

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

TENDER DOCUMENT

Construction of Modular Drawer, Shelf & Drawer

Under
Department of Agronomy
at

College of Agriculture, Tripura
Lembucherra, West Tripura

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

No- F. 4(19)-CAT/AGRO(Tender)/2025

Dated

NOTICE FOR INVITING TENDERS
(Single Stage Two Envelope Bidding)

Notice Inviting Tender (NIT) for Construction of Modular Drawer, Shelf & Drawer in the Dept. of Agronomy, Soil Science and Plant Pathology, CAT, Lembucherra, West Tripura.

Schedule of Events

Tender No. & Date	No- F. 4(19)-CAT/AGRO(Tender)/2025 Dated
Tender Fee	Rs. 500/- (Rupees five hundred only). The Tender Fee (TF) that will be paid is Non-Refundable.
Tender Value	Tentatively Rs. 1,99,000/- (Rupees One Lakh Ninety-nine Thousand) only.
Security Deposit	5% of the quoted price. Only successful bidder should deposit the Security Deposit in the form of D-Call / FD / DD / Banker's Cheque
Date of Publication of NIT	01.03.2025
Brief Description of the Work	Modular Drawer, Shelf & Drawer at Department of Agronomy, CAT, Lembucherra, West Tripura.
Period for submission of Bidding Documents	15 (fifteen) days from the date of publication of NIT i.e. 01.03.2025 to 15.03.2025
Technical Bid Opening Date & Time	AT 0330 hrs IST of 15.03.2025
Financial Bid Opening Date & Time	After completion of Technical Bid Evaluation
Place of Opening bids	College of Agriculture, Tripura, Lembucherra, West Tripura
Selection Process	Only technically successful bidders are allowed for financial bid opening.
Details of Contact Person for clarifications	Dr. Utpal Giri, Asstt. Prof. (Agronomy), 6033195924
Cost of Tender Document	Nil
Officer Inviting Bids	Principal, College of Agriculture, Tripura, Lembucherra,
Bid Validity Period	<ul style="list-style-type: none"> • Atleast for 1 year from the date of work order. It may extend subject to satisfaction and negotiation for both the party as per existing terms and conditions. • The successful bidder cannot transfer the work to any other party subsequently. • Other details can be seen in the NIT document.
Mode of Tender Submission	Offline at the premises of College of Agriculture, Tripura only
Tendering	The bid document shall be available in the webpage of College of Agriculture, Tripura, http://coatripura.ac.in/

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

**Govt. of Tripura
College of Agriculture, Tripura**

No- F. 4(19)-CAT/AGRO(Tender)/2025

Dated

NOTICE INVITING TENDERS

College of Agriculture, Tripura invites offline tenders reputed dealers/ suppliers/company/ contractor for Construction of Modular Drawer, Shelf & Drawer at Department of Agronomy, Soil Science and Plant Pathology CAT, Lembucherra, West Tripura at College of Agriculture, Lembucherra, West Tripura. The bid document is available in the webpage of College of Agriculture, Tripura, <http://coatripura.ac.in> from 01.03.2025 to 15.03.2025 in all working days. **Last Date and time of submission of the tender is 15.03.2025 upto 03.00 hrs IST (Indian Standard Time) at College of Agriculture, Tripura only.**

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

CONTENTS OF THE TENDER DOCUMENT

The Tender document comprises of the following:

SECTION – A: INTRODUCTION

SECTION – B: GENERAL TERMS & CONDITIONS FOR CONSTRUCTION OF Modular Drawer, Shelf & Drawer AT DEPARTMENT OF AGRONOMY, Soil Science and Plant Pathology, CAT, LEMBUCHERRA, WEST TRIPURA.

SECTION – C: INSTRUCTION TO BIDDER

SECTION – D: ITEM DESCRIPTION AND RATE QUOTATION

SECTION – E: SCHEDULE OF TECHNICAL BID (Bidders Information)

SECTION – A: INTRODUCTION

Validity of Notice Inviting Tender

1. Valid for a period not less than 120 days after the deadline specified for submission of bids.

Scope of Work

2. Construction of Modular Drawer, Shelf & Drawer with validity for one year in the Department of Agronomy, Soil Science and Plant Pathology, College of Agriculture, Tripura.

