bidder shall be required to quote price for all the packages in the BoQ.** In case the bidder fails to quote price for one or more packages his bid will be treated as substantially non-responsive and will be rejected.

B THE BID DOCUMENT:

6. **BID DOCUMENTS:**
The goods required, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:
- (a) Notice Inviting e-Tender (Section-I)
 - (b) Instructions to Bidders along with instructions for online bid submission (Section-II)
 - (c) General Conditions of the Contract (Section-III)
 - (d) Technical Specifications and details of requirements (Annexure I)
 - (e) Format for Bid Form (Annexure II)
 - (f) Price Schedules (for reference & read only purpose) (Annexure III)
 - (g) Format for Performance Security Bond Form (Annexure IV)
 - (h) Format for Contract Form (Annexure V)
 - (i) Format for Letter of authorization from competent authority to attend bid opening (Annexure VI)
 - (j) Check list and order in which the documents are to be submitted for Technical Bid (Annexure VII)
 - (k) Check list and order in which the documents are to be submitted for Financial Bid (Annexure VIII)
 - (l) Format for e-Tender Acceptance Letter (Annexure IX)
 - (m) Bank Solvency Certificate preferably as per Annexure-X from concerned banks
 - (n) Turnover Certificate (Annexure XI)
 - (o) Notarized affidavit on non black listing (Annexure XII)

The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents.

Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

7. **CLARIFICATION OF BID DOCUMENTS:**

A prospective bidder, requiring any clarification of the Bid Documents shall notify the Purchaser online. The Purchaser shall also respond online to any request for clarification of the Bid Document. Any clarification issued by e-Tender Inviting Authority (eTIA) in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document which would be notified through a corrigendum.

8. **AMENDMENT OF BID DOCUMENTS:**

At any time, prior to the date of submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. The amendments, if any, shall be notified online only through corrigendum in the portal <https://tripuratenders.gov.in>.

In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, or for any other reason, the Purchaser may at its discretion, extend the deadline for the submission of bids suitably through a corrigendum issued for this purpose.

C. PREPARATION OF BIDS:

9. **DOCUMENTS COMPRISING THE BID:**

Online bids under two envelope/ cover system comprising of (1) **Technical bid** and (2) **Financial**

bid should be submitted online on Tripura Govt. Portal Website

<https://tripuratenders.gov.in>.

9.1. The **technical bid should contain** the scanned copy of following documents. The documents shall be arranged in the same order as mentioned below with the check list (Annexure – VII) at the top.

- (a) Technical Specification and Details of Requirements [Annexure-I]
- (b) Letter of Authorization to attend bid opening [as per Annexure–VI]
- (c) Check list [as per Annexure-VI]
- (d) e-Tender Acceptance Letter [as per Annexure-IX]
- (e) Clause by Clause compliance indicating substantive responsiveness to the terms and conditions by signing and stamping on all the pages of the original bid document 01/DHHS/CHCDS/2024 by authorized person(s) [as per clause 13.1 of Section-II]
- (f) Copy of Audited accounts and Income Tax Return. Acknowledgement for last 3 (three) Financial Years [as per clause 12.1 (iii) of Section-II]
- (g) Copy of at least one direct supply order executed successfully by the bidder (not on behalf of or as agent of any other supplier) during last 3 (three) years to Government Organization/Undertaking/Autonomous body/Government Society of monetary value not less than Rs. 135 (one hundred thirty five lakhs) only. Execution of the supply order shall be supported by successful completion certificate from purchaser.
- (h) Copy of PAN [as per clause 12 of Section-II]
- (i) Copy of GST registration certificate as applicable, Trade License Registration Certificate [as per clause 12 of Section-II]
- (j) Turnover of the Company/Firm as per Audited balance sheet & IT Return during each of last 3 (three) Financial Years to be submitted as per Annexure – XI format. Turn over shall not be less than 50% of the total quoted amount for which the bidder intends to participate/supply.
- (k) Successful completion certificates of other supplies executed directly by the bidder (at least in last 3 years) for similar nature of supply in Government Organizations/Undertakings/ Government Societies supported by copies of supply orders and bank statements. Self-certification or incomplete certificate will not be accepted.
- (l) Power of Attorney [As per clause 16.2 of Section-II]/Authorization from competent authority for signing of the bid document must be submitted with the bid.
- (m) Bank solvency certificate (preferably as per Annexure-X format as issued by concerned bank) of monetary value not less than the total quoted amount for all the packages. In case, after opening of the financial bids, if it is found that the monetary value mentioned in the Bank Solvency certificates less than the quoted amount, the bids shall be Rejected straightway.
- (n) Notarized affidavit on non black listing (Annexure XII)

9.2. The **financial bid shall contain:**

- (a) The check list [as per Annexure - VIII]
- (b) Bid Form [as per Annexure – II]
- (c) Price schedule (Bill of Quantity/Price Bid) – Annexure-III[as given in <http://tripuratenders.gov.in>] and to be submitted online

IMPORTANT

The bidders must carefully follow the instructions to submit the bids online through the State Government Procurement Portal for e-Procurement at <https://tripuratenders.gov.in>. All the documents submitted shall be filled properly (wherever necessary) signed in full by the authorized person/persons and stamped properly.

