

Govt. of Tripura  
Department of Agriculture and Farmers' Welfare  
Deputy Director of Horticulture.  
West District, Agartala, Tripura.

**Bid Document of e-tender for**

Supply of Arecanut Seedlings

Govt. of Tripura  
Department of Agriculture and Farmers' Welfare  
Deputy Director of Horticulture.  
West District, Agartala, Tripura.

**No. F.4 (1)-H&SC/DDH/W/2018-19/1000-24**

**Dated: 04/06/2020**

**Name of Work** :-Supply of Arecanut Seedling during 2020-21

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Certified that this DNIT contains **39** pages numbered from **1 to 39** and schedule of the e-Tender is shown in Section - I

*Ap. 6 2020*  
(Apurba Kanti Barman)  
Dy. Director of Horticulture  
West District, Agartala.

Contractor/ Bidder

**SECTION- I**

**LIST OF IMPORTANT CRITICAL DATES**

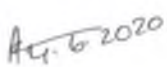
**PRESS NOTICE**

**NOTICE INVITING e-TENDER (NIT)**

**Critical Dates in connection with the bid**

1.	Completion of supply after issuing supply order	15 days
2.	Tender publishing Date	05.06.2020 at 05:00 PM
3.	Document Downloading Start Date	05.06.2020 at 05:00 PM
4.	Bid Submission Start Date	05.06.2020 at 05:00 PM
5.	Document Downloading End Date	20.06.2020 at 05:00 PM
6.	Bid Submission End Date	20.06.2020 at 05:00 PM
7.	Bid Opening Date	22.06.2020 at 11:00 AM
8.	Place of Opening Bids:	O/O the Dy. Director of Horticulture, West District, Agartala, Tripura
9.	Inviting Officer	Dy. Director of Horticulture, West District, Agartala, Tripura

**Notes: All the above mentioned times are as per clock time of e-procurement website <https://tripuratenders.gov.in>**

  
 (Apurba Kanti Barman)  
 Dy. Director of Horticulture  
 West District, Agartala.

Govt. of Tripura  
Department of Agriculture and Farmers' Welfare  
Office of the Deputy Director of Horticulture  
West Tripura District, Agartala

**NOTICE INVITING E-TENDER**

**Ref.No.F.4(1)-H&SC/DDH/W/2018-19/1000-24**

Dated, the 04/06/2020

The undersigned, as Deputy Director of Horticulture, West District, Agartala under the Department of Agriculture and Farmers Welfare, Government of Tripura invites an e-Tender in Single Bid System (Technical & Financial) for determining the single rate of Arecanut seedling in the district for supply of Arecanut Seedling from the individual nursery men having a valid licence issued by the state Govt. under Tripura Nursery Regulation Act, 2013.. Bid may be submitted by eligible Bidders till **20/06/2020, 05:00 PM** for supply of Arecanut seedling.

Sl.	Name of Work	Tender value/ Estimated cost	EMD & Tender Fee	Completion Period	Document Download & Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Supply of 56000 Nos. of Arecanut seedlings under MGNREGA scheme as per following breakup SA, Mohanpur-52800 Nos. SA, Mandwi-3200 Nos.	Rs. 3,92,000/-	EMD : Rs.7840/ - (Rupees Seven thousand eight hundred forty) Tender fee- Rs.500.00	15 days	05.06.2020 at 5.00 PM & 20/06/2020 at 05:00 PM	22.06.2020 at 11:00 AM	<a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a>

All the information of the above stated tender is available in <https://tripuratenders.gov.in>. Eligible bidders shall participate in bidding, only in online mode, through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of bids physically is not permitted.**

**Earnest Money Deposit (EMD) and Tender Fee (TF)** is to be made as online mode only through **Net Banking**.

Bid(s) shall be opened online by respective designated Bid openers of the Department and the same shall be accessible by intending Bidder through website <https://tripuratenders.gov.in>.

*Apr 6 2020*  
(Apurba Kanti Barman)  
Dy. Director of Horticulture  
West District, Agartala.

Contractor/ Bidder

Govt. of Tripura  
Department of Agriculture and Farmers Welfare  
**Office of the Deputy Director of Horticulture**  
West Tripura District, Agartala.

**NOTICE INVITING E-TENDER**

**Ref.No.F.4(1)-H&SC/DDH/W/2018-19/1000-24**

Dated, the 04/06/2020

The undersigned, as Deputy Director of Horticulture, West District, Agartala, Tripura the Department of Agriculture and Farmers Welfare, Government of Tripura invites an e-Tender in Single Bid System (Technical & Financial) for determining the single rate of Arecanut seedling in the district for supply of Arecanut Seedling from the individual nursery men having a valid licence issued by the state Govt. under Tripura Nursery Regulation Act, 2013.. Bid may be submitted by eligible Bidders till **20/06/2020** for supply of Arecanut seedling from the registered nursery.

Sl.	Name of Work	Tender value/ Estimated cost	EMD & Tender Fee	Completion Period	Document Download & Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Supply of 56000 Nos. of Arecanut seedlings under MGNREGA scheme as per following breakup SA, Mohanpur-52800 Nos. SA, Mandwi-3200 Nos.	Rs.3,92,000/-	EMD : Rs.7840/- (Rupees Seven thousand eight hundred forty) Tender fee- Rs.500.00	15 days	05.06.2020 at 5.00 PM to 20.06.2020 at 5.00 PM	22.06.2020 at 11:00 AM	<a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a>

All the information of the above stated tender is available in <https://tripuratenders.gov.in>. Eligible bidders shall participate in bidding, only in online mode, through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of bids physically is not permitted.**

**Earnest Money Deposit (EMD) and Tender Fee (TF)** is to be deposited as online mode only through Net Banking as per e-tender procedures. Bid(s) shall be opened online by respective designated Bid openers of the Department and the same shall be accessible by intending Bidder through website <https://tripuratenders.gov.in>.

