

GOVERNMENT OF TRIPURA  
COLLEGE OF AGRICULTURE, TRIPURA  
LEMBUCHERRA: WEST TRIPURA.

**QUOTATION DOCUMENT**

For “1.5 Ton Air Conditioner”

under  
All India Coordinated Research Project on Kharif Pulses  
under ICAR – IIPR & Govt. of Tripura  
at  
College of Agriculture, Tripura  
Lembucherra, West Tripura

GOVERNMENT OF TRIPURA  
COLLEGE OF AGRICULTURE, TRIPURA  
LEMBUCHERRA: WEST TRIPURA

No. F.5(8)-CAT/AICRP-PP (Purchase)/2023-24

Dated:28.02.2025

**NOTICE FOR INVITING QUOTATION**  
**(Single Stage Two Envelope Bidding)**

**Notice Inviting Quotation (NIQ) for “Air Conditioner” machine under All India Coordinated Research Project on Kharif Pulses under ICAR – IIPR & Govt. of Tripura at College of Agriculture, Tripura, Lembucherra, West Tripura.**

**Schedule of Events**

Quotation No. & Date	<b>No. F.5(8)-CAT/AICRP-PP (Purchase)/2023-24</b> Dated: Publication date in college website or local daily.
Quotation Value	Tentatively Rs. 50000/- (Rupees fifty thousand) only.
Date of Publication of NIQ	01.03.2025 or date of Publication in College Website/News paper
Brief Description of the Work	<b>“Air Conditioner”</b> as per item and specification in <b>Section C under All India Coordinated Research Project on Kharif Pulses under ICAR – IIPR &amp; Govt. of Tripura</b> at College of Agriculture, Tripura, Lembucherra, West Tripura
Period for submission of Bidding Documents	01.03.2025 to 15.03.2025 upto 1500 hrs IST at College of Agriculture, Tripura (CAT)
Place of Opening bids	College of Agriculture, Tripura, Lembucherra, West Tripura
Officer Inviting Bids	Principal, College of Agriculture, Tripura, Lembucherra,
Bid Validity Period	<ul style="list-style-type: none"><li>• At least for 1 year from the date of LPC. It may extend with the permission of LPC accepting authority as per existing terms and conditions.</li><li>• Other details can be seen in the NIQ document.</li></ul>
Mode of Quotation Submission	Offline at College of Agriculture, Tripura only
Detail of Quotation document	The bid document shall be available in the webpage of College of Agriculture, Tripura, <a href="http://coatripura.ac.in/">http://coatripura.ac.in/</a>

**Sd/-**  
**Principal,**  
**College of Agriculture, Tripura**

**GOVERNMENT OF TRIPURA  
COLLEGE OF AGRICULTURE, TRIPURA  
LEMBUCHERRA: WEST TRIPURA**

**No. F.5(8)-CAT/AICRP-PP (Purchase)/2023-24**

**Dated:** 01.03.2025

**NOTICE INVITING QUOTATION**

College of Agriculture, Tripura invites Quotations from reputed supplier/ distributor/ dealers for **“1.5 Ton Air Conditioner”** under the **All India Coordinated Research Project on Kharif Pulses under ICAR – IIPR & Govt. of Tripura** at College of Agriculture, Tripura Lembucherra, West Tripura. The detailed specifications and others document is available in the webpage of College of Agriculture, Tripura, <http://coatripura.ac.in/> and at the office of the College of Agriculture, Tripura from 01.03.2025 to 15.03.2025 in all working days. **Last Date and time of submission of the Quotation is 15.03.2025 upto 1500 hrs IST** (Indian Standard Time) at College of Agriculture, Tripura only.

