

Draft Notice Inviting Tender No: DT-I/5(22)-EE/RDD/ABS/Vol-I/Stationaries & photocopies/17-18/149

Date:- 11/05/2017

GOVERNMENT OF TRIPURA
OFFICE OF THE EXECUTIVE ENGINEER
R. D AMBASSA DIVISION, JAWAHARNAGAR
AMBASSA – 799289

(PH CUM FAX NO- 03826- 267206 & EMAIL ID- eerdddhalai@rediffmail.com)

1. PNIT NO : PT-I/EE/RD/ABS/DLI/JNR/2017-18/ DT- 11/05/2017.
2. Name of work : Supply of stationery articles incl. delivery charges for office use of the DDO & other officials of this establishment/ Photocopies of various official documents incl. arrange to delivery towards the office of the Executive Engineer, RD Division,Jawaharnagar, Ambassa, Dhalai.
3. Earnest Money : Rs.2,000.00 (Rupees, Two thousand) only.
4. Cost of tender Form : Rs.200.00 (Non refundable) (Rupees Two hundred) only, to be paid in the form of DD.
5. Tender form : Tender form will be available in the O/o the Executive Engineer, R. D. Ambassa Division, Jawaharnagar during working day & hour up to /05/2017.
6. Essential criteria of the bidder : Bidder should have experience in supply of stationary & Photocopy work in Govt. office for a period of attend 01(one) year.
7. Last date of dropping of tender : 3 PM of 25/05/2017.
8. Probable date of opening of tender : 3.30 PM of 25/05/2017 (if possible). Interested bidders or their representatives may remain present during opening of the tender.
9. Declaration of Informal and formal bid : During opening it will not be declared. After detailed scrutiny it will be declared.
10. Period of contract : 3 (three) years.
11. Total no. of written pages Including this page : 11(Eleven) pages, excluding blank pages.

DNIT:- DT-I/5(22)-EE/RDD/ABS/Vol-I/ Stationaries & photocopies/17-18/ 149 Dt- 11/05/2017.

SALIENT POINTS OF TENDER / INSTRUCTION TO BIDDER

1) Eligibility of bidder:-

Resourceful, bonafied Indian citizen /agencies/traders who are registered under TST (Tripura Sales tax) & T/vat, Tax Clearance Certificate for the year 2016-17 which have to submit within 1 (one) week after getting of successful bid.

2) Enclosures (attested and valid) / complete tender :-

- i) Tender form (without tender form, bid will be rejected).
- ii) PAN card.
- iii) EMD.
- iv) Cost of Tender form.
- v) Document in support of eligibility criteria.
- vi) Experience certificate.

3) Tender form: - Only one Tender form will be issued at the premises of the R.D. Ambassa Division after deposit of tender form cost to the cashier of this office.

4) To go through specification, terms and conditions of DNIT.

5) To sign each and every page of tender form.

6) EMD and cost of tender form are to be deposited separately.

7) **Earnest money:-** To deposit EMD(Rs.2,000.00) in favour of the Executive Engineer, RD Ambassa Division on any nationalized / scheduled bank in the shape of D-Call along with tender. Without EMD in appropriate shape the tender will summarily be rejected.

8) To get ready attested copy of all required documents by Gazetted Officer.

9) To fill up each and every point of bidder's sheet.

10) To fill the rate quoting sheet.

11) To write DNIT number and date, name of item, bidder's name and address in the envelope containing complete tender and to seal the envelope by wax or self adhesive tape (cello tape). The sealed envelope must be addressed to the Executive Engineer, R.D. Ambassa Division, Jawaharnagar, Dhalai.

12) The full fledged and sealed tender may be dropped in the tender box kept in the office of the Executive Engineer, RD Ambassa Division within 3 PM of 25/05/2017 or may be sent to the tendering authority by post (registered with A/D only) to reach within 3 PM of 25 /05/2017.

13) The copy of the DNIT may be inspected from the office of undersigned up **to 24/05/2016** (office date and hour only) by interested bidders.

DNIT:- DT-I/5(22)-EE/RDD/ABS/Vol-I/Stationaries & Photocopies /17-18/149 dt- 11/05/2017.