- The finalised single rate will be utilised for procurement of Arecanut seedling for raising Arecanut plantation under the scheme of MGNREGA & other departmental schemes during the year 2020-21 under West District by the PIAs [ Here in PIAs refers Project Implementing Agencies i.e. Supdt. of Agriculture.
- Bid documents consisting of qualifying information and eligibility criteria of bidders, specifications and the set of terms and conditions of the contract to be complied by the bidder, is publicly visible in the website <https://tripuratenders.gov.in> free of cost between Document Downloading Start date **05/06/2020** & End Date **20/06/2020**.
- Bid documents shall be uploaded in Single Bid System (Technical & Financial) with all Pre-Qualification and other details. Bidder shall participate in bid online through website

Contractor/ Bidder

<https://tripuratenders.gov.in>, for which they shall register/ enrol themselves in the same website. Submission of bids physically is not permitted.

4. To participate in bid, the bidder shall have a valid Class 2/ Class 3 Digital Signature Certificate (DSC), obtained from the certifying authorities enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>
5. Bid will be opened online through website <https://tripuratenders.gov.in> at Bid Opening Date **22/06/2020** in the office of the Dy. Director of Horticulture, West District, Agartala, Tripura but if the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
6. If the amount quoted in the pre-defined Bill of Quantity (BOQ) by a bidder is found to be either abnormally high or due to unethical practices adopted at the time of bidding process, such bids shall be rejected.
7. 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.
8. The Tender shall be restricted one within the nurserymen belonging to nursery registered under Tripura Horticultural Nursery Regulation Act., 2013 and bidding quantity of Arecanut seedling should be as per suppliable stock at his/her registered nursery.
9. The suppliable stock against individual Nurserymen will be at par the inspection report of the Inspection team. Inspection will be made by the Departmental officers before, during and after completion of the supply of planting materials at frequent intervals.
10. The stock of the suppliable planting materials in the particular nursery is to be earmarked by Inspection team and supply should be done from that particular stock.
11. Lifting should be done in presence of the representative of the concerned Supdt. of Agriculture, West District, Tripura.
12. Latest renewal certificate of the license is to be uploaded along with the Tender Document.
13. During transportation, planting materials are to be kept in upright position positively in vehicle otherwise the lot will be rejected.
14. The supplier shall deliver the material within the delivery period mentioned in the supply order. In case of any delay in executing the supply the supplier shall promptly inform the Project Implementing Agency i.e the concerned SA in writing, the fact of delay and duration of extension for supply before the expiry of the delivery period and extension of supply period would be subject to approval by the competent authority of Department.
15. In the case of non acceptance of order, the Earnest Money will be forfeited.
16. The concerned PIAs i.e. Supdt. of Agriculture will issue supply order as per requirement wholly / partly and also have the right to cancel the order, if the required items are not supplied in time.
17. In case of delay, more than specific period of supply, the supply order issuing authority (PIA) is authorised to cancel the supply order & allot the supply to the next lowest eligible bidder on L<sub>1</sub> rate at the risk and cost of the defaulting bidder.
18. If the seedling supplied is not as per the required specifications mentioned in the tender document then the payment will not be made & the supplier will lift the rejected seedlings at his own cost immediately.
19. Supply order of the planting material will be issued by the PIAs i.e. Supdt. of Agriculture as per requirement to the approved bidder, whose bid has been accepted by the

Department. Supply should be completed in full within the time period to be indicated in the supply order. Security money will be liable to be forfeited by the DDH on receipt of report/ complaint if any from concerned PIAs (Supdt. of Agriculture) in the event of failure to supply in full as per supply order within the time schedule and the supply order(s) will likely be treated as cancelled.

20. The whole amount of security money will be liable to be forfeited to the Govt. in case of violation or breach of any of the terms & condition.
21. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
22. No conditional tender will be accepted whatever may be.
23. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more tenderers, if necessary.
24. No need to participate in the tender who does not accept / fulfil the terms & conditions indicated above.
25. **Responsibility of stores during transit:-** Supplier should solely responsible for the stores in transit. Any legal interference of police/ sales tax/ Income tax/ Transport/ Any other Government agencies will be faced by the supplier. The transportation delay/ non availability of train/ trucks etc never be considered by the tendering authority as reason of delay to supply and naturally no extension of delivery period will be granted on this account.
26. The single FOR rate should be quoted for all the destination points mentioned in tender notice. The rate quoted by the bidders shall be completed i.e. including the cost of seedlings, transporting, loading and unloading, transit insurance, all taxes, charges and levies etc. and same rate will remain *valid initially up to one year from the date of acceptance of the rate and may be extended for a period of further 6 (six) months if required.*
27. Here in destination point refers to the Agriculture Sub-Division Head quarter (H.Q) of Agriculture / Horticulture & Soil Conservation- Sub-Division i.e.
  - i) Supdt. of Agriculture, Mohanpur.
  - ii) Supdt. of Agriculture, Mandwi.
28. The quantity of supply of seedling may increase or decrease according to actual requirement of the PIAs (Supdt. of Agriculture, Mohanpur/Mandwi) at the time of placing supply order.
29. While finalizing the rate through the tender process that, the rate offered by the lowest bidder, if he is from the district will be accepted as usual. But where the lowest bidder is from outside of the district & the rate offered by him and the rate offered by the lowest bidder of the domestic district falls within 15% higher of the rate offered by the lowest bidder of outside district, the domestic bidder shall be given a chance to negotiate that if he shall be able to supply the planting materials at the lowest rate offered by the L<sub>1</sub> bidder who is from outside the district. Such local bidder shall be given supply order up to 50% of the total order only.
30. There should be no cuttings/over writings. The cutting, if any, should be duly attested. Unattested /amended/overwritten figures would not be considered.
31. The damage of seedling during loading or transit to the destination point will be sole responsibility of the supplier. Damaged/defective seedling, if any must be replaced by the supplier, PIAs (Supdt. of Agriculture, Mohanpur/Mandwi) will not entertain such damaged/defective over aged premature seedling.
32. No advance or part payment will be made. Payment shall be made electronically only by the consignees (PIAs) as per tender terms and conditions and after satisfactory report received from the recipient (Circle Agri. Assistant/Agri. Inspector / Sector Officers).
33. Supply order will be awarded to the lowest bidder for complete seedling as mentioned in



this tender who will fulfil all terms and conditions of tender documents along with quality criteria, reasonability of rate.