10. BID FORM:

The bidder shall complete the Bid Form (Annexure-II) and the appropriate Price Schedule (Annexure-III) furnished in the Bid Documents indicating the goods to be supplied with quantity.

11. **BID PRICES:** A bidder shall participate in the tender by quoting price for all the packages in the sets of tools and equipment's. **The bidder shall be required to quote price for all the packages in the BoQ.** In case the bidder fails to quote price for one or more packages his bid will be treated as substantially non-responsive and will be rejected.
- 11.1. The bidder shall quote the basic package price excluding of all levies and taxes (excluding GST/any other taxes). The basic package price and all other components of the price need to be individually indicated against the goods proposed to supply under the contract as per price schedule given in Annexure-III. The offer shall be firm in Indian Rupees. No foreign exchange will be made available by the purchaser.
- 11.2. Prices indicated on the Price Schedule shall be entered in the following manner:
- The price of the goods shall be quoted as basic unit price (excluding of all taxes and levies including GST) for each individual package(s).
 - The total price for each individual package shall be obtained after multiplying the quantity with basic unit price and all taxes and levies including GST.
 - The total price of each individual package shall be calculated after adding all cost components (i.e entries in column Sl. No. 06 to 08) in column no. 10. **Financial bid evaluation shall be done on total price of all the packages in the BoQ taken together and the L1 bidder decided accordingly.**
 - Taxes, if any, have to be indicated separately otherwise it will be presumed that quoted prices are inclusive of Taxes and Taxes shall be deducted from the bills separately as applicable.
- 11.3. The prices quoted by the bidder shall remain firm and fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is to be treated as non-responsive and rejected.
- 11.4. **The prices quoted shall remain valid for 180 days from the date of opening of Financial Bid** and in respect of the accepted Bid the prices quoted shall remain valid during the entire period of contract.

12. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

- 12.1. The bidder should scan and submit online, as part of his bid documents establishing the bidder's eligibility; all the following documents or whichever is required as per terms and conditions of bid documents.
- Details of Successfully executed at least one supply order directly by the bidder (not on behalf of or as agent of any other supplier) during last 3 (three) years to Government Organization/ Undertaking/Autonomous body/Government Society of monetary value not less than Rs. 135.00 (one hundred thirty five lakhs) only. Execution of the supply order shall be supported by successful completion certificate from purchaser.
 - Experience in supplying of Bamboo processing toolkit, bamboo processing machineries etc. to any Government Organization/ Undertaking/Autonomous body/Government Society
 - GST registration
 - Audited accounts and IT Return of last 3 (three) financial years in support of financial credibility.
 - Bidder should submit Bank solvency certificate as per Annexure-X format of monetary value not less than the total quoted amount for all the packages in the Financial Bid. In case, after opening of the financial bids, if it is found that the monetary value mentioned in the Bank Solvency certificate is less than the quoted amount, the bids shall be straightway rejected.
 - Copy of PAN
 - Valid Trade License Registration Certificate.
 - Address of Bidder's Service Centre with contact details supported by any authenticated documents like Trade license, Firm Registration etc.
 - Turnover of the Company/Firm as per Audited balance sheet & IT Return during each of last 3 (three) Financial Years shall not be less than 50% of the total quoted amount for which the bidder intends to participate/supply (as per Annexure-XI).

- (x) e-Tender Acceptance Letter as per Annexure-IX
- (xi) Notarized affidavit on non black listing (Annexure XII)

13. DOCUMENTS ESTABLISHING GOODS CONFORMITY TO BID DOCUMENTS:

- 13.1. The documentary evidence in conformity with the Bid Documents may be in the form of literature and data and the bidder shall furnish a clause-by-clause compliance on the Technical specifications and terms & conditions indicating substantial responsiveness to the same **in the form of signing in full & stamping all the pages of the original bid document by the authorized person/persons.**

14. EARNEST MONEY DEPOSIT:

The EMD shall be forfeited:

- (a) If an unsuccessful bidder withdraws his bid till finalization of the bid or if any information or certificate produced by the bidder is/are found false or tampered.
- (b) In the case of a successful bidder, if the bidder withdraws or amends the e-tender or impairs or derogates from the e-tender:
 - (i) to sign the contract in accordance with clause 27.1
 - (ii) to furnish performance security in accordance with clause 27.2.

