

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

**TENDER DOCUMENT**

For repairing of Fire Extinguisher

for

the STORE

at

College of Agriculture, Tripura  
Lembucherra, West Tripura

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

19(2)-CAT/STORE(Non-CON)/2024

Dated \_\_\_\_/\_\_\_\_/2025

**NOTICE FOR INVITING TENDER**  
**(Single Stage two Envelop Bidding)**

**Notice Inviting Tender (NIT) for repairing and re-filling of all fire extinguisher at CAT, Lembucherra, West Tripura.**

**Schedule of Events**

Tender No. & Date	19(2)-CAT/STORE(Non-CON)/2024 <b>Date:</b> publication date in local daily.
Tender Fee	Rs.500/-(Rupees five hundred only) in <b>account transfer only with signed transaction copy along with Bid document</b> . The Tender Fee (TF) that will be paid is Non-Refundable.
Tender Value	Tentatively Rs. 2,00,000/- (Rupees two lakhs ) only.
Date of Publication of NIT	On the date of Publication in newspaper
Brief Description of the Work	Repairing and re-filling of all types of <b>FIRE EXTINGUISHER</b> at College of Agriculture, Tripura, Lembucherra, West Tripura
Period for submission of Bidding Documents	<b>Upto 1500 hrs IST of 25.07.2025 day after publication of NIQ in newspaper at College of Agriculture, Tripura (CAT)</b>
Bid Opening Date & Time	<b>AT 1530 hrs IST of 25.07.2025 day after publication of NIQ in newspaper at College of Agriculture, Tripura (CAT)</b> . Technically accepted bidder is allowed for opening of Financial bid.
Place of Opening bids	College of Agriculture, Tripura, Lembucherra, West Tripura
Selection Process	Technically accepted, financially L1 bidder is allowed to execute the work .
Details of Contact Person for clarifications	Dr. Niladri Paul, Asstt. Prof. (Soil Science)
Cost of Tender Document	Nil
Officer Inviting Bids	Principal, College of Agriculture, Tripura, Lembucherra,
Bid Validity Period	<ul style="list-style-type: none"> <li>Atleast 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 NIT document.</li> </ul>
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, <a href="http://coatripura.ac.in/">http://coatripura.ac.in/</a>
Important Instruction	Successful bidder should deposit 10% of his quoted price in the form of <b>account transfer only</b> in favour of College of Agriculture, Tripura as <b>SECURITY DEPOSIT</b> for a period of 2 year (as warranty) from the date of delivery of re-filled products. Without security deposit bill(s) are not settled.

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

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

No.F. 19(2)-CAT/STORE(Non-CON)/2024

Date: \_\_\_\_/\_\_\_\_/2025

**NOTICE INVITING TENDER**

College of Agriculture, Tripura invites offline tender for repairing and re-filling of all types of fire extinguishers. The bid document are available in the webpage of College of Agriculture, Tripura, <http://coatripura.ac.in/>. **Last Date and time of submission of the quotation is 25.07.2025 upto 1500 hrs IST (Indian Standard Time) at College of Agriculture, Tripura only.**

Sd/-  
(Prof. Debashish Sen)  
Principal

**SECTION – A**  
**GENERAL TERMS & CONDITIONS**

1. The NIT is valid for a period not less than 120 days after the deadline specified for submission of bids.
2. 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.
3. The participating bidders have to pay an amount of **Rs. 500/-** (Rupees five hundred only) as **Tender Fee in the form of account transfer only with signed transaction copy along with Bid document**. The Tender Fee (TF) that will be paid is Non-Refundable. For exempting tender fee, appropriate Govt. order should be included in the technical bid.
4. The warranty period should be 2 (two) year from the date of delivery of the re-filled items. Within this 2 (two) year, bidder is responsible for necessary repairing etc. of the supplied product. **The security deposit has been kept for 2 (two) years.**
5. **MODE OF SUBMISSION OF BIDS**
  - i) Bid should be submitted along with all documents within the mentioned period, physically at College of Agriculture, Tripura.
  - ii) The Bidder shall follow 'Instruction to Bidders' for submission of on-line bid.
  - 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.
6. 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.
7. 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.**
8. 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.
9. 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.
10. Over writing or use of correction fluid shall invite cancellation of tender papers.
11. **Payment:**
  - i) On successful delivery of item(s) at college (FOR), bidder should place the corrected GST bill **including security deposit (10% of bidding amount)** within 7 days for settlement. **Fractional bill is preferable.** Final settlement of bill(s) is subject to availability of fund in College account.
  - 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.
12. **BID OPENING**
  - i) Technical Bid(s) will be opened at 1530 hrs IST of 25.07.2025.
  - 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 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.
13. **EVALUATION OF TECHNICAL & FINANCIAL BID**
  - i) Technical & Financial bids will be evaluated by the Tender Evaluation Committee (TEC) to be formed for the purpose by the College of Agriculture, Tripura.
  - ii) The TEC constituted by the College of Agriculture, Tripura, shall evaluate the technical bids to determine whether the bids received are complete, having required specification of the mentioned

instruments (**SECTION C**), the documents have been properly signed and the bids are generally in compliance with clauses of the NIT. Decision of the Committee will be final in this regard.

iii) The TEC shall evaluate the Technical Proposal as per the response to the NIT and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected.

iv) The TEC may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the TEC. And in case of failure to do so the bidder may be considered disqualified.

v) Subject to technical evaluation and acceptance of the offers in the bids by TEC, financial bids will open. **Financially L<sub>1</sub> of the technically cleared bidder is accepted for supplying the instruments.**

vi) Even after opening of financial bid, till completion of the entire engagement process including period of agreement, if it is found that any information or certificates produced by the bidder is false or tampered, the e-Tender Inviting Authority 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.

xii) The TEC reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.

14. 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 EMD as security deposit, part/whole (as per decision of Principal, College of Agriculture, Tripura), will be forfeited.

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 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 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](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) Tender documents may be downloaded from <http://coatripura.ac.in/> . Bidders need to go through the tender document where instructions are given.
- ii) Only **AUTHORISED fire extinguisher sales and servicing proprietor(s)** should quote for mentioned items in SECTION D.
- iii) 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.

- iv) Financial bid is to be submitted separately with technical bid within the time period of the NIT.
- v) The bidders should follow time during bid submission.
- vi) 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.
- vii) The warranty period should be 2 (two) year from the date of delivery of the fire extinguishers. Within this period, bidder is responsible for necessary repairing etc. of the supplied product.
- viii) **Successful bidder should deposit 10% of his quoted price through account transfer to College of Agriculture, Tripura as SECURITY DEPOSIT for a period of 2 year from the date of delivery of product(s). Without security deposit, clearances from the Department as well as bill(s) are not settled.**
- ix) **List of required Instruments with specifications is given in SECTION C.**

#### DOCUMENTS TO BE SUBMITTED OFFLINE

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) Fire extinguisher company authorisation letter.
- ii) Copy of license to sale, servicing of fire extinguisher in Tripura.
- iii) Duly signed copy of Incorporation / Registration Certificate of the Firm/ copy of the relevant ownership deeds e.g. Proprietorship/ Partnership Deed/ tender fee relaxation certificate.
- iv) Every page duly signed NIT as taken of acceptance of all the terms & condition of the entire tender document.
- v) Duly signed copy of PAN Card and GST registration certificate and attested copies of the **latest** paid GST challans.
- vi) Duly signed copies of Income Tax Return of last years.
- vii) Copy of the filled Bidder's Information Sheet as per proforma given in Declaration as per Annexure – I along with copy of all relevant documents.
- viii) **Experience certificate (Govt. supply only) of last 5-7 years.**
- ix) Duly filled in and signed copy of section D and Annexure.

**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 (FINANCIAL BID)

#### ITEM DESCRIPTION

Sl No	Item	Quantity*	Rate per item (Rs.)	Tentative amount (Rs.)
1	Refilling of ABC store pressure type fire extinguisher (5kg) (if repairable)	10		
2	Refilling of ABC store pressure type fire extinguisher (9kg) (if repairable)	10		
3	Refilling of ABC store pressure type fire extinguisher (10kg) (if repairable)	32		
4	Refilling of water type fire extinguisher (9 LTR) (if repairable)	15		
5	Refilling of CO <sub>2</sub> type fire extinguisher (4.5kg) (if repairable)	34		
6	Hydrotest of CO <sub>2</sub> cylinder (4.5kg) (if repairable)	34		
	Total (Rs.)			

**\*Quantity may increase or decrease subject to condition of the existing fire extinguishers and rate.**

**DULY FILLED 'SECTION C' SHOULD BE SUBMITTED IN THE ENVELOP OF FINANCIAL BID ONLY**

**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	Details of Experience (Govt. supply) (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)		

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 for “repairing and re-filling of fire extinguishers 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:**