DECLARATION

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied , I have quoted the rate of item. 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 stern action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term condition , mutually accepted by me and purchaser is incorporated into the agreement.

AND

I do hereby also declare that I am not blacklisted by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department / agency of central / state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Signature of bidder
Full name & Seal)

**GOVERNMENT OF TRIPURA
OFFICE OF THE EXECUTIVE ENGINEER
RURAL DEVELOPMENT AMBASSA DIVISION
DHALAI DISTRICT, JAWAHARNAGAR**

Press Notice Inviting Tender No. PT-I/EE/RDD/ABS/TENDER/2017-18/

Dated, 11-05-2017.

On behalf of the Governor of Tripura, EE, R.D Ambassa Division, Dhalai, Jawaharnagar invites sealed tender upto 3:00 P.M. of 25 -05-2017 [office hours & days only] from the eligible bidders for finalization of rate of office stationeries as per specifications for smooth running of official works of this establishment during the year 2017-18.

| Sl No | Name of Items/ Group of Tender items | Cost of Tender Form (Non-Refundable in the form of D.D to be submitted along with the Tender Form | Cost of EMD |
|-------|--|---|-------------|
| 1) | Supply of various stationery articles as per specification mentioned in the annexure & photocopy of various official documents incld. arrange to delivery towards the concerned section of this establishment. | Rs.200.00 | Rs.2,000.00 |

Details list of the stationeries are available in the Rate sheet which may be inspected up to **24/05/2017** (working day & hour) in the office of undersigned during office hours. The notice can also be seen at website: www.dhalai.nic.in and/or www.tenders.gov.in.

[Er. S. Biswas]
Executive Engineer
RD Ambassa Division
Dhalai District, Jawaharnagar.

No. F.5(22)-EE/RDD/ABS/TENDER/2017-18/ **149**

Dated, the 11th May, 2017.

Copy for information and displaying in the NOTICE BOARD to:-

1. District Magistrate & Collector, Dhalai District, Jawaharnagar.
2. Director, ICAT Department, Govt. of Tripura, Agartala, with a request for arranging publication in 3(three) nos. local daily leading newspapers {1(one) in one insertion} copy of each of the newspaper may be sent to this office at free of cost for keeping records.
3. Chief Engineer, R.D. Department, Gurkhabasti, Agartala.
- 4-5. Superintending Engineer, R.D.4th Circle, Dhalai District, Jawaharnagar/ R.D. 3rd Circle, Kumarghat.
- 6-11. Executive Engineer, R.D. Manu Division/ R.D. Kumarghat Division/ PWD (R&B) Division, Jawaharnagar/ DWS Division Ambassa, Jawaharnagar/ W.R. Division, Ambassa/ PWD, TTAADC, Sikaribari, Dhalai.
12. Secretary, Dhalai Zilla Parishad, Dhalai, Ambassa.
- 13-16. The Sub-Divisional Magistrate, Ambassa/ Kamalpur/ Gandacherra/ Longtharai Valley Sub-Division, Dhalai.
- 17-18. Dy. General Manager, TSECL, Ambassa Division/ Kamalpur Division.
19. DIO, NIC, Dhalai District with a request to upload this notice in the official website www.dhalai.nic.in.
- 20-25. Block Development Officer, Ambassa/ Salema/ Dumburnagar/ Manu/ Chawmanu/ Durga Chow/ Ganganagar/ Raishyabari Block.
26. All AEs/ JEs/ TAs/ OS/ Accountant/Store Keeper of this Division/ Block. They are requested to take necessary action for wide publication of the same.
27. The Officer In Charge, Ambassa Police Station with request to arrange frequent police patrolling around this office up to the period of last date of dropping of the tender to avoid any untoward incidents regarding the tender.
28. Contractor Associations, Ambassa, Dhalai District.
29. M/s/ Sri..... for information & necessary action.
30. Office Notice Board/ Guard File.

Executive Engineer

DNIT:- DT-I/5(22)-EE/RDD/ABS/Vol-I/Stationaries & Phoptocopies/17-18/149 dt- 11/05/2017.

BIDDER'S SHEET

1. Name and detailed mailing address of the Bidder (Firm / agency / individual) who has participated in the tender along with phone, mobile no, fax number with STD code & email.