Sd/-  
(Prof. Debashish Sen)  
Principal  
College of Agriculture, Tripura

## SECTION – A

### GENERAL TERMS & CONDITIONS

1. The Bidders should have valid Trade License, PAN Card, GST Registration (certificate need to be furnished). The bidder must have filed its Income Tax Returns for the last 3 (three) Financial Years. Copy of Income Tax Returns for the last 3 (three) Financial Years need to be furnished.
2. Up-to date clearance certificate of Income Tax, GST etc. is to be submitted failing which the Quotation shall be treated as invalid and rejected.
3. No interest will be paid to the bidders on security deposit.
4. Quotations sent by **Registered Post/ Speed Post or Hand delivered** to the office of The Principal, College of Agriculture, Tripura, Agartala, P.O. Lembucherra-799210, West Tripura should reach on or before **15.03.2025 upto 1500 hrs IST**. Quotations received after the due date and time shall not be considered under any circumstances.
5. The warranty period should be 1 (one) year from the date of installation and successful initial operation of the machine. Within this 1 (one) year, bidder is responsible for necessary repairing etc. of the supplied product within 15 days of breakdown.
6. **MODE OF SUBMISSION OF BIDS**
  - i) Bidders should submit the quotation in single envelop along with technical specification and financial bids. Bids should be submitted within 15.03.2025 upto 1500 hrs IST at CAT.
  - ii) The Bidder shall follow 'Instruction to Bidders' in Section B.
7. Before the last date for submission of Bids, the bid Inviting officer may modify any of the Contents of the Bid Notice, Bid documents by issuing amendment/ Addendum/ corrigendum.
8. Any addendum/ amendments/ corrigendum issued by the bid Inviting officer shall be part of the bid Document and it shall be published in <http://coatripura.ac.in/>. However, College of Agriculture, Tripura, shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. **Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.**
9. To give prospective Bidders reasonable time to take an addendum / amendments / corrigendum into account in preparing their bids, the Bid Inviting Officer may extend, if necessary, the last date for submission of the bid.
10. During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon/arising out of any alleged misunderstanding/ misconceptions/ mistake for any reason will be entertained.
11. Over writing or use of correction fluid shall invite cancellation of Quotation papers.
12. **Payment:**
  - i) On successful completion of the work/ supply, bidder should place the corrected GST bill within 7 days for settlement. Final settlement of bill(s) is subject to availability of fund in College account (usually within 45 days after submission of bills).
  - ii) College will deduct IT and GST as per applicable rules of government guidelines.
  - iii) No advance payment shall be made including payments of handling charges/ service charges/ GST charges etc. under any circumstances to the bidder.
  - iv) All remittance charges will be borne by the bidder.
  - v) In case the bidder fails to execute the bidder within the specified time mentioned in the supply order, College of Agriculture, Tripura shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
13. **BID OPENING**
  - i) The Bid(s) will be opened on 15.03.2025 at 15:30 hrs IST at CAT.
  - ii) In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the NIQ will be opened on the next working day at the same time.
  - iii) **In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.**
  - iv) Based on the acceptance of technical specification and a comparative statement of financial bid will be prepared and placed to the LPC for acceptance.
14. **AWARD OF CONTRACT:**

The purchaser will award the contract to the bidder whose Quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price. The Principal, College of Agriculture, Tripura will award the contract to the qualified bidder.
15. **CORRUPT OR FRAUDULENT PRACTICES**

The Government requires that the bidders/ service providers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government defines the terms set forth below as follows:

- i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution and "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish in bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- ii) Government will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- iii) Government will blacklist / or debar an individual Service Provider/ firm/ organization, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
16. ADDRESS FOR COMMUNICATION:  
All the communications with respect to the Quotation shall be addressed to: The Principal, College of Agriculture, Tripura, Lembucherra, West Tripura, PIN-799210, Phone No. 0381 2865779, E-mail: [catagartala@gmail.com](mailto:catagartala@gmail.com).
17. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:  
College of Agriculture, Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.
18. ARBITRATION:  
The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.

**SECTION – B:**  
**INSTRUCTION TO BIDDER**

- i) Quotation documents may be downloaded from <http://coatripura.ac.in/>. Bidders need to go through the Quotation document where instructions are given.
- ii) Each bidder should quote 1 mentioned in SECTION-C.
- iii) Bidder shall download and carefully read all terms conditions and other contents of the NIQ. Duly signed and stamped downloaded NIQ has to be submitted with technical bid as a part of technical bid and as a proof of acceptance of all terms condition in the NIQ.
- iv) The bidders should follow time during bid submission.
- v) Each bidder shall submit only one bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the bidder.
- vi) For any sort of fraudulent practice or violation of instructions of this Quotation, the security deposit including interest (if any) will be forfeited without producing any chance/ reason to the bidder.
- vii) **The warranty period should be 1 (one) year from the date of supply of the machine. Within this 1 (one) year, bidder is responsible for necessary repairing etc. of the supplied product within 15 days of breakdown.**
- viii) **Copy of license to supply the mentioned machine.**
- ix) **Copy of company authorization (original)**
- x) **Detail specifications is given in SECTION C.**

**DOCUMENTS TO BE SUBMITTED OFFLINE**

Quotations are to be submitted in single folders, one in 'Technical Proposal & Financial Proposal before the prescribed date & time.