34. TDS/ GST or any tax liable to PIAs for deduction (if applicable) will be deducted from the suppliers' bill.
35. If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name with his/ her address. If a bonafied nursery man makes the bid, he / she should digitally sign it.
36. **Jurisdiction:** All question, dispute or difference in connection with the tender shall be subject to exclusive jurisdiction of the court within the local limit of whole jurisdiction at Agartala.
37. Any penal action imposed by the DDH for breach of terms & condition shall be final and binding on the part of the supplier(s) /Tenderer(s) on receipt of report from PIAs.
38. In case of disputes, if any, the decision on the matter of dispute by the Director of Horticulture & Soil Conservation, Government of Tripura shall be the final and binding. It is also provided that the courts at West Districts in Tripura State only will have the jurisdiction to decide the dispute between the DDH and other party in respect of the matter arising out of the contract/purchase order for the tender itself.
39. Dispute Resolution Mechanism (Arbitration): If any dispute or difference arises between the purchaser & the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by Deputy Director of Horticulture, West District, Agartala, Tripura, the procedure to be followed in this respect will be as per the Indian Arbitration & Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.
40. Deputy Director of Horticulture, West District, Agartala, Tripura, reserves all right to accept or reject any or all tender without assigning any reasons thereof.
41. Any documents in support of previous supply executed in this regard, if any, may be uploaded.
42. Documents to be uploaded:-
  - a) Professional tax clearance Certificate.
  - b) Photocopy of PAN Card.
  - c) Skill Development Certificate, if any.
  - d) Previous Experience Certificate, if any.
  - e) Nursery Registration Licence (updated/ validated).
  - f) Notary attested copies of MOU, if any.
43. **Rate Quotation:**

BOQ should be downloaded from the e-procurement website <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate for Arecanut seedling in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and Name of the bidder must be written in the appropriate field of Bill of Quantity (BOQ) by bidder.

  - a) Bidder shall quote their rates in the prescribed format (BOQ) as per dimension/ requirement mentioned in the Tender Document.
  - b) Rate(s) quoted by the Bidder is final for the period of contract. No subsequent escalation of price will be accepted even in case of any increase of any material market price, increase in transport charges, etc.
  - c) There shall be no separate re-imburement or increase of rate or payment of

compensation in any ground.

- d) Amount of concession, transport subsidy etc. if applicable are to be reimbursed from Government of India by the Tenderers themselves on the basis of certificate to be issued from the competent authority.

#### 44. Earnest Money Deposit (EMD) & Tender Fee:

44.1 Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender Fee and EMD, please follow the following process-

- After initiating the Bid Submission Process from "My Tender" option, an "Online Payment" page will appear which will display the total TF & EMD amount.
- On submission of TF & EMD payment option, system will redirect to the SBI Bank MOPS window.
- SBI MOPS will have two option for Net Banking- "SBI" & "Other Banks". Bidder can choose any of the options as desired and can complete the Online Payment process.

44.2. The EMD amount shall be refunded to all the bidders including L1 (Selected) bidder in their respective Bank Account as per e-tender procedures

44.3. No interest will be paid to the bidders on EMD submitted.

44.4. EMD of the bidder may be forfeited if in any case found to have made in false Declaration or Claims.

44.5. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish s

can copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption.

#### 45. Agreement:

The successful tenderer shall have to execute an "AGREEMENT" with the Dy. Director of Horticulture, West District, Agartala, Tripura for execution of work within 3 (three) days from the date of intimating the awarded L<sub>1</sub> Bidder (s) through mail/ telephone/ post. AOC will be issued only after deposit of performance bank guarantee by the L<sub>1</sub> bidder. Failing which AOC (Award of Contract) shall automatically stand cancelled and earnest money of the tenderer will be forfeited to the Government account. At this situation appropriate decision taken by the Tender Inviting Authority (the Undersigned) will be final.

#### 46. Performance Security:

46.1 Successful bidder has to furnish "Performance Bank Guarantee" as per Performance Security for an amount equal to 10% of the total contract value, issued by a Nationalized Bank in the format provided in Annexure-VI in favour of Tender Inviting Authority. The successful bidder will be notified in writing to deposit the said "Performance Bank Guarantee" within 3 (three) days of Notification regarding successful bidder. The validity of Performance Guarantee shall be at least 180 days (One hundred eighty) beyond the date of completion of the work, for completions of all contractual obligations of the bidder.

46.2. On receipt of the "Performance Bank Guarantee" from the selected Bidder, the office of the Undersigned will scrutinize the received instrument for its authenticity and validity for the Amount and Period.

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

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

#### 47. Signing:

If an individual nursery man makes the bid, it shall have to be digitally signed by him/ her and the undertaking shall also be signed with his/her full name and address. If a nursery man makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/ her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/ her bid satisfactory evidence of his/ her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

48. Release of Payment:

- a) No ADVANCE PAYMENT related to the work will be made under any circumstances.
- b) The rate will remain valid and intact from the date of execution of the Deed of Agreement till the end of work.
- c) Payment will be made on the basis of completion and quality of work. Department will not entertain any excuse for the delay and quality of work. In this scenario, Undersigned has the authority to impose a penalty on the Bidder from Performance Security amount.
- d) No interest can be claimed by the Bidder in case of delay in making payment beyond the stipulated period of payment.
- e) Department may include any item at any point of time beyond the scope of work mentioned, if necessary.

49. Bid Language: All documents to be uploaded by the Bidder shall be in English language only. In case the Bidder intends to upload a document which is not in English but in any of the other scheduled language in the country, the Bidder shall also submit a Notarized version of the English Translation.

50. Force Majeure:

- a) The supplier (nursery man) /awardees shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its' delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- b) For purpose of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the supplier shall promptly notify the Undersigned in writing of such conditions and the cause thereof. Unless otherwise directed by the Undersigned in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

51. BOQ Tampering:

- a) The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed /enabled to run.
- b) Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

52. Financial Document to be uploaded

BOQ (Bill of Quantity)

Note: If any of the documents (Technical and Financial) contains multiple pages, bidder shall scan and submit all the pages of the related documents. Missing of any pages of any type of any documents will be considered as invalid documents and that bidder will be treated as rejected. Any attempt to submit the missing pages physically will not be accepted/ processed.

53. During Technical Evaluation process, if any confusion arises in any of the technical documents, bidder may be called to bring the original documents and produce the same in front of Tender Screening Committee/ Tender Evaluation Committee.
54. The Tender as well as the Contract can be cancelled/ terminated at any point of time by the Department without previous notice and without assigning any reason, whatsoever.

Apr. 6 2020  
(Apurba Kanti Barman)  
Dy. Director of Horticulture  
West District, Agartala.

**SECTION - II**  
**INSTRUCTIONS TO BIDDERS**

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**A. General****1. General**

1.1 To participate in the bid, the bidder shall have a valid Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by **Controller of Certifying Authorities (CCA)** at <http://cca.gov.in>.

1.2 The Bidder shall enrol himself/ herself in the e-procurement portal <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.

1.3 On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT.

1.4 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution (black & white), for uploading as part of Bid. This is to reduce the size of the PDF document and to prevent any java space issue

1.5 Bill of Quantity (BOQ), which is in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.

1.6 Bidders shall furnish a **declaration (Annexure II)** of pre-qualification information) as a part of bid that they are not been blacklisted by any department in Tripura. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.

1.7 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.

1.8 Rate Quotation: BOQ should be downloaded from the e-procurement application <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate for all item/ selective item only in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and Name of the bidder/company/firm must be written in the appropriate field of Bill of Quantity (BOQ) by bidder.

1.9 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.

1.10 All the documents shall be submitted online at <https://tripuratenders.gov.in> only. Physical submission of any document (hard copy) will not be entertained and will be liable for the rejection.

**1.11 Downloaded DNIT document is to be uploaded back and digitally signed as a part of bid, and as a proof of acceptance of all terms and conditions in the DNIT.**

**1.12 The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended**

**2. Nurseries Eligible to Bid:**

2.1 The Nursery man who:

i) Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.

ii) Have complied with the eligibility criteria specified in the NIT are the eligible bidders viz. Nursery is registered under the State Deptt. Under Tripura Horticulture Nurseries (Regulation) Act., 2013.

iii) The nurseries should have experience in the field of propagation of planting materials through different mode of propagation i.e. through seed / vegetative mode etc of the sought after planting materials and maintaining healthy scion bank of desired varieties and the produce is free from diseases / pests etc.

iv) All documentary evidence should be self attested and digitally signed.



v) Suppliable quantity available for this season (2020-21) to be authenticated by the nursery Inspection team/ Nursery Inspector/ Sector Officer/ SA/ SH of the concerned jurisdiction.

### 3. Pre-Qualification data of the Bidders

3.1 The bidder should satisfy the pre-qualification criteria as fixed under this NIT (Notice Inviting Tender) and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected. The bidder shall furnish all the Technical and Financial particulars in the PDF of 100 dpi resolution.

3.2 Even though the bidders meet all the qualifying criteria, they are liable to be **disqualified / debarred / suspended / blacklisted** if they have:

- a) Furnished false/ fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or
- b) Not turned up for entering into agreement, when called upon.
- c) Record of poor progress such as abandoning the work/ supply, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or
- d) Even while execution of the work, if found that the work was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.

3.3 Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government

**4. Number of Bid per Bidder :** 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.

**5. Cost of Bidding :** The bidder shall bear all costs associated with the preparation and submission of his Bid and the bid inviting authority will in no case be responsible and liable for those costs.

**6. Site Visit :** Inspection will be made by the Departmental officers before, during and after completion of the supply of planting materials at frequent intervals

### 7. Technical Specification :

Variety :

- The seedling of Arecanut should have 5 or more Nos. of leaves.
- Minimum height of the sapling should be 90 cm.
- Age of the seedling should be 15 to 18 months in poly bag.
- The sapling should have 5 to 8 established fibrous root system.
- Seedling should be in poly bag of 25 X 15 Cm

### B. BID DOCUMENT

#### 8. Contents of Bid document.

One set of Bid document, comprises of the Technical documents and another set comprise of the Financial Documents as mentioned in the clause 14 (Section I). In any circumstances if any Bidder upload the Financial documents in the Technical document folder, then that bidder will be summarily rejected.

8.1 One set of Bid document, comprises of the following:

- i. Notice Inviting Bids (NIT).
- ii. Instruction to Bidders.
- iii. Forms of Bid and qualification data of the bidder.
- iv. Conditions of Contract.
- v. Specifications.
- vi. Forms of Securities, i.e. EMD, Additional Security etc.