2. PAN number of bidder:-

3. Name of person (proprietor) who have signed the tender paper:-
Mobile, Phone, Fax No:-
Email address:-

4. Details of Earnest money deposit (amount, bank name, branch name, form of deposit, instrument no and date):-

5. Experience of bidder:-

6. List of enclosures :-

DNIT:- DT-I/5(22)-EE/RDD/ABS/Vol- I / Stationaries & Photocopies /17-18/ 149 Dt-11/05/2017.

GENERAL TERMS & CONDITIONS OF TENDER

- 1) **Eligibility of bidder:** - As stated under instruction to bidder.
- 2) **Enclosures with tender:** - Bidder shall have to submit valid attested photo copies (whichever is/are applicable to the bidder) as stated under instruction of bidder. If any of the above applicable paper is not enclosed with any tender, tendering authority reserves the right to declare the incomplete tender as informal or may ask the bidder to submit wanted documents after opening of tender. Besides this, the department reserves the right to seek any additional information/document in any stage from the bidder after opening of the tender. Tender without earnest money and cost of tender form will be rejected on the opening table.
- 3) **Tender form:** - As stated in 1st page of DNIT.
- 4) **Mode of tender submission:** - Tender may be dropped in the tender box, kept in the office chamber of tendering authority or sent by post (Registered with A/D). In both the case tender has to reach the tendering authority positively within the last date of dropping (as mentioned in 1st page of DNIT). Tender received by post within permitted period will be dropped in the tender box by tendering authority. Tender box will be sealed at fixed time (As per clock of tendering authority). In no way tender, after closing of tender box will be entertained. Tendering authority will not be liable for any postal delay (if sent through post).
- 5) **Tender preparation:** - Each and every page (including blank pages if any) of tender form should be signed by the bidder. All documents as mentioned under instruction to bidder will be inserted into an envelope and sealed properly. No unwanted paper should be enclosed along with tender. Sealed envelope shall invariably have following inscriptions- Name of item, DNIT number and date, name and address of the bidder. The sealed envelope must be addressed to the Executive Engineer, R.D. Ambassa Division, D. M Complex, Jawaharnagar, Ambassa, Dhalai. Bidder may consult with the office of the tendering authority if necessary.
- 6) **EMD and cost of tender form:** - Bidder must deposit the same as stated under instruction to bidder. No transfer of earnest money (earnest money or security deposit in connection with other work) will be allowed.

- 7) Validity of rate:** - Rate should remain valid for 3 (three) year from the date of opening of tender without any price variation of clause for placement of work order as well as execution of contract.
- 8) Price variation clause:** - Price should be fixed and firm in all respect. No price variation will be allowed in case of variation in raw materials cost, transportation cost and revision in excise duty, TVAT , CST/VAT and all other taxes / charges. The deduction of TVAT at source shall be at the rate as notified by the Government from time to time.
- 9)** Any clarification/explanation if any regarding the tender should be sought from the undersigned before dropping of tender.
- 10) Clarification, Negotiation:** After opening of the tender lowest bidder will be asked to appear before a team of officers headed by the tendering authority for clarification, justification, analysis and negotiation of the quoted rates along with all original documents as wanted in the tender and additional documents wanted subsequently if any. Bidder may be asked more than once for negotiation. If they fail to attend the meeting as per programme or fail to produce any original document their bid will be rejected forfeiting entire EMD and blacklisted for two years.

After opening of tender if the rate of any item(s) found same as quoted by two or more bidders in that case all the eligible lowest bidders will be called for negotiation and in the negotiation table separate sealed rate will be collected from all the 1st lowest bidders and lowest rate to be processed for finalization of rates.
- 11) Supply order:-** Supply order for stationary articles are placed well in advance which shall be delivered by maintaining appropriate specification/Brand within 3(three) days on the date of issue of the S/O. In case of photocopies you personally or your representative collect the document(s) from the respective office of the undersigned whenever called for & delivered the photocopy/photocopies of the document(s) on urgent basis.
- 12) Security money and agreement:-** After finalization of the tender the successful bidder shall have to sign formal agreement with the undersigned failing which the deposited earnest money of the bidder will be forfeited to the full extent & bidder will be declared black listed for next two years. Earnest money will automatically be converted to security money after finalization of the tender. The security money will be released after successful execution of agreement.
- 13) Payment:-** No advance payment will be made. Payment will only be made on monthly bill basis based on availability of fund in the respective head of account in case of photocopy work & time to time submission of bill in case of stationary articles. Statutory deduction from bill namely income tax, & TVAT will be deducted as applicable at source. The deduction of T/VAT at source shall be at the rate as notified by the

Government from time to time. Payment for Stationary articles & photocopies will be made from the Office of the Executive Engineer, RD Division, Jawaharnagar, Ambassa, Dhalai. Bill should be submitted in duplicate by the supplier along with delivery challan(s)/slips issued by the concerned DA day by day.

14) Penalty clause:-

| Sl No | Ground | Penalty |
|-------|--|---|
| 1 | Revision of rate or withdrawal of bid after closing of tender but before the opening of tender. | 25% EMD will be forfeited and bidder will be black listed for next two years to participate in any tender of tendering authority. |
| 2 | Revision of rate or withdrawal of bid after opening of tender. | 50% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority. |
| 3 | Revision of rate or withdrawal of bid after negotiation / approval of rate but before issuance of supply order. | 100% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority. |
| 4 | Fails to attend negotiation / clarification meeting as per call of tendering authority / fails to justify their quoted rates on the basis of analysis. | 75% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority. |
| 5 | Fails to submit commercial license as and when asked by the concerned Office. | 100% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority. |
| 6 | Fails/surrender to execute the work after issue of supply order or after approval of rate. | 100% security deposit will be forfeited and bidder will be black listed for next two years to participate in any tender of tendering authority. |

15) Conditional discount: - Tenders with any condition including conditional discount will not be entertained and may be rejected.

16) Dispute & litigation :- In case of any dispute arising out of the contract, the court at Agartala, Tripura will have Jurisdiction to deal with the same and decide any legal matter or dispute whatsoever arising out of the contract/purchase order or tender.

17) Any clause not included in the DNIT but subsequently mutually accepted will be part and parcel of the terms and condition. Further any specification not in conformity of our requirement but subsequently mutually accepted may also be part and parcel of the terms and conditions.

- 18)** If any bidder suppress any fact in the tender and subsequently it is unearthed, their tender will be rejected and necessary punitive action including total forfeiture of EMD/ Security money/ Rescind of agreement/ Cancellation of supply order/Barring from participation of future tender for next two years will be taken against them.
- 19)** Bidder must himself attend - during negotiation / collection of payment / any meeting / collection of EMD / collection of security deposit / as and when asked by the tendering authority along with photo / address proof identity submitted with the tender. No authorized person will be allowed to act on behalf of the original bidder. If bidder fails to maintain direct contact with the tendering authority then bidder will be blacklisted and EMD / SD will be forfeited.
- 20)** Any tender not complying with the requirement / fulfill the terms and conditions may be declared as informal.
- 21)** If last date of dropping of tender happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to next working day at respective time and accordingly opening date and time may also be deferred. Opening date and time will be displayed in the office notice board if changed.
- 22)** **Right to Accept/ Reject the Bid:** Tendering authority reserves the right to accept or reject any Bid and to annul the tender process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

RATE SHEET

Rate quoting sheet of different stationary articles including carrying charges & Photocopy of various official documents incld. Arrange to delivery towards the Office of the Executive Engineer, RD Division, Ambassa, Jawahar nagar, Dhalai Tripura