Finalization of the bid

3. Only technically successful bidders are allowed for financial bid opening.

SECTION – B

GENERAL TERMS & CONDITIONS FOR Construction of Modular Drawer, Shelf & Drawer with validity for one year in the Department of Agronomy, Soil Science and Plant Pathology, CAT, Lembucherra, West Tripura.

1. The Bidders should have valid documents for the above mentioned work. Bidder should have a valid PAN Card, GST Registration (certificate need to be furnished). The bidder must have filed its Income Tax Returns for the last 1 (one) Financial Years. Copy of Income Tax Returns for the last 1 (one) Financial Year need to be furnished.
2. The participating bidders have to pay an amount of Rs. 500/ (Rupees five hundred only) as Tender Fee. The Tender Fee (TF) that will be paid is Non-Refundable.
3. **Tender Fee/ Earnest Money Deposit/Security Deposit for the Bid:**

a. Tender Fee **Rs.500/-** (non-refundable) has to be submitted in the form of **Cheque (Non refundable) on any Nationalized Bank/ Scheduled Bank** having branch at Agartala duly pledged in favour of the Asstt. Professor & DDO, CAT, Lembucherra.

b. An Earnest Money Deposit (EMD) is not required.

c. Up-to date clearance certificate of Income Tax, GST etc. is to be submitted failing which the tender shall be treated as invalid and rejected.

d. Tenders sent by **Registered Post/ Speed Post or Hand** delivered to the office of Principal, College of Agriculture, Tripura, Agartala, P.O. Lembucherra-799210, West Tripura should reach within 15.03.2025 at 3:00 P.M. Tenders received after the due date and time shall not be considered under any circumstances.

4. **Performance Security Deposit:**

a. Only the successful bidder should deposit the security deposit of 5% of his quoted price in the form of DD/ D-Call/ FD/ Banker's Cheque in favour of the **Asstt. Professor & DDO, College of Agriculture, Tripura, Lembucherra, Tripura** before or along with the item(s) i.e. during the supply of the product(s) for a period of 01(one) year. Without submission of security deposit, the bill(s) will not be processed. After 01(one) year the security deposit will be returned through an application from the bidder subject to existence of no complain in favour of the bidder.

b. In the event of breach/violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the Performance Bank Guarantee, part/whole (as per decision of the Authority), will be forfeited from the guarantor.

c. The Performance Security will be released as per Banking protocol on completion of the successful execution of the task

5. **AWARD OF CONTRACT:**

a. The purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated quoted price. **Principal, College of Agriculture, Tripura** will award the contract to the qualified bidder who has submitted Performance Bank Guarantee by publishing the Award of Contract in the Tripura Tender portal and the same will be sent by registered letter to the successful bidder.

b. Failure to supply the materials as specified in Section-D, (1) at Department of Horticulture, **College of Agriculture, Tripura** within period mentioned in the Award of Contract, shall entail forfeiture of the Earnest Money deposit. Under special circumstances the period for supply of materials may be extended.

c. The written agreement between the bidder and the Principal, College of Agriculture, Tripura shall be the foundation of the rights and obligations to both the parties. The contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the Principal, College of Agriculture, Tripura.

6. Only successful bidder should deposit the Security Deposit of Rs. 5% of the quoted price in the form of D-Call / FD / DD/ Banker's Cheque for the entire contract period.

7. No interest will be paid to the bidders on Security Deposit submitted.

8. Security Deposit of the bidder may be forfeited if any false Declaration/Claims made by the bidder.

9. The tender is valid for a period of one(1) year from the date of work order, which can be extended further on mutual agreement as per the existing terms and conditions. The College also reserves the right to terminate the contract, at any time during the contract period by giving 30 days notice to the Bidder.

10. **MODE OF SUBMISSION OF BIDS:**

i) Separate submission of Technical and Financial bids within 15.03.2025. upto 0300 hrs IST at CAT.

ii) The Bidder shall follow 'Instruction to Bidders' in Section C.

iii) 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. **Payment:**

- i) On successful completion of the work, 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, 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.