- vii. Bidder Sheet, Previous experience certificate, if any
- viii. Bill of Quantities.

### 9. Clarification on Bid Documents.

9.1. A prospective Bidder requiring any clarification on Bid documents may seek clarification through e-mail- hortwest\_86@yahoo.co.in. The Bid Inviting authority will also respond to such clarification through e-mail. However, Bidder may contact the Bid Inviting Officer at the address indicated in the NIT, for clarification on the bid document.

### 10. Amendment to Bid Documents

10.1. 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.

10.2. Any addendum/ amendments/ corrigendum issued by the bid Inviting Officer shall be part of the bid Document and it shall be published in the e-procurement portal at <https://tripuratenders.gov.in> Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, Directorate of Horticulture & Soil Conservation, 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.

## C. PREPARATION OF BIDS

### 11. Language of the Bid.

11.1 All documents relating to the bid shall be in the English Language only

12. **Bid Offer:** BOQ contains the quantities worked out by the Corporation and bidder shall quote the rate for **Arecanut seedlings**

### 13. Validity of Bids:

13.1. Bids shall remain valid for a period of not less than **90 (ninety) days** from the last date of bidding specified in NIT.

13.2. During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

### 14. Earnest Money Deposit (EMD)

14.1 The Bidder shall deposit EMD through online only.

14.2 The earnest money deposited by the successful bidder will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.

14.3 Tender Inviting Authority is liable to forfeit the 100% EMD amount and Cancellation of tender, if the lowest bidder (L<sub>1</sub>) bidder does not appear after being awarded the Contract or unable to start the work/ start supply of item at stipulated time.

14.4 Successful bidder (L<sub>1</sub>) will have to execute a deed of Agreement with the tender inviting authority.

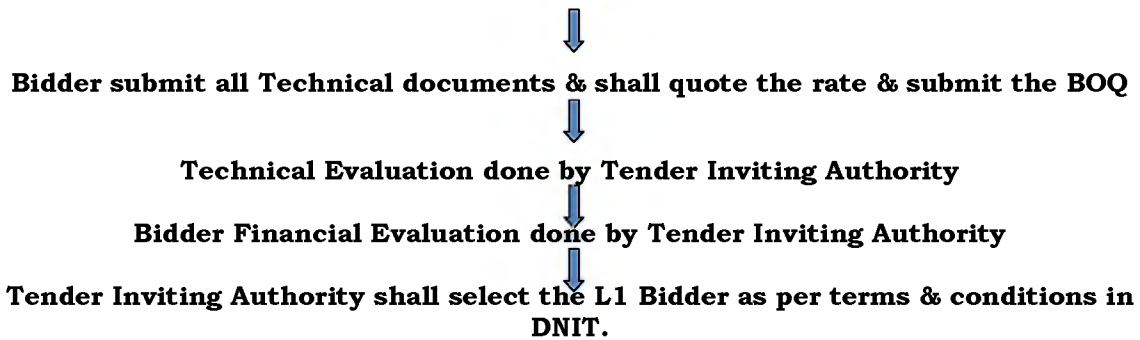
15. **Alteration :** Any alteration which is made by the bidder in the contract form, the conditions of the contract, the drawings, specifications or statements / formats or quantities accompanying the same will be recognized; and, if any such alterations are made the bid will be void.

## D. SUBMISSION OF BIDS

**This is a one stage Bidding Process which deals with only Technical Bid and Financial Bid. Below is the workflow for Stage wise Tender**

**Create & Publish**

Contractor/ Bidder



The desirous participants shall submit all the technical documents online at <http://tripuratenders.gov.in>.

**Note: If any of the above mentioned documents (Clause 13) (List of the documents to be scanned and uploaded with the Bid) is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as 'NOT APPLICABLE' WITH NAME OF THE BIDDER & ADDRESS and upload the same in the relevant Folder.**

If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.

#### **16 Submission of Bids:**

16.1 The Bidders, who are desirous of participating in bid, shall submit their Pre-Qualification and other details etc., in the Standard formats prescribed in the bid documents through the website only <https://tripuratenders.gov.in>.

#### **16.2 List of documents to be scanned and uploaded:**

**A. Documents to be kept in "My Document" folder of Bidder:** The following documents, as per standard format detailed in bid document, or as per standard dictated by Regulatory/ Statutory bodies, shall be scanned and uploaded along with the bid document as per requirements.

For ease of bidding, the **bidders shall scan the following documents at 100 dpi resolution and upload them as per the folder structure provided** in his/her "My Document", which is provided free of cost to all bidders, post his/her registration in the [website](#) only. This operation is expected to be completed, before commencement of actual bidding by the bidder.

<b>Sl.</b>	<b>Technical Documents to be uploaded</b>
1	Declaration of the Bidder as per Annexure-II, III, IV
2	Scan copy of the PAN card
3	Specification of the all the quoted item
4	Professional Tax Clearance
5	Previous Experience
6	Renewal/latest valid License of Nursery
7	Valid stock report as provided by the Inspection team of the Deptt.

During actual bidding, the bidder shall select/ check these documents from his/ her My Document, which will ensure completion of bidding within the same session, even if the bidder is connecting to the application over a slow speed network.

**B. Technical Bid Documents required during actual Bidding:** In addition to the documents kept in "My Document" folder, the following documents are also to be uploaded to the e-Procurement application during actual bidding.

Sl.	Folder Name	Documents to be uploaded
1.	<b>Nursery License</b>	Copies of documents relating to the (i) <b>Registration of the Nursery</b> under Tripura Nursery Regulation Act, 2013
2.	<b>DNIT document</b>	(ii) <b>Downloaded DNIT</b> as a proof of acceptance of all terms & Conditions in the DNIT signed on each page.
3.	<b>Material details</b>	(iii) Scan copy of the latest stock report duly authenticated by the inspection team of the Department. (iv) A report on availability of suppleable Arecanut seedlings with the bidder, under the Tripura Horticulture Nursery (Regulation) Act,2013

**Note:** Bidder shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF (in 100 dpi resolution). Finally those documents should be uploaded (with digital signing).