| Sl.No. | Name of Item/Name of work | Specification/Brand name | Unit | Rate per unit (Both in figure & words) |
|--------|---|---|------|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Annexure II & III (As per specimen cvopy) | Clear printing on branded quality paper | No. | |
| 2 | Binding stick | Plastic made/Oddy | No. | |
| 3 | Computer paper (A4 size) | JK | Ream | |
| | Do (Legal) | JK | Ream | |
| | Do (A3 size) | JK | Ream | |
| 4 | Calling bell (Mechanical) | Anchor | No. | |
| 5 | Correction pen | Luxor | No. | |
| 6 | Coline spray | 200 ML plastic container | No. | |
| 7 | Calulator | Casio/Bistec | No. | |
| 8 | Cartridge for computer printer | HCL/HP | No. | |
| 9 | Cello tape | 1/2" Big roll, Fox/Munix | No. | |
| 10 | Carbon paper | Kores/Oddy | Pkt. | |
| 11 | Duster | Best quality | No. | |
| 12 | Dumper | Best quality | No. | |
| 13 | Eraser | Nataraj/Apsara | No. | |
| 14 | File cover | Plastic coating at both side | No. | |
| 15 | File board | Best quality with cloth folder | No. | |
| 16 | Glue stick | 8 Gms./ Kores | No. | |
| 17 | Highlighten pen | Luxor | No. | |
| 18 | James clip | Plastic coated | Pkt. | |
| 19 | K'nief (steel made) | 4" Edge with plastic handle | No. | |
| 20 | Key bag | Leather made, best quality | No. | |
| 21 | Measurement tape (05 Mtr) | Steel | No. | |
| | Do (15 Mtr) | Rexin coating at both side | No. | |
| | Do (30 Mtr) | Do | No. | |

| | | | | |
|----|----------------------------|---|------|--|
| 22 | Marker pen | Luxor | No. | |
| 23 | Measurement Book | Oxford | No. | |
| 24 | Muster Roll | Clear printing on branded quality paper | No. | |
| 25 | Nepthalene | Best quality | Pkt. | |
| 26 | One time pen | Linc/Agni | No. | |
| 27 | Plastic folder | Oddy | No. | |
| 28 | Pencil | Apsara(HB) | Pkt. | |
| 29 | Pencil battery | Eveready | No. | |
| 30 | Punch Machine (single) | Kangaro/Munix | No. | |
| | Do (double) | Do | No. | |
| 31 | Paper weight | Glass made, oval shape | No. | |
| 32 | Do | Glass made, square shape | No. | |
| 33 | Register book (No..6 - 30) | Oxford (Roll) | No. | |
| 34 | Sealing wax | Best quality | Box | |
| 35 | Room spray | Orchard | No. | |
| 36 | Scissors (Steel made)) | 4" Edge with plastic handle | No. | |
| 37 | Stic pad | Oddy | Pkt. | |
| 38 | Staple machine (small) | Munix | No. | |
| | Do (medium) | Munix | No. | |
| 39 | Staple pin (small) | Munix | No. | |
| | Do (medium) | Munix | No. | |
| 40 | Scale (30 Cms) | Steel made | No. | |
| 41 | Do (45 Cms) | Do | No. | |
| 42 | Scale (30 Cms) | Visible glass metal | No. | |
| | Do (45 Cms) | Do | No. | |
| 43 | Stamp pad (small) | Plastic made/ Select | No. | |
| | Do (medium) | Plastic made/Select | No. | |
| 44 | Sujan | Steel coated,plastic handle | No. | |
| 45 | Seat cushion | Kurl-on | No. | |
| 46 | Stock register(No.10 - 30) | Oxford (Roll) | No. | |
| 47 | Sharpner | Nataraj/Apsara | No. | |
| 48 | Stamp pad ink (small) | Munix | No. | |

| | | | | |
|----|---|---|------|--|
| 49 | Towel (big) | Best quality | No. | |
| 50 | Tag (Nilon) | Best quality | Bdl. | |
| 51 | Table glass | Normal size | No. | |
| 52 | T-pin | Oddy | Box | |
| 53 | Ton | Best quality | Bdl. | |
| 54 | Transparency sheet | Oddy | No. | |
| 55 | Writing pad (un-roll) | Ordinary type, Best quality | No. | |
| 56 | White board pen | Luxor | No. | |
| 57 | Bin card (as per specimen copy) | Clear printing on branded quality paper | No. | |
| 58 | GRS Book | In qua-duplicate as per format on multi colour sheets | No. | |
| 59 | Indent Book | Clear printing on branded quality paper | No. | |
| 60 | Gate pass (As per specimen copy) | In qua-duplicate as per format | No. | |
| 61 | Photocopy of official documents on branded quality paper & supplied it to the concerned section of this estt. | A4 & Legal (Single side) | Copy | |
| | | A4 & Legal(Both side) | Copy | |
| | | A3 (Single side) | Copy | |
| | | A3 (Both side) | Copy | |