15. PERIOD OF VALIDITY OF BIDS.

Bid shall remain valid for 180 days after the date of bid opening prescribed by the Purchaser pursuant to clause 11.4 of Section-II. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.

16. FORMATS AND SIGNING OF BID:

The bidder shall prepare the Technical and Financial bids separately.

The copy of bid shall be typed or printed and all the pages numbered consecutively and shall be signed and stamped by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be accompanied with written power of Attorney. The bid submitted shall be sealed properly.

The copy of bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons authorized for signing the bid.

D. 17. SUBMISSION OF BIDS

Bidder should log into the site <https://tripuratenders.gov.in> well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time.

The Bidder shall follow all the instructions given in clause -5 of Section-II for submission of on-line bid.

Utmost care shall be taken for uploading Bill of Quantity & Price Bid. Bidders shall download the BoQ in XLS format and save it without changing the name of the file. Bidder shall quote their rates in figures, thereafter save and upload the file in financial bid cover (Price bid) only. **Rates in figures shall be quoted for all the packages. If the Bill of Quantity & Price Bid is found to be modified by the bidder, the bid will be rejected.** The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the e-tender. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid.

17. LATE BIDS

Any bid will not be received by the Purchaser after the deadline for online submission of bids is over.

18. MODIFICATION AND WITHDRAWAL OF BIDS:

The bidder can modify or withdraw his bid after submission only, if resubmission /withdrawal have been configured by TIA during e-tender creation process. No bid can be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION:

19. OPENING OF BIDS:

Electronic Bid will be received up to at the website <https://www.tripuratenders.gov.in>. The technical bids will be opened by authorized officers on **27.12.24 4:00 PM, if possible.**

20.2 The bids will be opened in the presence of bidders or their authorized representatives who chose to attend on opening date and time. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in Annexure- VI). Also the bidders can participate online during the bid opening process from their remote end through dashboard.

20.3 A maximum of two representatives for any bidder shall be authorized and permitted to attend physically pre bid meeting and the bid opening process.

20. CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids, the Purchaser may, at its discretion ask the bidder for any clarification at any stage of its bid. The request for clarification and the response shall be in writing or may be raised in the pre-bid meeting. However, no post bid clarification at the initiative of the bidder shall be entertained.

21. TECHNICAL EVALUATION:

A e-Tender Evaluation Committee (eTEC) constituted by the Directorate of Handloom, Handcrafts & Sericulture, Govt. of Tripura shall evaluate the technical bids to determine whether the bids received are complete, required securities/sureties have been furnished, the documents have been properly signed and the bids are generally in order in compliance with clauses of the NIT and upload the results of Technical Evaluation online in the portal. Decision of the Committee will be final in this regard.

Prior to the Financial Bid opening, the Purchaser will determine the substantial responsiveness of each bid to the Bid document. Bids should be substantially conforming to all the terms and conditions of the Bid Documents without material deviations. The Purchaser's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as substantially non-responsive will be rejected by the Purchaser and shall, not subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity, or by submitting additional documents.

22. FINANCIAL BID OPENING/ EVALUATIONS AND COMPARISON OF SUBSTANTIALLY TECHNICAL RESPONSIVE BIDS:

The purchaser shall shortlist those who are eligible and have submitted substantially technically responsive bid for opening of financial bid. Financial bids of successful bidders shall only be opened and the Financial Bids of Technically unsuccessful bidders shall not be opened.

Even after opening of financial bid, till completion of the entire purchase process including period of warranty if it is found that any information or certificates produced by the bidder is false or tampered, the purchaser shall without prejudice to any other right or remedy be at liberty to reject the bid and forfeiture of the EMD and invocation of the performance warranty.

23.3 The Bill of Quantity / Price Bid if found modified/tampered by the bidder except for the permitted cells, then the bid will be rejected.

The evaluation and comparison of responsive bids shall be done on the price of the goods offered inclusive of all Levies & Taxes as indicated in the Price Schedule given in Annexure-(III) of the Bid Document.

The total price for each individual packages shall be obtained after multiplying the quantity with basic unit price and all taxes and levies including GST of e-tendered items (as given in Annexure – III). Subject to technical evaluation and acceptance of the offers in the bids by e-Tender Evaluation Committee (eTEC), **financial bid evaluation shall be done on total price of all the packages in the BoQ taken together and the L1 bidder decided accordingly.** Decision of the e-Tender Evaluation Committee (eTEC) will be final and binding on the part of the bidders. In case item(s) of a bidder is not accepted by the e-Tender Evaluation Committee but after opening of financial bid it is found that the bidder is L1 or L1 bidder fails or refuses to supply the item, L2 bidder may be considered at the discretion of the Committee. Also the result of Financial Evaluation would be uploaded online on the Portal The Purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

- 23.4 The purchaser at his discretion reserves the right to drop any package/packages at the time of evaluation or issue of supply orders. Preference may be given to the best specification of any or all the items/tools/equipment irrespective of cost and decision of the evaluation committee will be final.

24. CONTACTING THE PURCHASER:

- 24.1. No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 24.2. Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

F. AWARD OF CONTRACT:

25. PLACEMENT OF ORDER

- 25.1 The Purchaser shall consider placement of order(s) for supplies to those bidders whose offers have been found technically, commercially and financially acceptable and whose goods have been approved/validated by the purchaser.
- 25.2 Road Permit, if applicable, may be provided to the bidders of outside State on request; incase Supply order is awarded.

26. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

27. AWARD AND SIGNING OF CONTRACT:

- 27.1. The issue of firm Purchase Order and Signing of Contract Form shall constitute the award of contract on the bidder.
- 27.2. Successful bidder shall furnish Performance Security (Annexure-IV) within 07 (seven) days from the issue of supply order positively and any request for time extension by a bidder will not be accepted under any circumstances. The Purchaser shall discharge its EMD upon submission of Performance Security and on receipt of a formal request letter from the bidder asking for such release.

28. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 27 of Section-II and/or Clause

5.2 of Section-III and/or violation of any other Clause of the e-tender document, shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the EMD/Performance Security in which event the Purchaser may make the award to any other bidder at the discretion of Purchaser or call for new bids.

29. IMPORTANT CLAUSES:

While all the conditions specified in the Bid documents are critical and are to be complied,

special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one shall result in outright rejection of the bid.

- (i) **Clauses 5.7 & 15.1 of Section-II:** The bids will be rejected at opening stage if EMD is not submitted as per Clauses 5.7 and bid validity is less than the period prescribed in Clause 15.1 mentioned above.
 - (ii) **Clause 3 & 9 of Section-II:** If the eligibility condition as per clause 3 is not met and/or documents prescribed to establish the eligibility as per Clause 3 and Clause 9 are not enclosed, the bids will be rejected without further evaluation.
 - (iii) **Clause 13.1 of Section-II:** If clause-by-clause compliance in form of signing and stamping all the pages of the original bid by the authorized person(s).
 - (iv) **Annexure-III:** Prices for each package are not filled in as prescribed in Price Schedule.
 - (v) **Clause 5.18 of Section-II:** A bidder shall participate in the tender by quoting price for all the packages in the sets of tools and equipments. The bidder shall be required to quote price for all the packages in the BoQ. In case the bidder fails to quote price for one or more packages his bid will be treated as substantially non-responsive and will be rejected.
30. The Purchaser reserves the right to disqualify the supplier for a suitable period who fails to supply the equipment in time for any purchase in future. Further, the suppliers whose equipment does not perform satisfactory in the field in accordance with the specifications may also be disqualified for a suitable period as decided by the purchaser.
31. Purchaser reserves the right to blacklist a bidder/supplier at his discretion for a suitable period in case the bidder/supplier fails to honour his bid without sufficient grounds.

SECTION-III: GENERAL CONDITIONS OF CONTRACT

1. APPLICATION:

The General Conditions shall apply in contracts made by the Purchaser for the procurement of Goods.

2. STANDARDS:

The Goods supplied under this contract shall conform to the standards prescribed in the Technical Specifications mentioned in Annexure-I.

3. PATENT RIGHTS:

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof.

4. PERFORMANCE SECURITY:

- 4.1. The supplier shall furnish Performance Security to the purchaser for an amount equal to 10% of the value of the contract within 15th (fifteenth) days from the date of issue of Purchase Order by the Purchaser. No extension for submission of Performance Security would be allowed.
- 4.2. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the Contract.
- 4.3. The Performance Security Bond shall be in the form of Bank Guarantee only issued by a scheduled Bank guaranteed by Reserve Bank of India having its office at Agartala in the format provided in 'Annexure-IV' of this Bid Document. The validity of Performance Guarantee shall be at least for 18 (eighteen) months for month last date as stipulated for submission of the Performance Guarantee.
- 4.4. The Performance Security Bond will be discharged by the Purchaser on completion of the supplier's performance obligations including any warranty obligations under the contract.