**C.** Financial Bid Documents required during actual Bidding: In addition to the technical documents, the following are the documents also to be uploaded to the e-Procurement application during actual bidding.

Sl.	Financial Documents to be uploaded
1	Bill of Quantity

16.3 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their EMD will be forfeited.

#### **17 Last date / time for Submission of the Bids.**

17.1 Bids must be submitted not later than the date and time specified in NIT.

17.2 The Deputy Director of Horticulture, West District, Agartala, Tripura may extend the dates for issue and receipt of Bids by issuing an amendment and the bidders will remain same as previously.

#### **18 Late Bids.**

18.1 The e-Procurement website <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in NIT.

### **E. BID OPENING AND EVALUATION**

#### **19 Bid Opening**

19.1 The bids will be opened online by the Bid openers on behalf of the Deputy Director of Horticulture, West District, Agartala, Tripura at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document by the constituted Scrutiny /Evaluation Committee. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

#### **20 Bid Evaluation and Comparison of Bids.**

20.1 All the statement, documents, certificates, demand draft, BOQ etc., shall be submitted/uploaded by the bidder will be verified for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement website <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

20.2 The **'BOQ Comparative Chart'** generated & displayed by system through the e-procurement portal, after the opening of Bid, will show the amount calculated based on percentage rate quoted by the bidders. **The bidder shown as lowest (L1) in the bid rank of the 'BOQ Summary Details', may not be the lowest always.** The prescribed authority (i.e. **Bid Opening Committee**) in the Corporation will prepare a **'Comparative Statement'** considering all parameters as per conditions given in the bid document. This **'Comparative Statement', declaring lowest bidder (L1), will be displayed in the e-procurement portal subsequently.**

20.3 **NO NEGOTIATION WILL BE CONDUCTED WITH THE LOWEST BIDDER. However, While finalizing the rate through the tender process that, the rate offered by the lowest bidder, if he is from the district will be accepted as usual. But where the lowest bidder is from outside of the district & the rate offered by him and the rate offered by the lowest bidder of the domestic district falls within 15% higher of the rate offered by the lowest bidder of outside district, the domestic bidder shall be given a chance to negotiate that if he shall be able to supply the planting materials at the lowest rate offered by the L<sub>1</sub> bidder who is from outside the district. Such local bidder shall be given supply order up to 50% of the total order only.**

20.4 **Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same.**

20.5 Tender Inviting Authority shall have the right to cancel the tender at any stage without any prior notice.

## **21 Discrepancy in Bid rate quoted.**

21.1 Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. **Bidder shall quote rate in figures only. BOQ (in MS-Excel format) shall be open with Macro Enabled for automatic conversion from figures to words.** In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final

## **22 Process to be Confidential.**

22.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

22.2 No Bidder shall contact the Deputy Director, West District, Agartala, Tripura or any authority concerned with finalization of bids on any matter relating to its Bid from the time of the Bid opening to the time the Contract is awarded.

22.3 Before recommending / accepting the bid, the bid recommending / accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous works executed by the lowest bidder may be called for.

## **F. AWARD OF CONTRACT**

### **23. Award Criteria**

23.1 The Undersigned (DDH, West District, Agartala, Tripura) will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions and whose **Offer Rate is considered as final by the Undersigned.**

23.2. The bid accepting authority 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.

**23.3. While finalizing the rate through the tender process that, the rate offered by the lowest bidder, if he is from the district will be accepted as usual. But where the lowest bidder is from outside of the district & the rate offered by him and the rate offered by the lowest bidder of the domestic district falls within 15% higher of the rate offered by the lowest bidder of outside district, the domestic bidder shall be given a chance to negotiate that if he shall be able to supply the planting materials at the lowest rate offered by the L<sub>1</sub> bidder who is from outside the district. Such local bidder shall be given supply order up to 50% of the total order only.**

#### **24. Notification of Award and Signing of Agreement.**

24.1. The Bidder whose Bid has been accepted will be notified of the award of contract by any authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

24.2 The successful bidder has to sign an agreement within a period of 15 days from the date of receipt of communication of acceptance/ award of his bid. On failure to do so his bid will be cancelled duly forfeiting the EMD, paid by him without issuing any further notice.

#### **25. Corrupt or Fraudulent Practices**

The Department require that the bidders / suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Department:

- (a) Define for the purposes of the provision, 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
  - (ii) "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.
- (b) 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.
- (c) Will blacklist / or debar a firm, 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.
- (d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.

**SECTION - III**

**FORMS OF BID**

**QUALIFICATION INFORMATION**

**QUALIFICATION INFORMATION****Annexure – I****CHECKLIST TO ACOMPANY THE BID**

*[Bidder should mark (√) on any of the option Yes or No w.r.t the respective description, sign, scan in pdf format and upload the same in the Tripura tenders portal]*

<b>SL. No.</b>	<b>Description</b>	<b>Submitted</b>
1	Copies of documents relating to the Registration of the firm, Registration as Civil Bidder, Partnership deed, Articles of Association	Yes / No
2	Copy of Professional Tax clearance certificate	Yes / No
3	Copy of valid GST Registration Certificate	Yes / No
4	Downloaded DNIT as a proof of acceptance of all terms conditions in the DNIT.	Yes / No
5	Declaration of the Bidder as per Annexure-II	Yes / No
6	Nursery Licence	Yes / No
7	Litigation history in Annexure – III	Yes / No
9	Undertaking as per Annexure- V	Yes / No
10	Bank solvency as per Annexure- VI	Yes / No

**Signature of the Bidder**

Contractor/ Bidder

*[To be filled by Bidder- sign, scan in PDF format and upload the same in the Tripura tenders portal]*

**Annexure – II**

**DECLARATION**

I / we .....

have gone through carefully all the Bid conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Government/Corporation against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / we hereby declare that, I / We have not been blacklisted / debarred / Suspended / demoted in any department in Tripura or in any State of India due to any reasons.

**Signature of the Bidder**



**To be filled by Bidder - sign, scan in PDF format and upload the same in the Tripura tenders portal**

**Annexure-III**

**Information on litigation history in which Bidder is the Petitioner**

<b>Sl. No</b>	<b>Case No. / Year</b>	<b>Court where filed</b>	<b>Subject Matter / Prayer in the case.</b>	<b>Respondents</b>	<b>Present Stage.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**Signature of the Bidder**

Contractor/ Bidder

**SECTION- IV**

**CONDITIONS OF CONTRACT**

**[To be filled by Bidder- sign, scan in PDF format and upload the same in the Tripura tenders portal]**

**Annexure-V**

**Undertaking**

**Date:** .....

**To,  
Deputy Director of Horticulture,  
Dhalai District, Jawaharnagar.**

Sir,

I / We do hereby bid and if this bid be accepted, under take to execute the work entitled “Supply of Arecanut seedlings to different destination points as called for. As shown in the tender, with such variations by way of alterations or additions to, and omissions from the said works and of payment as provided for in the “conditions of the contract” for the sum of Rupees ..... **To Be Filled In During Signing of Agreement**) ..... or such other sum as may be arrived under the clause of the standard preliminary specifications relating to “Payment on lump-sum basis or by final measurement at unit rates”

I/WE have also quoted the rate **in Bill of Quantities (BOQ) in figures & letters**, for which I/We agree to execute the work when amount payment under the terms of the agreement is varied by payment on measurement quantities.

I/WE have not tampered with the provided Bill of Quantity (BOQ) and I/WE have uploaded the same downloaded BOQ after filling in the necessary fields.

I/WE agreed to keep the offer in this bid valid a period of ..... (..... ..) days as mentioned in the bid notice and not to modify the whole or any part of it for any reason within above period. If I/WE withdraw the bid for any reasons whatsoever, the earnest money paid by me/us will be forfeited to the Tender Inviting Authority.

I/WE hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our bid I/We have carefully followed the instructions in the bid notice and the preliminary specifications and that I/We have made such examination of the contract documents and the plans, specifications and quantities and of the location where the said work/supply is to be done, and such investigation of the work/goods/equipment’s required to be done, and in regard to the material required to be furnished as to enable me/us to thoroughly understand the intention of same and the requirements, covenants, agreements, stipulations and restrictions contained in the contract, and in the said plans and specifications and distinctly agree that I/We will not hereafter make any claim or demand upon the Government based upon or arising out of any alleged misunderstanding or misconception /or mistake on my/or our part of the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I/WE enclosed to my/our application for bid a crossed “Demand Draft/“Deposit at Call Receipt” (No.....dated:..... for

Rupees.....as earnest money not to bear interest.

I/WE shall not assign any Bidder or sublet any portion of the same.

If MY/OUR bid is not accepted the sum shall be returned to me/us on application when intimation is sent to me/us of rejection or at the expiration of ..... (..... ..) days from last date of receipt of this bid, whichever is earlier. If my

Contractor/ Bidder

/our bid is accepted, the earnest money shall be returned by the Tender Inviting Authority. If upon awarded the contract to me/us by the **Deputy Director of Horticulture, West District, Agartala, Tripura** and I/We fail to attend the said office on the date herein fixed or if upon intimation being given to me/us by The Deputy Director of Horticulture, West District, Agartala, Tripura, or acceptance of my/our bid, and if I/We fail to make the additional security deposit or to enter into the required agreement as defined in condition-3 of the bid notice, then I/We agree the forfeiture of the earnest money. Any notice required to be served on me/us here under shall be sufficiently served on me/us if delivered to me/us hereunder shall be sufficiently served on me/us if delivered to me/us personally or forwarded to me/us by post to (registered or ordinary) or left at my/our address given herein. Such notice shall if sent by post be deemed to have been served on me/us at the time wherein due course of post it would be delivered at the address to which it is sent. I/WE fully understand that the written agreement to be entered into between me/us and Government shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorized to enter into contract on behalf of Government.

#### **UNDERTAKING OF THE BIDDER**

- 1) I/WE have not been black listed in any department in Tripura due to any reasons.
- 2) I/WE have not been demoted to the next lower category for not filing the bids after buying the bid schedules in a whole year and my/our registration has not been cancelled for a similar default in two consecutive years.
- 3) I/WE agree to disqualify me/us for any wrong declaration in respect of the above and to summarily reject my/our bid.

#### **Address of the Bidder:**

##### **Phone No.:**

##### **e-mail address (if any):**

**Note:** If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

***SIGNATURE OF THE BIDDER***

**SECTION- V**

**TECHNICAL SPECIFICATIONS**

**Rate Sheet****e-Tender for supply of Arecanut Seedlings.**

<b>Sl. No.</b>	<b>Name of the items</b>	<b>Specification</b>
01	Arecanut Seedlings	<ul style="list-style-type: none"><li>a. No. of leaves = 5 or more.</li><li>b. Minimum height = 90 cm.</li><li>c. 15-18 months aged in a poly bag.</li><li>d. Established root system = 5 to 8 main fibrous roots.</li><li>e. Seedling should in poly bag of 25 X 15 Cm</li></ul>

**Signature of bidder with Date & Seal**

**SECTION- VI**

**FORMS OF SECURITY**

[To be filled by Bidder - sign, scan in PDF format and upload the same in the Tripura tenders portal]

**Annexure – VI**

**FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information Mr. /Sri ..... ..  
.....

..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up-to a limit of Rs.....(Rupees .....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

**(Signature)  
for the Bank**

NOTE: In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



**[To be filled by Bidder - sign, scan in PDF format and upload the same in the Tripura tenders portal]**

**Annexure – IV**

**PERFORMANCE BANK GUARANTEE**

**To**

..... **(Name of the Employer)**

..... **(Address of Employer)**

WHEREAS.....  
(Name and address of Bidder) (Herein after called “the Bidder”) has undertaken, pursuance of contract No.....dated ..... to execute.....  
..... (Name of contract and brief description of works) herein after “The Contract.”