16. BID OPENING

- i) The technical Bid(s) will be opened at 0330 hrs IST on 15.03.2025.
- 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 NIT will be opened on the next working day at the same time.
- v) Once the Technical Bid(s) accepted, the Financial Bids of the vendors (whose Technical Bids has been accepted) shall be opened. College authority reserves the technical and financial bid evaluation report as legal documents and circulate on official demand/ instructions only.
- vi) In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

17. EVALUATION OF TECHNICAL & FINANCIAL BID

The purchaser will evaluate and compare the tenders determined to be substantially responsive i.e. which:

- a) are properly signed and
- b) conform to the terms and conditions and specifications

18. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the submitted security deposit, part/whole (as per decision of Principal, College of Agriculture, Tripura), will be forfeited from the guarantor.

19. The EMD will be released by the Drawing & Disbursing Officer, College of Agriculture, Tripura on completion of the successful execution of the task, if any.

20. AWARD OF CONTRACT

- i) Principal, College of Agriculture, Tripura will award the contract to the qualified bidder.
- ii) The written agreement between the bidder and the Principal, College of Agriculture, Tripura shall be the foundation of the rights and obligations to both the parties. The contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the Principal, College of Agriculture, Tripura.

21. 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.

22. ADDRESS FOR COMMUNICATION:

All the communications with respect to the tender shall be addressed to: The Principal, College of Agriculture, Tripura, Lembucherra, West Tripura, PIN-799210, Phone No. 0381 2865779, E-mail: catagartala@gmail.com.

23. 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.

24. 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 – C:
INSTRUCTION TO BIDDER**

- i) Tender documents may be downloaded from <http://coatripura.ac.in/>. Bidders need to go through the tender document where instructions are given.
- ii) Bidder shall download and carefully read all terms conditions and other contents of the NIT. Duly signed and stamped downloaded NIT 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 NIT.
- iii) Financial bid is to be submitted separately with technical bid within the time period of the NIT.
- 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 (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.
- vi) Only successful bidder should deposit the Security Deposit of Rs. 5% of the quoted price in the form of D-Call / FD / DD/ Banker's Cheque.
- vii) For any sort of fraudulent practice or violation of instructions of this tender, the security deposit including interest (if any) will be forfeited without producing any chance/ reason to the bidder.
- viii) **Construction of Modular Drawer, Shelf & Drawer as per requisite description given in SECTION D.**

DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID

Tenders are to be submitted in two folders, one in 'Technical Proposal (Cover-I)' & the other is 'Financial Proposal (Cover-II)' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

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

- i) **Copy of Incorporation / Registration Certificate** of the Farm/ Copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed.
- ii) **NIT** as taken of acceptance of all the terms & condition of the entire tender 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 one year.
- vi) Copy of the **filled Bidder's Information Sheet as per proforma** given in **Declaration as per Annexure – II** along with copy of all relevant documents.
- vii) Preference will be given to the firm who has already made civil works at CAT. Copy of old work order (s) should be enclosed.

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 - D
ITEM DESCRIPTION AND RATE QUOTATION

Sl. No.	Description	Specification	Quantity	Cumulative Rate (in Rs.) (Rate should includes all points mentioned in specification and GST)
1	Modular Drawer, Shelf & Drawer including labour wages	<ol style="list-style-type: none"> 1. Size of the Drawer – height 2 ft 10.5 inch, length – 17 ft 6 inch, width -2 ft 7.5 inch – outside of the rake 2. Made of good quality ply and micas 3. Portable rake – height 7 ft, length – 1 ft 7 inch, width -1 ft 7 inch , number - 5 4. Inside wall – Ht -2 ft 8”; Length – 3 ft of 2 sides; door – 3ft 8” with lock number - 3 5. Labour wages 	In 3 departments	

*Bidder should keep same service charge on the above mentioned list. No deviation in item wise service charge is allowed.

SECTION - E**ANNEXURE - I****SCHEDULE OF TECHNICAL BID
(Bidder's Information)**

A. The technical bid should be submitted as follows:

Sl. No.	Description	Name of Supporting details	Compliance (Yes/No) and Reference Page No of the Bid document
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	Details of Experience (Attach Documents as per desire)		
8.	Signed and sealed copy of this tender		
9.	Any other information		
10.	Legal Status of Bidder: Proprietary firm/ Ltd.		

	company/ partnership firm/ Government Organization (Central/ State/ PSUs)		
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B. Condition of prior turnover and prior experience 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:

Annexure -II

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 Construction of Modular Drawer, Shelf & Drawer in Department of Agronomy in the College of Agriculture, Tripura”.

Dear Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.
2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves 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: