


**Government of Tripura**  
**Department of Fisheries**

**Cost of Tender Form: Rs.500/-**

<b>Tender Notice No.</b>	<b>No. F.21(1)-Fish(Store)/2014-15/MOC/UDP</b>
<b>Name of work</b>	<b>Supply of quality Mustard oil cake (MOC) to the Supdt.of Fisheries, Udaipur Sub-Division of the State of Tripura</b>
<b>Quantity of quality Fishery inputs required (in M.T)</b>	<b>176 MT</b>
<b>Earnest Money</b>	<b>@ 2% of the quoted total price</b>
<b>Time of Completion of supply</b>	<b>15 days of issuing supply order.</b>

**This NIT contains 11 pages including the cover page.**

Signature of the Tenderer

  
(S. RYAN) 16/03/15

Director of Fisheries,  
Tripura.

DEPARTMENT OF FISHERIES  
GOVERNMENT OF TRIPURA  
P.N.COMPLEX, AGARTALA

No. F.21(1)-Fish(Store)/2014-15/MOC/UDP

Date 16/03/2015

## NOTICE INVITING TENDER

Sealed tender is hereby invited by the undersigned on behalf of the Governor of Tripura from resourceful, renowned and bonafied eligible Bidders (eligibility of the Bidder is indicated below) for supply of **176 MT** quality **Mustard oil cake (MOC)** to the Supdt. of Fisheries of **Udaipur** Sub-Division of the State of Tripura during the year 2015-16.

### A. ELIGIBILITY OF THE BIDDER

SL. No.	Name of the Item	Eligibility of the Bidder
1.	Mustard oil Cake (M.O.C)	i. Bonafide, reputed and Registered Manufacturer/ Firm / Agency / Dealer (OR) ii. Individual (Swavalamban) registered under I&C Deptt., Govt. of Tripura / Local Self Help Groups/Local Cooperative Societies.


### B. SPECIFICATION OF THE DIFFERENT TENDERED ITEMS

SL No.	Name of Fishery inputs to be procured.	Details of Specification.
1	2	3
1.	Mustard Oil Cake.	Fresh Mustard oil cake devoid of any impurity, properly packed in good quality gunny bag. MOC should contain a minimum of 22% (Dry matter) of Crude protein.

### C. DETAILED TERMS & CONDITIONS :

1. Tenderer shall have to submit his / her tender in prescribed form which may be obtained from the Cooperative & Development Section, Directorate of Fisheries, P.N. Complex, Gorkhabasti, Agartala-799006 on or before **26<sup>th</sup> March, 2015** upto 4.00 P.M. by submission of a written application alongwith copy of photo Identity Card or may be downloaded by visiting the web site [www.tenders.gov.in](http://www.tenders.gov.in). Tender documents are also available in the Fishery Department website <http://fisheries.tripura.gov.in>.


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2. ₹500/- (Rupees Five hundred) only in the form of Demand Draft (Non refundable) as cost of tender form shall have to be attached with filled up tender form against Udaipur Sub-Division. The DD should be drawn in favour of Dy. Director of Fisheries( C&D), Directorate of Fisheries, P.N.Complex, Agartala payable at any scheduled Bank at Agartala guaranteed by the RBI. The date of issue of Demand Draft (Non refundable) must be after the date of floating this NIT.
3. Tender rate should be quoted for Mustard oil cake (MOC) against Udaipur Sub-Division in a single tender form and the filled up tender form should be submitted in sealed envelope.
4. Each tenderer shall submit only one tender for a given item. A tenderer who submits more than one tender against a given item will lead to disqualification of all the tenders submitted by the tenderer.
5. Tender can be submitted in sealed cover duly superscribed with "Tender for supply of Mustard oil cake (MOC) to Udaipur Sub- Division " with tender number & date and should reach the Directorate of Fisheries, Govt of Tripura, P.N. Complex, Gorkhabasti, Kunjaban, Agartala-799006 on or before **17<sup>th</sup> April, 2015 upto 4.00 P.M.** through Registered Post/Speed Post/ Couriers Service only.  
Tender can also be sent to the Office of the Dy. Director of Fisheries at College Tilla, Agartala, West Tripura / at R.K. Pur, Udaipur, Gomti District /at Ambassa, Dhalai District /at Kumarghat, Unokuti District through Registered Post / Speed Post / Couriers Service only and should reach to the respective office on or before **17<sup>th</sup> April, 2015 upto 4.00 P.M.**
6. All the sealed tenders will be opened on **23<sup>rd</sup> April, 2015** at 11.00 AM onwards if possible in the Directorate of Fisheries, P.N. Complex, Gorkhabasti, Kunjaban, Agartala and to be continued during office hour on working day(s). Tenderers or their representatives may remain present at the time of opening of the tenders.
7. The filled up tender form received after due date and time will not be considered for acceptance under any circumstances.  
In case, if the office remains closed due to unavoidable circumstances on the last date of the dropping/receipt of application /issue of tender form, then it will be automatically extended on the next working day at the same time.
8. Tenderers should inform their detailed address along with Pin Code, Phone no. and Fax no. if any for easier communication. The interested bidders shall submit the bid(s) along with all related papers as required, Earnest money (as per terms & conditions of NIT) etc. in sealed cover. A copy of Notice Inviting Tender which includes all terms and conditions etc. is to be signed by the intending tenderer and to be enclosed with the tender.
9. Opening and evaluation of Bid against the PNIT will be done Sub-Division wise alphabetically.
10. If the tender is found informal as per NIT, the ' bid ' of the tenderer will not be considered to effect supply. Parties shall be selected on the basis of formal lowest rate and other valid consideration as mentioned in NIT.


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11. Procurement preference will be given to local eligible manufacturing enterprises as per clause 8 (excluding condition of sub clause 8.4) of Tripura Industrial investment promotion incentives scheme, 2012. Such preference shall also be applicable to the local SHGs having manufacturing plant of MOC.
12. The rate should be offered for F.O.R destination i.e. Go-Down of Udaipur Sub-Division. Tender quoted rate shall be inclusive of all taxes, freight and duties as applicable. No Agency charge/ Commission shall be entertained. Tenderer should quote their rates both in figure and words in the prescribed form per Kilogram weight basis. Any over writing in any figure / name in the tender form should be initialed duly. Any enhancement of rate within the validity period of contract will not be considered.
13. The details of the item i.e. name of the manufacturer, address of manufacturing unit, name of the brand, maximum retail price, date of manufacture, date of expiry etc. should be clearly inscribed / printed on the packaging of the supplied items i.e. Mustard oil cake (MOC).
14. The tender should be accompanied with a Earnest Money deposit @ 2 % of the quoted total price of mustard oil cake in the shape of Deposit-at-Call (i.e. D-Call ) drawn in favour of Dy. Director of Fisheries (C&D), Directorate of Fisheries, Agartala payable in any scheduled Bank at Agartala guaranteed by the RBI (Cheques/Draft etc. are not acceptable).
15. All the eligible enterprises will be given 85% exemption from the payment of earnest money and security deposits for items indicated in their Eligibility Certificate issued under the Tripura Industrial Investment Promotion Incentives Scheme, 2012 in terms of notification No.F.DI/ SUB/ TIIS//4 – 2(21)/2012/4750-64 Dated 26/03/2012 issued by the Department of Industries & Commerce, Tripura. The tenderers claiming exemption under this scheme have to submit their Eligibility Certificate issued under the said scheme alongwith the tender/ bid documents.
16. As per Finance Department Memo. No.F.10(19)-FIN(G)/69(P-1) Dated 25/9/1998 all Central & State public sector undertaking including those of other States bidding in the tenders will be given 100% exemption from the payment of earnest money and security deposits. In this respect, valid documents in support of their claim stating that the particular organization / agency is PSU under State or Central Govt. shall be submitted alongwith tender. Submission of copy of Finance Department Memo. No.F.10(19)-FIN(G)/69(P-1) Dated 25/9/1998 will not be treated as valid document in support of their claim in this regard.  
If a Central & State public sector undertaking received exemption under this provision becomes successful quotationer and surrendered to supply product(s) after finalization of tender rate or failed to supply as per supply order, then they will be liable to be Black listed for participating in any kind of tender floated by this Department for a period of three years or as decided by the tendering authority.
17. Tender without EMD as shown above will summarily be rejected (excluding the condition in clause No. C.16 of this NIT). The EMD will be released after validity period of contract in case of successful tenderer and that of unsuccessful tenderer will be released after finalization of tender.
18. All the successful tenderers shall have to execute an “Agreement’ in Non Judicial Stamp minimum worth Rs.20/- with this Department for execution of supply and have to deposit security money @ 5%

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of their quoted total price of the item in the shape of Deposit-at-Call (i.e. D-Call ) drawn in favour of Dy. Director of Fisheries(C&D), Directorate of Fisheries, Agartala payable in any scheduled Bank at Agartala guaranteed by the RBI (Cheques/Draft etc. are not acceptable) within 10 (Ten) days from the date of issue of rate acceptance order failing which rate acceptance order shall automatically stand cancelled and earnest money of the tenderer will be forfeited to the Government account.

The earnest money of the successful tenderer (if deposited any) may be converted as Security money and in that case the concerned tenderer has to deposit the rest security money to adjust the 5% of the quoted total price of the item in the shape of D-call drawn in favour of Dy. Director of Fisheries(C&D), Directorate of Fisheries, Agartala payable in any scheduled Bank at Agartala guaranteed by the RBI (Cheques/Draft etc. are not acceptable).

