

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

TENDERDOCUMENT

**REPAIRING, EXTENSION AND FABRICATION OF
LABORATORY WORK TABLE**

In

Department of Agronomy

at

College of Agriculture Tripura
Lembucherra, West Tripura

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

4(19)-CAT/AGRO(TENDER)/2025

NOTICE FOR INVITING TENDERS
(Single Stage Two Envelope Bidding)

Notice Inviting Tender (NIQ) for Fabrication of Laboratory work-table in Dept of Agronomy, College of Agriculture Tripura, Lembucherra, West Tripura.

Schedule of Events

Tender No.	4(19)-CAT/AGRO(TENDER)/2025
Tender Fee	Rs.500/- (Rupees five hundred only) in SBI AC No-36420611563, IFSC-SBIN0016016 The Tender Fee (online) that will be paid is Non-Refundable.
Tender Value	Tentatively Rs. 1,99,000/- (Rupees One Lakh Ninety-nine Thousand only)
Earnest Money Deposit	NIL
Security Deposit	3% 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 NIQ	07.03.2026
Brief Description of the Work	Repairing, extension and fabrication of Laboratory work-table in Dept of Agronomy, College of Agriculture Tripura, Lembucherra, West Tripura.
Period for submission of Bidding Documents	10 (ten) days from the date of publication of NIQ i.e. 07.03.2026 to 16.03.2026 upto 01:00PM
Technical Bid Opening Date & Time	At 03:30 hrs IST of 16.03.26
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. Debashree Saha, Asst. Prof. (Agronomy), 9774608785
Cost of Tender Document	Nil
Officer Inviting Bids	Principal, College of Agriculture, Tripura, Lembucherra,
Bid Validity Period	<ul style="list-style-type: none"> • At least for 1 year from the date of work order. It may extend subject to satisfaction and negotiation for both parties 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 NIQ 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/

Principal & Director
College of Agriculture, Tripura

Govt. of Tripura
College of Agriculture, Tripura

4(19)-CAT/AGRO (TENDER)/2025

NOTICE INVITING QUOTATION

College of Agriculture, Tripura invites offline tenders in favour of reputed constructor/firm for Repairing, extension and fabrication of Laboratory working table in Dept. of Agronomy, College of Agriculture, Tripura, Lembucherra, West Tripura. The bid document is available on the webpage of College of Agriculture, Tripura, <http://coatripura.ac.in/> from 07.03.2026 to 16.03.2026 in all working days. **Last Date and time of submission of the tender is 16.03.2026 upto 01.00** hrs IST (Indian Standard Time) at College of Agriculture, Tripura only.

Sd/-
(Prof. Debashish Sen)
Principal & Director,

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 FABRICATION OF LABORATORY WORKING TABLE IN DEPT. OF AGRONOMY, COLLEGE OF AGRICULTURE, TRIPURA, 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. Fabrication of Laboratory Work Table with validity for one year in the Department of Agronomy, 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 Fabrication of Laboratory work table at Department of Agronomy, CAT, Lembucherra, West Tripura.

1. The Bidder should have valid License. The 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 3(three) Financial Years. Copy of Income Tax Returns for the last 3(three) Financial Years need to be furnished.
2. **TENDER FEE:**
 - a) The participating bidders **must pay an amount of Rs. 500/- (Rupees five hundred only) as Tender Fee** paid online in SBI AC No-36420611563, IFSC-SBIN0016016. The details of online payment must be submitted.
 - b) **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.
3. **PERFORMANCE SECURITY DEPOSIT:**
 - a) Only the successful bidder should deposit the **security deposit of 3% of the quoted price** in the form of DD/D-Call/FD/Bank guarantee in favour of **Asstt. Professor & DDO, College of Agriculture, Tripura**, before initiation of the work and it will be kept 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 complaint 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.
4. 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.
5. **Tender submission by hand only to the office of Principal, College of Agriculture, Tripura, Agartala, P.O. Lembucherra-799210, West Tripura on or before 16.03.2026 01:00PM.** Tenders received after the due date and time shall not be considered under any circumstances.

6. AWARD OF CONTRACT:

- a) Technically successful bidders are allowed for financial bid evaluation. Financially L1 bidder is allowed to execute the work as per specification specified at Section-D of this NIQ.
- b) Failure to complete the work as specified in Section-D, (1) **within 15 days after receiving the work order**, shall entail forfeiture of the Security 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. **The contract or is responsible for repairing any damage without any extra fund from college within 3 years after completion of the work.**

7. Only successful bidder should deposit the Security Deposit of 2% of the quoted price in the form of D-Call/FD/DD/Banker's cheque for the entire contract period.