5. INSPECTION

- 5.1. The Purchaser or his representative shall conduct inspection of the supplied goods for their conformity to the specifications prior to release of payments. All reasonable facilities and assistance shall be furnished to the inspector(s) at no charge to the purchaser.
- 5.2. In case any inspected or tested goods fail to conform to the specifications the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the purchaser within one month of rejection, failing which Clause-28 of Section-II will be applicable.
- 5.3. If any tools, equipment, machinery & furniture or any part thereof, before it is taken over is found defective or fails to fulfil the requirements of the contract, the purchaser shall give the Supplier notice setting forth details of such defects or failure and the supplier shall make the defective equipment good, or alter the same to make it comply with the requirements of the contract within one month of the notice. These replacements shall be made by the supplier free of all charges at site. In case of failure to do so within one month, the purchaser reserves the discretion to reject and replace at the cost of the supplier the whole or any portion of equipment as the case may be, which is defective or fails to fulfil the requirements of the contract. The cost of any such replacement made by the purchaser shall be deducted from the amount payable to the supplier.
- 5.4. Nothing in clause 5 shall in any way release the Supplier from any warranty or other obligations under this contract.

6. DELIVERY

- 6.1. Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its supply order and the goods shall remain at the risk of the Supplier until inspection and goods are taken over by the Purchaser. The delivery of the goods shall be to the ultimate consignee as given in the purchase order and should be completed strictly **within 30 (thirty) days**. After delivery of the goods the supplier should notify the Purchaser in writing requesting for inspection of the goods.

7. WARRANTY:

- 7.1. The supplier shall warrant that the stores to be supplied shall be new and free from all defects and faults in materials used, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications. The supplier shall be responsible for any defect that may develop under the conditions provided by the contract and under proper use, arising from faulty material, design or workmanship such as corrosion of the equipment, inadequate quantity of material to meet equipment requirements, inadequate contact protection, deficiencies in design and/or otherwise and shall remedy such defects at his own cost when called upon to do so by the Purchaser who shall state in writing in what respect the goods are faulty. The warranty shall be valid for twelve months after the goods have been taken over (except in respect of complaints notified prior to such date).
- 7.2. Replacement under warranty clause shall be made by the supplier free of all charges at site including freight, insurance and other incidental charges.

8. PAYMENT TERMS:

- 8.1. Payment shall be made on receipt of all the goods as per purchase order in full by the consignee after conducting inspection along with installation and commissioning. For claiming this payment the following documents are to be submitted to the paying authority. No part payment will be entitled in any case.
 - (i) Invoice/Bills in triplicate precisely mentioning the Make/Serial number./Model No of items invoiced.

- (ii) Delivery Challan mentioning the Make/Serial number./Model No. of items listed in the challan.
- (iii) Warranty details of goods supported with Make/Sl.No./Model No. etc.

8.2. No payment will be made for goods rejected at the site during inspection.

9. PRICES

- 9.1. (a) Prices charged by the supplier for goods delivered and services performed under the contract shall not be higher than the prices quoted by the Supplier in his Bid.
- (b) In the case of revision of Statutory Levies/Taxes during the finalization period of e-tender, the Purchaser reserves the right to ask for reduction in the prices.
- 9.2. (a) Prices once fixed will remain valid during the schedule delivery period. Increase and decrease of Taxes and other statutory duties will not affect the price during this period.
- (b) Any increase in taxes and other statutory duties/levies after the expiry of the delivery date shall be to the supplier's account. However benefit of any decrease in these taxes/duties shall be passed on to the Purchaser by the supplier.

10. DELAYS IN THE SUPPLIER'S PERFORMANCE

- 10.1. Delivery of the Goods and performance of the services shall be made by the Supplier in accordance with the time schedule specified by the purchaser in its purchase order. In case the supply is not completed in the stipulated delivery period, as indicated in the Purchase Order, purchasers reserves the right to cancel this purchase order and/or recover liquidated damage charges.
- 10.2. Delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages and/or termination of the contract for default.

11. LIQUIDATED DAMAGES

- 11.1. The date of delivery of the goods stipulated in the acceptance of the e-tender should be deemed to be the essence of the contract and delivery must be completed no later than the dates specified therein. In case of deliveries are made after expiry of the contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage under clause 11.2 of Section- III below.
- 11.2. If the Supplier fails to deliver any or all of the goods within the period specified, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the 1.00 percentage of the contract value for each week (or part of the week) of delay until actual delivery or performance, up to a maximum deduction of 10.00 per cent from the performance guarantee. Once the maximum is reached, the Purchaser may consider termination of the Contract and may take appropriate action against the supplier as per Clause no. 31 and 32 of Section-II of the bid document.
- 11.3. If the Supplier fails to deliver service(s) any or all of the goods within the period(s) specified, the Purchaser shall, without prejudice to its other remedies under the Contract, recover an amount equivalent to the cost of the item(s) from the performance security deposited by the supplier. Purchaser may take appropriate action against the supplier as per Clause no. 31 and 32 of Section-II of the bid document.