19. Security money will be released after faithful discharge of the contract and final settlement of payment.
20. Supply should be started within 15 (fifteen) days from the date of issuing the supply order and shall have to be completed in full within 45 (Forty five) days from the date of issuing the supply order. Supply order(s) may be issued in phased manner or in full quantity at a time. Agreement & supply order(s) will liable to be treated as cancelled and Security money to be forfeited to the Government in the event of failure to supply in full within the time schedule.
21. Payments to successful Tenderer shall be made on bill basis only after completion of supply of the items ordered for. No advance payment shall be made under any circumstances. Payment will be made on the basis of actual quantity received in good condition. Income tax/VAT & other taxes shall be deducted from the bill at the rate as notified by the Government from time to time, if applicable.
22. The photocopies of following Certificates / documents either self attested or duly attested by a gazetted officer have to be submitted alongwith the tender form , failing which tender will be rejected. The original of the copies enclosed to be produced on the day or within 5 days of opening of tender.
  - a. Copy of Permanent Account Number (PAN) Card of the tenderer issued by the Income Tax Deptt., G.O.I,
  - b. Copy of registration certificate of manufacturing unit / License of the Manufacturer / authorized Dealership / Distributorship Certificate from the registered manufacturer / Farm,
  - c. Copy of the registration certificate if the bidder is a registered Firm / Agency / local Cooperative Societies,
  - d. Copy of the trade license of the tenderer,
  - e. Copy of relevant documents in support of exemption from deposition of EMD, if so claimed,
  - f. Experience of last performance, if any.
23. The delivery point should be the Go-down of the Supdt. of Fisheries of Udaipur Sub-Division & to be supplied during office hour & working days. During receipt of store, it will be weighed and preserved in Go- Down. Bags found loose, torn, damaged, wet etc. / sub standard / date expired fishery inputs / products will not be accepted. Acceptance of the supplied lot will be made after thorough physical

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verification and testing of sample by the Department and if the result is satisfactory. Sampling for test will be discretion of the tendering authority.

24. The approval of rate will be done based on the total quantity of each item against each Sub-Division separately. The value of all items against all Sub-Divisions in the tender will not be clubbed together for consideration by the Department for approval of rate against the PNIT.
25. The tendering authority reserves the right to negotiate the rate etc. Tendered quantity may increase/decrease during procurement and may be split among more than one valid participating bidders at the approved rates subject to the discretion of tendering authority.
26. Tender will remain valid for one year from the date of accepting (signing Agreement and depositing security money). The accepted rate will remain unchanged during the currency of tender.
27. The penalty clause will be as follows :-
  - a. If tender is surrendered by any tenderer before opening of the tender, there will be no penalty.
  - b. If tender is surrendered by any tenderer after opening but before negotiation, 50 % EMD will be forfeited.
  - c. If tender is surrendered by any tenderer after negotiation, but before signing of agreement, 75% EMD will be forfeited.
  - d. If tender is surrendered by any tenderer after signing agreement, 100% EMD will be forfeited.
  - e. If the tenderer fails to supply as per specification within stipulated period or performance is poor, security money to the full extent will be forfeited and firm may be black listed for a period of three years from participating in tender or supply or as decided by tendering authority.
28. Any clarification / interpretation of clause if required may be sought in writing from the undersigned before submitting the tender. Bidders should inspect delivery point, road condition, availability of labour, weighing system before dropping rate. Delivered store should be kept in the Go-Down after weighing as direction of receiving authority at contractor's risk & cost.
29. Tendering authority reserves the right to inspect bidder's manufacturing unit before finalization of tender to assess their production/ service capability and his evaluation will be final.
30. Any clause not mentioned above but mutually accepted will also be a part & parcel of agreement. Issued supply order will also be a part and parcel of agreement.
31. Any suppression of facts in the tender from bidder's end will entail rejection of tender and other punitive action as per rule.
32. Interpretation of clauses by department will be final and binding to the bidder/supplier.
33. Tendering authority reserves the right to accept/reject any tender including lowest one without assigning any reason.

Signature of the Tenderer

  
(S. RIYAN) 16/03/15

Director of Fisheries,  
Tripura.

**FORMAT FOR SUBMITTING TENDER FOR SUPPLY OF MUSTARD OIL CAKE (MOC) TO UDAIPUR  
SUB-DIVISION**

To  
The Director of Fisheries,  
Govt. of Tripura, Agartala.

**Sub: Submission of tender rate for Supply of quality Mustard oil cake (MOC) to the Supdt.of  
Fisheries, Udaipur Sub-Division of the State of Tripura.**

**Ref : Tender Notice No No. F.21(1)-Fish(Store)/2014-15/MOC/UDP, Dated. 16/03/2015**

Sir,

I / We have gone through relevant NIT and understood all the terms & conditions and having been satisfied, I/We am / are quoting the rate.

**I. Particulars of my / our manufacturing unit/ firm/agency are furnished below #-**


1	Name of the bidder :	
2	Nature of the concern : (i.e. Manufacturing firm / Sole Proprietor / Partnership firm / Distributor / Dealer / a Government Department / a Public Sector Organization / please specify if others)	
3.	Full Address of Registered Office of the bidder:	
	Telephone No.	
	FAX No. (if any)	
	E – Mail Address (if any)	
4.	Registration No. / Trade license No. of the bidder	
5.	Permanent Account Number (PAN) No.	

# No column should be left blank.

Place:

Date:

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**II. My/ Our quoted rate is as below #-**

1.	Name of Fishery Input	<b>Mustard oil cake (MOC)</b>
2.	Name of the manufacturing company	
3.	Address, Registration No., Manufacturing license No. of Manufacturing Unit	
4.	Email address & