

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

**TENDER DOCUMENT**

Supply of Modular Tables for Central Library

College of Agriculture, Tripura  
Lembucherra, West Tripura

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

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

**Notice Inviting Tender (NIT) for Supply of Modular Tables at Central Library, College of Agriculture, Tripura, Lembucherra, West Tripura.**

**Schedule of Events**

|  |  |
|--|--|
| Tender No. & Date                            | File No.: 3 (16) CAT / AEC (Library)/ 2024<br>Date: Publication date in local daily.   |
| Tender Fee                                   | Rs.500/- (Rupees five hundred only) in <b>SBI AC No-36420611563, IFSC-SBIN0016016</b> . The Tender Fee (online) that will be paid is Non-Refundable.   |
| Tender Value                                 | Tentatively Rs. <b>2,00,000/- (Rupees Two Lakhs only)</b>  |
| Earnest Money                                | Each Tender should be accompanied with Earnest Money of <b>Rs. 6,000/- (Rupees Six Thousand only)</b> being 3.0 per cent of the estimated cost in the shape of "Deposited at Call" or Demand Draft with 90 days validity from the date of publication of Tender by any Nationalized Bank / Scheduled Bank having branch at Agartala. |
| Security Deposit                             | 3.0 % 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                   | On the date of publication in newspaper  |
| Brief Description of the Work                | Supply of Modular Tables for College of Agriculture, Tripura, Lembucherra, West Tripura.   |
| Period for submission of Bidding Documents   | AT 15:00 hrs IST of 21 <sup>st</sup> day after publication of NIT in newspaper at College of Agriculture, Tripura.   |
| Technical Bid Opening Date & Time            | AT 15:30 hrs IST of 21 <sup>st</sup> day after publication of NIT in newspaper at College of Agriculture, Tripura. If the day of opening falls on holiday then the same will be open on the next working day.  |
| 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. Durga Prasad Awasthi (Plant Pathology), 8787686985   |
| Cost of Tender Document                      | Nil  |
| Officer Inviting Bids                        | Principal, College of Agriculture, Tripura, Lembucherra,   |
| Bid Validity Period                          | At least 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.<br>The successful bidder cannot transfer the work to any other party subsequently.<br>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, <a href="http://coatripura.ac.in/">http://coatripura.ac.in/</a>   |

**Principal,  
College of Agriculture, Tripura**

**Govt. of Tripura**  
**College of Agriculture, Tripura**  
File No.: 3 (16) CAT / AEC (Library)/ 2024

**NOTICE INVITING TENDER**

College of Agriculture, Tripura invites offline tenders in favour of reputed constructor or firm for supply of **Modular Tables, at Central Library, College of Agriculture, Tripura, Lembucherra, West Tripura**. The bid document is available in the webpage of College of Agriculture, Tripura, <http://coatripura.ac.in/>. Last Date and time of submission of the Tender is **21<sup>st</sup> day** from the date of publication of this NIT in local daily and upto 15:00 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 MODULAR TABLES AT CENTRAL LIBRARY, 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. Modular Tables, with validity for one year at Central Library, 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 CUSTOMIZED TABLES AT CENTRAL LIBRARY, COLLEGE OF AGRICULTURE, TRIPURA, 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/ Earnest Money Deposit/Security Deposit for the Bid:**

a. The participating bidders have to 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. 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.

b. Each Tender should be accompanied with Earnest Money of Rs. 6,000/- (Rupees Six Thousand only) being 3.0 per cent of the estimated cost in the shape of "Deposited at Call" or Demand Draft with 90 days validity from the date of publication of Tender by any Nationalized Bank / Scheduled Bank having branch at Agartala duly pledged in favour of Asstt.Professor & DDO, CAT, Lembucherra, Tripura. 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.

c. Tender submission by **Hand** only to the office of Principal, College of Agriculture, Tripura, Agartala, P.O. Lembucherra-799210, West Tripura at 15:00 hrs IST of 21<sup>st</sup> day after publication of NIT in newspaper. Tenders received after the due date and time shall not be considered under any circumstances.

**3. Performance Security Deposit:**

a. Only the successful bidder should deposit the security deposit of **3.0 % of his quoted price** in the form of DD/D-Call/FD/Banker's cheque 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 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.
4. Every participating supplier or contractor must disclose the bank account number which is linked with their GSTIN at the time of bid submission. No payments shall be released by the College to any other bank account except the one linked with the GST registered number of the successful bidder.

**5. AWARD OF CONTRACT:**

- a. The technically successful bidders are allowed for financial bid evaluation. Financially L<sub>1</sub> bidder is allowed to execute the work as per specification specified at Section – D of this NIT.
- b. Failure to completion of 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 contractor is responsible to repair any damage without any extra fund from college within 3 years after completion of the work.**

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

**8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

**13. 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.

**14. BID OPENING**

- i) The technical Bid(s) will be opened at AT 15:30 hrs IST of 21<sup>st</sup> day after publication of NIT.
- 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.

#### **15. 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

16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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, e-mail: [catagartala@gmail.com](mailto:catagartala@gmail.com).

#### **20. 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.

#### **21. 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 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, 3.0 % 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) Modular Tables for Central Library 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) **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 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 than he/she shall prepare a PDF Document containing the remark as 'NOT.'**

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

| Sl No | Description                        | Specification/<br>quantity   | <b>Cumulative Rate (Rs.)</b> (Rate should include all points mentioned in specification and GST) |
|-------|------------------------------------|--|--|
| 1     | Modular Tables : 8 (eight) numbers | 8 (eight) numbers of modular tables will be purchased. Fabrication of 4 feet x 8 feet reading table. Installation of 19 mm green plywood Top with High Gloss Laminate mica (0.8 mm), wooden Edge Banding with Installation of partition with edge moulding. Providing foot rest and provision for LED Light, power supply etc. for all the readers. Cladding of laminated board on sides and also along the length to lessen disturbance to the persons on either side of the table. |  |

\*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:

| <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/contractor 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:<br>Proprietary firm/ Ltd.<br>company/ partnership firm/<br>Government Organization<br>(Central/<br>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 Modular Tables at Central Library, College of Agriculture, Tripura, Lembucherra, West 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:**