

Government of Tripura  
Department of Agriculture & Farmers Welfare  
Krishi Bhawan, Agartala -799001  
Store Section

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No. F.12 (1-17) Agri/Store/2018-19/2754

Dated, the 11<sup>th</sup> January, 2019


**NOTICE INVITING TENDER**

Sealed tender are invited on behalf of the Governor of Tripura from Manufacturer / Authorized Dealer for supply of following HP/Canon **Compatible Printer Cartridges** for the O/o Directorate of Agriculture, Krishi Bhawan, Agartala for the financial year **2019-20**, as per terms & conditions indicated in the tender document:

Sl. No.	Name & Number of the Printer/ Photocopier machine	Cartridge Number	Tentative quantity	Remarks
1.	HP Laserjet-1007 /1108	88A	300 Nos	Compatible
2.	HP LaserJet- M1005 MFP/1020	12A	200 Nos	Compatible
3.	HP LaserJet P 1566	78A	5 Nos	Compatible

Intending tenderer may collect "detailed terms and conditions and rate quoting forms" from the office of the undersigned on payment of Rs.1000/- (one thousand) in the form of Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Agartala on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable) during office hour on all working days up to 11<sup>th</sup> February, 2019 upto 1.00 pm or may be downloaded from the <https://agri.tripura.gov.in> , but in that case, cost of documents i.e. Rs.1000/- should be submitted along with the tender through Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Agartala issued by any Nationalized /Scheduled Bank recognized by the R.B.I. having branch/branches at Agartala. The tender will be received **up to 3.00 PM on 12<sup>th</sup> February, 2019** and will be open on same day at 4 pm (if possible), where tenderer or their authorized representatives may remain present at the time of opening of tender.

The quantity indicated in the above table is tentative and may increase or decrease at any time.

  
( Sandip Shome)  
Head of Office  
Directorate of Agriculture  
Agartala.

## TERMS & CONDITIONS OF TENDER

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- 1) Sealed tender will be received by the undersigned up to **3.00 pm on 12<sup>th</sup> February, 2019** and shall be opened on the same date at 4.00pm (if possible), where tenderers or their authorized representatives may remain present at the time of opening.
- 2) **Tender should be submitted only in person. Tender sent through FAX or POST or in any other form, shall not be entertained.**
- 3) The rate should be offered for FOR destination point i.e. Store section of the Directorate of Agriculture.
- 4) Tenderers should quote their rates for per unit of cartridge **both in figure and in words** as per format "**Annexure-I**" for delivery to Store section of the Directorate of Agriculture at their own cost, arrangement, risk etc. Quoted rate should be inclusive of all taxes/levies etc. Handling/lifting/loading and unloading etc. both ends and stacking in the go down as aforesaid shall be done by the tenderers at his/their own cost. It may be pointed out here that **NO ADVANCE PAYMENT** being the cost of articles will be made under any circumstances.
- 5) The rate will remain ***valid initially up to one year and may be extended for further 6(six) months, if required,*** from the date of signing of agreement of the tender. Any overwriting/penned etc. in any figure /name in the tender will be disqualification on the part of the tenderers and the tender shall be liable to be rejected unless it is noted separately with signature and seal (if any).
- 6) Details terms and conditions of the tender will be available on payment of Rs.1000/- (one thousand) in the form of Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable) from the Store Section of the Directorate of Agriculture during office hour on all working days up to 11<sup>th</sup> February, 2019 upto 1.00 pm or may be downloaded from the website, <http://agri.tripura.gov.in>. But in that case, cost of documents i.e. Rs.1000/- should be submitted along with the tender through Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura issued by any Nationalized /Scheduled Bank recognized by the R.B.I. having branch/branches at Agartala, failing which the tender will not be accepted.
- 7) Each tender should be accompanied with Earnest Money of ***Rs.3,000/- (Rupees three thousand)*** only in the shape of '**Deposited-at-Call**' on ***any Nationalized Bank/ Scheduled bank having branch at Agartala*** duly pledged in favour of the ***Asstt. Director (D.D.O.), Directorate of Agriculture, Agartala, Tripura,*** unless they are otherwise entitled to enjoy exemption under specific Government order/rules. In such cases, the tenderer shall have to furnish Photostat copy of the Government order/rules duly attested along with the quotation in support of their claim for exemption.





- 8) Up-to-date copies of Professional Tax clearance, GST registration certificate & photocopy of PAN card should be submitted with the tender, failing which the tender shall be treated as invalid and rejected.
- 9) Earnest money shall be refunded to all unsuccessful tenderers after final decision about acceptance of tender.
- 10) Successful tenderer(s) shall have to deposit security money equivalent to 10% (ten percent) of total quoted value of articles proposed to be purchased in the shape of 'Deposit-at-Call' on *any Nationalized Bank/Scheduled Bank having branch at Agartala* duly pledged in favour of the Asstt. Director (DDO), Directorate of Agriculture, Tripura, Agartala, within **7 (seven) days** from the date of issue of rate acceptance unless they are otherwise entitled to enjoy exemption under specific Government order/rules. In such cases, the tenderer shall have to furnish Photo copy of the Government order/rules duly attested along with the quotation in support of their claim for exemption. If the successful tenderers fails to deposit security money within the stipulated period, the quotation shall be treated as invalid and rejected and earnest money deposited shall be forfeited to the Government.
- 11) The firm must have 3 years supply experience of compatible cartridges in State/ Central Govt. organization / PSUs. The copy of the supply order(s) for 3 years should be attached with the tender, failing which the tender will not be accepted.
- 12) The successful tenderers shall have to execute "**AGREEMENT**" in prescribed form of this Department for execution of work within **7 (seven) days** from the date of issue of rate acceptance order failing which rate acceptance order shall automatically stand cancelled.
- 13) Earnest money of successful tenderer who fail to deposit security money and execute "**AGREEMENT**" within the prescribed time and manner is likely to be forfeited to the Government and their quotation shall be treated as cancelled.
- 14) Supply order will be issued in split and in phased manner and supply should be completed in full within 48 hours from the date of issue of supply order as per terms and conditions. Security money will be liable to be forfeited to the Government in the event of failure to supply in full and the supply order (s) is likely to be treated as cancelled.
- 15) Rate(s) quoted by the tenderer is final for the period of contract. No subsequent escalation of price will be acceptable to the Government even in case of increase of transportation cost/labour charges/ wages/misc. cost and bagging/stitching/handling charges costs etc.etc. Security money will be released after faithful discharge of the contract and final settlement of payment.
- 16) Each page of the tender documents and terms & conditions of the tender, shall be signed by the tenderer or his authorized signatory and attached with the technical bid, failing which the tender will not be accepted.



- 17) 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.
- 18) Only those should submit tender who have got sufficient quantity of the articles in their stock and will be in a position to supply in short notice.
- 19) None need to participate who does not accept/fulfill the terms & conditions indicated above.
- 20) 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.
- 21) 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)/ tenderers.
- 22) In case of disputes, if any, the decision of the Secretary, Department of Agriculture, Government of Tripura on the matter of dispute shall be final and binding. It is also provided that the courts at Agartala in Tripura State only will have the jurisdiction to decide the dispute between the Agriculture Department and other party in respect of the matter arising out of the contract/purchase order for the tender itself.
- 23) No interest can be claimed in case of delay in making payment.
- 24) No conditional tender will be accepted whatever may be.



( Sandip Shome)  
Head of Office  
Directorate of Agriculture  
Agartala.

**Annexure – I**

Sl. No.	Name & Number of the Laser Printer	Cartridge Number	Name of the Brand / Product of compatible cartridge	Unit	Rate Per Unit	
					In Figure	In Words
1.	HP Laserjet-1007 /1108 ( B&W)	88A		Nos.		
2.	HP LaserJet- M1005 MFP/1020 ( B&W)	12A		Nos.		
3.	HP LaserJet P 1566 (B&W)	78A		Nos.		

**Signature of the Tenderer with Stamp**