12. FORCE MAJEURE

- 12.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- 12.2. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.
- 12.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

13. TERMINATION FOR DEFAULT

- 13.1. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part
- (a) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the contract, or any extension thereof granted by the purchaser pursuant to clause 12.
 - (b) If the supplier fails to perform any other obligation(s) under the Contract; and
 - (c) If the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

14. ARBITRATION

Disputes or differences between the Purchaser and the Contractor, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Agartala and decision on the arbitrator shall be final and binding upon the parties hereto.

Annexure-I**TECHNICAL SPECIFICATION AND DETAILS OF REQUIRMENTS**

(Note: Bidder has to confirm their acceptance in given sheet and for technical evaluation, this Annexure to be submitted in Technical bid)

The Bidders are required to comply with the following instruction for submission of Technical specifications:

1. The Brand/Make of items should be clearly indicated. The Maker's name in full (not in abbreviated form) must be clearly stated.
2. Bidders should quote only single brand/make for an individual item.
3. The terms "best India Make", "Similar make", "Equivalent make", "Equivalent to", "Standard make/Marketed by" etc. or any other similar term are not acceptable and such item(s) will be rejected.
4. All the packages are to be quoted by the bidders and no modification of bid form would be allowed and in such cases the bid will be summarily rejected.
5. Quantity of the product may be increase or decrease.

Sl. No	Name of Packages	No of kit Set	Name of Tool /equipment with Specification [One each in a set]
1	Package-1:Improved toolkit	2635	Gauging Chisel (6 mm, 12mm, 18 mm, 24mm)
			Skew Chisel(1/4 inch, 1/2 inch, 1/3 inch, 1 inch)
			Parting Chisel (1 inch)
			Square Chisel (1/2 inch, 1 inch)
			Hacksaw for wood work
			Claw Hammer (550 gm)
			Measuring Tape 3 meters (Metal)
			Metal Scale 12 inches (2 nos)
			Small file for sharpening (9 pcs set)
			Hacksaw blade (12 X 1/2" X 0.025") 18TPI
			Tri-square 6 inches
			Measuring Gauge plate
			Bamboo Splitting Knife (Dau)
			Combination Stone 150 mm x50 mm x 20 mm
Power operated hand drill small			
Power operated angle grinder small			

Annexure II

BID FORM

e-Tender No. **02/DHHS/CHCDS/2024** Dated

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos the receipt of which is hereby duly acknowledged, we, undersigned, offer to Supply of different bamboo processing improved toolkit set for Handicrafts Clusters under the Directorate of Handloom, Handicrafts & Sericulture, Govt. of Tripura.

_____ (name of total sets of Bamboo processing improved toolkit) in conformity with said conditions of contract and specifications for sum of Rs. _____(Total Bid amount in words and figures).

We undertake, if our Bid is accepted, to complete delivery of all the items specified in the contract within 30 (Thirty) day reckoned from the 15th day from the date of issue of your purchase order.

If our Bid is accepted, we will obtain performance guarantees of a scheduled Bank guaranteed by Reserve Bank of India for a sum not exceeding 10% of the contract value for the due performance of the Contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid is submitted properly by us as instructed in Section-II of the Bid document.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of.....20

(Signature)

Signature of.....

in capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Tele No.(s):-

Signature.....

FAX No.(s)

Address.....

E-Mail Address:-

Witness.....

Signature.....

Address.....

Validat

Print

Help

Annexure III

(This is for reference, read only purpose) The main price bid/ BOQ must be submitted online in the provided .xls format only.

e-Tender Inviting Authority: Director, DHHS											
Name of Work: Supply of Cane & Bamboo Craft Improved Toolkits Set under CHCDS Project under the Directorate of Handloom,Handicrafts & Sericulture, Govt. of Tripura											
Contract NIEtNo: 01/DHHS/CHCDS/2024											
Bidder Name :											
PRICE SCHEDULE											
(This BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this e-tender. Bidders are allowed to enter the Bidder Name and Values only)											
Sl. No.	Item Description	Item Code	Quantity	Units	Figures To be entered by the BidderRs.	Excise Duty	GST	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words	
1	2	3	4	5	6	7	8	9	10	11	
1	Package-1:Improved toolkit set as per Annexure-Iof the bid document		2625	No of toolkit / set							
1	Gauging Chisel (6 mm, 12mm, 18 mm, 24mm)	Item-1	2625								
2	Skew Chisel(1/4 inch, 1/2 inch, 1/3 inch, 1 inch)	Item-2	2625								
3	Parting Chisel (1 inch)	Item-3	2625								
4	Square Chisel (1/2 inch, 1 inch)	Item-4	2625								
5	Hacksaw for wood work	Item-5	2625								
6	Claw Hammer (550 gm)	Item-6	2625								
7	Measuring Tape 3 meters (Metal)	Item-7	2625								
8	Metal Scale 12 inches (2 nos)	Item-8	2625								
9	Small file for sharpening (9 pcs set)	Item-9	2625								
10	Hacksaw blade (12 X 1/2" X 0.025") 18TPI	Item-10	2625								
10	Tri-square 6 inches	Item-11	2625								
Total in Figures											
Quoted Rate in Words											

PERFORMANCE SECURITY BOND FORM

(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

To
The Director
Handloom, Handicrafts & Sericulture
Indranagar, Near ITI Road
Agartala, Tripura (West), PIN – 799006

WHEREAS.....(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no.....dated.....to supply (description of goods and services) (herein after 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 Nationalized Public Sector Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its 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 guarantors and responsible to you, on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract 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 or 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 to be performed there under 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 theDay of.....2024..

(Signature of the authorized officer of the Bank)
.....
Name and designation of the officer
.....
.....

Seal, name & address of the Bank and address of the Branch

Contract No: 02/DHHS/2021

Annexure V

Contract Form

1. This agreement is made this day.....between , herein after called “ name of supplier/bidder” the first party which expression shall include his heirs, executors and administrators/their successors and the Director, handloom, Handicrafts & Sericulture here in after called “DHHS”, the second party, shown as under:
2. That WHEREAS the first party shall and will deliver different Bamboo processing tool kit for **handicrafts Clusters under the Directorate of Handloom, Handicrafts & Sericulture, Govt of Tripura** under the Director, HHS which are given in Annexure –I of the office Notice Inviting e-Tender (NIeT) No. 02/DHHS/CHCDS/2024 dated including agenda nos.....at the rate quoted by(Name of the Bidder)vide their e-tender No. 02/DHHS/CHCDS/2024 and as per all the terms and conditions given in Notice Inviting e-Tender (NIeT) and the aforesaid e-tender notice dated.....which shall become part and parcel of this agreement.
3. That the first party would raise demand and the payment shall be done in accordance with Clauses-8 of section-III of the aforesaid e-tender document.
4. The Performance Security Bond would be encased by second party in case first party fails to deliver items and/or breaches terms & condition of the aforesaid e-tender document.
5. In accordance with the e-Tender document No.....this agreement is made for a period of 18 (eighteen) months from

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS

.....DAY OF.....2024

For and on behalf of Purchaser

For and on behalf of Supplier

Name:

Name:

Signature:

Signature:

Seal

Seal of the Firm/Supplier

Date

Date

Place.....

Place.....

Witness for Purchaser

Witness for Supplier

.....
.....

.....
.....

Annexure VI**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening on ----- (date) in the e-tender no.02/DHHS/CHCDS/2024 of DHHS

Following persons are hereby authorized to attend the bid opening for the e-tender mentioned above on behalf of------(Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
I		
II		

Alternate Representative

Signatures of bidder or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not furnished.

Annexure VII**CHECK LIST and the order in which the documents are to be submitted for the Technical bid.**

Please check whether all the below mentioned documents have been uploaded for participating in the e-tender no. 02/DHHS/CHCDS/2024 of DHHS. The documents are to be submitted in descending order with item No. 1 on top of all. Please also mention page no. of the Technical bid where these documents are given. Please mark tick (✓) in Yes/No.

1	Technical Specification and Details of Requirements (Annexure-I)	Yes/No
2	Letter of Authorization to attend bid opening [as per Annexure – VI]	Yes/No
3	Power of Attorney [As per clause 16.2 of Section-II]/Authorization from competent authority for signing of the bid document must be submitted with the bid.	Yes/No
4	Clause by Clause compliance indicating substantive responsiveness to the terms and conditions by full signing and stamping on all the pages of the original bid document 03/TBM/2020 (containing pages) by authorized person(s) [as per clause 13.1 of Section-II]	Yes/No
5	Copy of at least one supply order executed successfully directly by the bidder (not on behalf of or as agent of any other supplier) during last 2(Two) years to Government Organization/ Undertaking/Autonomous body/Government Society of monetary value not less than Rs. 2500000 Lacks only. Execution of the supply order shall be supported by successful completion certificate from the purchaser.	Yes/No
6	e-Tender Acceptance Letter [as per Annexure-IX]	Yes/No
7	Bank Solvency Certificate as per Annexure-X	Yes/No
8	Bidder's turnover certificate as per Annexure-XI as per Clause No. 3(d) of Section-II.	Yes/No
9	Notarized Affidavit on non black listing as per Annexure-XII	Yes/No
10	Copy of Audited accounts and Income Tax Return for last 3 (Three) Financial Years. Acknowledgement for last 3 (Three) Financial Years.	Yes/No
11	Copy of PAN [as per clause 12. of Section-II]	Yes/No
12	Copy GST Registration Certificate [as per clause 12 of Section-II] as applicable, trade licence registration certificate.	Yes/No
13	Completion certificates of other supplies executed directly by the bidder (at least last 3 years) for similar nature of supply in Government Organizations/Undertakings/ Government Societies supported by copies of supply orders and bank statements.	Yes/No
14	Bidder's Valid Trade License Registration Certificate.	Yes/No
15	Bidder's Service Centre with authenticated documents like Trade license/Firm Registration	Yes/No
16	Payment of EMD of Rs. 35,000/- through online payment system. (Payment proof)	Yes/No
17	Payment of e-tender fee of Rs. 5,000/-(Payment proof)	Yes/No
18	CHECK LIST as per Annexure VII	Yes/No