**Following Documents should be self-attested by the authorized signatory of the bidder and submitted with technical bid within mentioned period:**

- i) Duly signed copy of Incorporation / Registration Certificate of the Firm/ copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed/ Quotation fee relaxation certificate.
- ii) Every page duly signed NIQ as a token of acceptance of all the terms & condition of the entire Quotation document.
- iii) Duly signed copy of PAN Card and GST registration certificate and attested copies of the latest paid GST challans.
- iv) Duly signed copies of Income Tax Return of last three years.
- v) Copy of the filled Bidder's Information Sheet as per proforma given in Annexure – I along with copy of all relevant documents.
- vi) Duly filled in and signed copy of self- declaration and undertaking by the bidder as per Annexure-II.
- vii) Duly filled in and signed copy of Annual turnover certificate as per Annexure-III.
- viii) Duly signed company authorisation letter (if dealer) of the required product(s).
- ix) Latest, Original catalogue of the product(s) and complete technical data sheet.

**Note: If any of the above-mentioned documents is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as 'NOT**

**SECTION - C**  
**ITEM DESCRIPTION & SPECIFICATION**

SI No	Item	Specification	Quantity
1	Air Conditioner	<ul style="list-style-type: none"><li>• 1.5 ton</li><li>• 5 star BEE Rating</li><li>• Auto Restart</li><li>• Condenser Coil - Copper</li><li>• Cooling Capacity 4800 W (High Ambient)</li><li>• Compressor- BLDC Rotary</li><li>• Eco Friendly Refrigerant</li><li>• Turbo Colling</li><li>• Wide Voltage Range Operation</li><li>• Anti- Microbial and Air Filtration</li></ul>	1

**\*The Financial bids should quote the rate including all statutory deduction/Taxes (GST), freight charges including transport, loading unloading , installation charges & Service charges of the vendor and any other out of pocket expenses.**

**SECTION - D**

**ANNEXURE - I**

**SCHEDULE OF TECHNICAL BID  
(Bidder's Information)**

A. The technical bid should be submitted as follows:

<b>Sl. No.</b>	<b>Description</b>	<b>Name of Supporting details</b>	<b>Compliance (Yes/No) and Reference Page No of the Bid document</b>
1	Name & Address of the Bidder		
2	Name & Designation of the person Signing the bid		
3	Mobile no.		
4	PAN No.(Attach copy)		
5	GST No.(Attach copy)		
6	Trade License (Attach copy)		
7	Particulars of Registration with Government Body Organization)		
8.	Signed and sealed copy of this Quotation		
9.	Any other information		
10.	Legal Status of Bidder: Proprietary firm/ Ltd. company/ partnership firm/ Government Organization (Central/ State/ PSUs)		

B. Condition of prior turnover has been relaxed for Startups and Micro & Small Enterprises subject to meeting of quality and technical specifications.

I do hereby certify that the above-mentioned particulars are true and correct.

(Signature of the bidder with date)

Name:

Seal:



**DECLARATION AND UNDERTAKING BY THE BIDDER**

**To  
The Principal  
College of Agriculture, Tripura  
Lembucherra, West Tripura  
PIN-799210.**

**Sub: Self-declaration in respect of submission of bid for “Air Conditioner” for the All India Coordinated Research Project on Kharif Pulses under ICAR – IIPR & Govt. of Tripura.**

Dear Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in Quotation document referenced above.
2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/ agency/ company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.
4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 5 (five) years.

**(Signature of the bidder)**

**Name:**

**Seal:**

**Date:**

**Place:**

**TURNOVER CERTIFICATE**

In reference to NIQ No. \_\_\_\_\_ dated \_\_\_\_\_ of Principal, College of Agriculture, Tripura, I/We hereby confirm and certify that during the financial FY- 2021-22 (i.e. for the year ended 31<sup>st</sup> March,2022), FY-2022-23 (i.e. for the year ended 31<sup>st</sup> March, 2023) and FY-2023-24 (i.e. for the year ended 31<sup>st</sup> March, 2024) the Turnover/Gross Receipt of my/our firm/companyM/s\_\_\_\_\_,Office \_\_\_\_\_ Address: \_\_\_\_\_ as per Income Tax Return (ITR) from outsourcing manpower services are as follows-

1. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply for the FY: 2021-22  
Rs. \_\_\_\_\_(Rupees \_\_\_\_\_) only.
  
2. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply for the FY: 2022-23  
Rs. \_\_\_\_\_(Rupees \_\_\_\_\_) only.
  
3. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply 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 average annual turnover of Rs. 5 lakh from outsourcing laboratory setup and /or laboratory instruments supply. Copy of ITR for last three financial years is enclosed with this certificate.

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

Place: \_\_\_\_\_

Yours Faithfully

Date: \_\_\_\_\_

(Signature of the Bidder with Official Seal)