AND WHEREAS it has been stipulated by you in the said contract that the Bidder shall furnish you with a bank guarantee by a nationalized bank for the sum specified therein as security for compliance with his obligation in accordance with the contract.

AND WHEREAS we have agreed to give the Bidder such bank guarantee.

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you on behalf of the Bidder, up to a total of.....(amount of guarantee).....(in words), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, up on first written demand 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 a demand for the sum specified therein.

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

We further agree that no change or addition to or other modification of the terms of the contract for supply or of the works to be performed hereunder or of any of the contract documents which may be made between you and the Bidder 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 a date (28 days) from the date of expiry of Defects Liability Period of 12 months after intended completion date.

**Signature and Seal of the Guarantor**.....  
**Name of the Bank**.....  
**Address**.....  
**Date**.....

**SECTION- VII**

**BIDDERS SHEET**

**[To be filled by Bidder - sign, scan in PDF format and upload the same in the Tripura tenders portal]**

**BIDDER SHEET**

Bidders are requested to provide wanted information in this sheet.

1. Detailed Address of the Bidder along with Phone, Fax with STD Code.
2. Detailed Address of nursery area of planting materials.
3. Details about the license/registration for production and supply of planting materials.
4. Details about the certified suppliable stock of planting material for 2020-21 planting season.
5. Detailed address of the local agent, if any of the bidder along with Phone (Landline/mobile), Fax number with STD code, e- mail address if any.
6. If the bidder has any past experience of supply of such planting materials under the Directorate of Horticulture and Soil Conservation, Deptt. of Agriculture & Farmers' Welfare, Govt. of Tripura. If yes, give details with documents.
7. Please justify how you will maintain the time schedule of the tendered quantity.
8. Detailed Address of the Government authorized Inspection Agency or any other leading Inspection agencies under whose jurisdiction the production centre of the bidder belongs to.
9. Is there any court case or any other dispute related with production centre i.e. nursery(S) of the bidder or their Principal firm is pending/under process? If so, please give details.
10. Please indicate production details:
11. Bidders may use this space to provide any further information to explain their bids(if required)

**Signature of bidder with Date & Seal**

Contractor/ Bidder

**SECTION- VIII**

**BILL OF QUANTITIES**

**NOTES ON BILL OF QUANTITIES****PREAMBLE**

1. The Bill of quantity shall be read in conjunction with the **NIT instruction** to Bidder, conditions of contract of Specifications.
2. Bill of Quantity (BOQ), which is the Rate quoting sheet in MS-Excel format shall be downloaded from e-procurement portal, filled up properly and uploaded in the bid after digital signing.
3. The Bidder shall always open the BOQ sheet with Macros Enabled.
4. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.
  - a) For the supply of the quantities given in the Schedule of quantities are estimated and given to provide a common basis for bidding. The basis of payment will be the actual quantities of the supply order.
  - b) At the rates bided in the Schedule of quantities in the case of item rate bids; and
  - c) At percentage rate above / below / at par of the schedule of rates as bided by the Bidder.
5. The rates bided in the priced bill of quantity (BOQ) shall, except in so far as it is otherwise provided under the contract.
6. When percentage rate bids are invited, the schedule of quantities will show the rates used for different items.
  
7. **BOQ TAMPERING:**
  - a) The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed / enabled to run.
  
  - b) Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

**Rate Sheet****Rate Quoted for supply of Arecanut Seedlings.**

Sl. No.	Name of the item	Quantity (no.)	Amount quoted per no. (Should be quoted in figure & letter) including all charges	Total amount against total quantity(Should be quoted in figure & letter) including all charges	Specifications
1					As specified in the Technical specification section of the concerned crop

**Signature of the bidder**

e-Tender for procurement of planting materials

gm Wise Book

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Tender Inviting Authority: Deputy Director of Horticulture West District

Name of Work: Supply of Arecanut Seedlings under MGNREGA Scheme during 2020-21

Contract No: No. F-4(1)-HSSCIDHWZ018-19/1000-24 Dated: 04/06/2020

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE  
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR ONLY))

[The BIDD template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.]

NUMBER #	TEXT #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #
SI. No.	Item Description	Item Code / Make	Quantity	Units	EASIC RATE in Figures to be entered by the Bidder in Rs. P	GST Amount in INR Rs. P	Any Other Duties/Levies in Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) Rs. in P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) Rs. in P	TOTAL AMOUNT in Words	TEXT #				
1	Arecanut														
1.01	Supply of 5000 Nos. of Arecanut Seedlings under MGNREGA Scheme as per Brands: S.A. Manjapur 52800 Nos.; S.A. Mandali 3200 Nos. Specification as per DNT	Item1	50000.00	Nos				0.00	0.00	INR Zero Only		0.00	0.00	INR Zero Only	
Total in Figures											0.00	0.00	INR Zero Only		
Quoted Rate in Words											INR Zero Only				

*14.6.2020*  
(APURBA KANTI BARMAN)  
Dy. Director of Horticulture  
West District, Agartala.