Bidders to ensure:

- A. That all pages have been stamped and signed by the authorised Person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (Clearly readable).

Annexure VIII**CHECK LIST and the order in which the documents are to be submitted for the financial bid.**

Please mark tick (√) in Yes/No.

Sl. No.	Documents (Please refer to clause 9.2 of Section II for filling this Checklist)	
1.	Bid Form as per Annexure II	Yes/No
2.	Price schedule (price bid/ BOQ) [as given in https://tripuratenders.gov.in]	Yes/No
3	CHECK LIST as per Annexure VIII	Yes/No

Annexure – IX

E-TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:.....

To,

Sub: Acceptance of Terms & Conditions of e-Tender.

e-Tender Reference No: 02/DHHS/CHCDS/2024 Name

of e-Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the e-tender document(s) for the above mentioned ‘e-Tender/Work’ from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the e-tender documents from Page No. _____ to ____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the e-tender conditions of above mentioned e-tender document(s) / corrigendum(s) in its totality / entirety.

5. I/We hereby unconditionally undertake that if , any information or certificate(s) produced by me/us are found false or tampered or any provisions of this e-tender are found violated the purchaser shall without prejudice to any other right or remedy be at liberty to reject this e-tender/bid including the forfeiture of the full Earnest Money Deposit (EMD) and invocation of the bank guarantee absolutely at any stage.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Annexure-X**BANK SOLVENCY CERTIFICATE****(On Bank's Letter Head)**

Ref. No.....Date:.....

This is to certify that to the best of our knowledge and information M/s./Srihaving marginally noted address, a customer of our Bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees... ..only). This certificate is issued without any guarantee or responsibility on the part of the Bank or any of the officers.

Seal of the Bank :

Date :

Place :

Signature of Branch Manager

Note:-

1. In case of partnership firm, certificate to include names of all partners as recorded With the Bank.
2. Monetary value should not less than the total quoted amount for all the packages. In case, after opening of the financial bids, if it is found that the monetary value mentioned in the Bank Solvency certificate is less than the quoted amount the bids shall be straightway rejected.

Annexure – XI**TURNOVER CERTIFICATE**

In reference to NIEtNo.02/DHHS/CHCDS/2024 of Director, DHHS, Indranagar, Agartala, I/We hereby confirm and certify that during the financial years FY- 2021-22, FY- 2022-23 and FY-2023-24 ((i.e. for the year ended 31stMarch, 2024). Turnover/Gross Receipt of my/our firm/company M/s _____, Office Address: _____ of M/s _____(Full Name and address of the Company/Firm) as per Income Tax Return are as follows-

1. Turnover/Gross receipts for the FY: 2021-22 Rs. _____
(Rupees _____) only.
2. Turnover/Gross receipts for the FY: 2022-23 Rs. _____
(Rupees _____) only.
3. Turnover/Gross receipts for the FY: 2023-24 Rs. _____
(Rupees _____) only.

I/We also confirm that turnover/Gross Receipt of the firm/company M/S _____, Address; _____ during FY: 2021-22, 2022-23 and 2023-24 is not less than **50%** of the total quoted amount in the Financial bid for the NIEt No. **02/DHHS/CHCDS/2024**

I/We hereby unconditionally undertake that if, the information furnished above by me/us are found false or tampered the purchaser shall without prejudice to any other right or remedy be at liberty to reject this e-tender/bid including the forfeiture of the full Earnest Money Deposit (EMD)/Performance Bank Guarantee.

Place: _____

Date: _____

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Annexure – XII

To be written on Rs.100 Non-Judicial Stamp Paper

NOTARIZED AFFIDAVIT

I hereby conform and declare that my/our firm/company M/s _____ and that my/our firm/ company/ sister concern/ associate company not have been blacklisted or debarred for any default by any Central/State Govt. Departments/ PSUs during last 05(five) years i.e. on or after June , 2019 irrespective of tenure of such blacklisting/ debarment.