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

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 the mentioned period, published in the Newspaper.

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 funds in College account (usually within 45 days after submission of bills).

ii) **Every participating supplier/contractor has to mandatorily disclose the bank account number which is linked with the GSTIN at the time of Bid submission. No payment shall be released by the government department/agency to any other bank account except the one linked with the GST registered number of the successful bidder.**

iii) College will deduct IT and GST as per applicable rules of government guidelines.

iv) No advance payment shall be made including payments of handling charges/ service charges/ GST charges etc. under any circumstances to the bidder.

v) All remittance charges will be borne by the bidder.

vi) 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 **03.30 hrs IST on 16.03.2026.**

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.

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 circulates 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. AWARD OF CONTRACT

- i) Principal & Director, 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.

20. CORRUPTOR 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 processor in contract execution and "Fraudulent practice" means a misrepresentation off acts in order to influence a procurement processor 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 in definiQely 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.

21. ADDRESSFORCOMMUNICATION:

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.

22. RIGHTTOACCEPTANYBIDANDTOREJECTANYORALLBIDS:

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.

23. 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/>. Bidder needs 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 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.
- iii) Financial bid is to be submitted separately with technical bid within the period of 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 (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, **2% of his 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) **Fabrication of Laboratory work table 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 Firm/Copy of the relevant ownership deeds e.g. Proprietorship/Partnership Deed.
- ii) **NIQ** 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 copy of Income Tax Return** of last one year.
- v) Copy of the **filled Bidder's Information Sheet as per pro-forma** given in **Declaration as per Annexure-II** along with copy of all relevant documents.
- vi) Preference will be given to the firm who has already made civil works at CAT successfully. Copy of old work order(s) should be enclosed.

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

**SECTION-D
ITEM DESCRIPTION AND RATE
QUOTATION**

Sl. No.	Description	Specification/quantity	Cumulative Rate (Rs.) (Rate should includes all points mentioned in specification and GST)
1	Repairing, extension and fabrication of Laboratory work table (Plywood, Colour Formica and Granite Stone)	Total Length=33' Height = 3' with Depth = 2.5' Drawer = 7 Basin - 2 nos.	

*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/contract or 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)		

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 repairing, extension and fabrication of Laboratory Work Table Dept. of Agronomy, 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 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 lawsuits 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 years FY-2023-24 (i.e. for the year ended 31st March, 2024), FY-2024-25 (i.e. for the year ended 31st March, 2025) and FY-2025-26 (i.e. for the year ended 31st March, 2026), the Turnover/Gross Receipt of my/our firm/company M/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: 2023-24 Rs. _____ (Rupees _____) only.
2. Turnover/ Gross receipts from outsourcing laboratory setup and/or laboratory instruments supply for the FY: 2024-25 Rs. _____ (Rupees _____) only.
3. Turnover/ Gross receipts from outsourcing laboratory setup /repairing, extension and fabrication of laboratory work table supply for the FY: 2025-26 Rs. _____ (Rupees _____) only.

I/We also confirm that turnover/Gross Receipt of the firm/company M/S _____, Address: _____ during FY: 2023-24, 2024-25 and 2025-26 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 Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full Earnest Money Deposit (EMD).

Place:

Yours Faithfully

Date:

(Signature of the Bidder with Official Seal)

Annexure-IV

**PERFORMANCE SECURITY BOND FORM
(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)**

**To
The Drawing & Disbursing Officer,
College of Agriculture, Tripura,
Government of Tripura**

WHEREAS.....(name and address of the agency)
(hereinafter called "the agency") has undertaken, in pursuance of contract no.....
dated.....to provide services as Authorized Agent (description services) (herein after called
"the contract")

AND WHEREAS it has been stipulated by you in the said contract that the Service Provider shall furnish
you with a bank guarantee by a Nationalized Public Sector Scheduled Commercial Bank recognized by you for the
sum specified there in as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the
agency, up to a total of(amount of the guarantee in words and figures), and we undertake to pay
you, upon your first written demand declaring the agency to be in default under the contract and without cavil or
argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to
prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us
with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be
performed there under or of any of the contract documents which may be made between you and the agency
shall in any way release us from any liability under this guarantee and we hereby waive notice of any such
change, addition or modification.

This guarantee shall be valid until the..... day of... 2026

Name of Bank:

Branch:

Address:

Phone No.:

(Signature of the authorized officer of the Bank)

Name, Designation & Code No:

Date:

Seal: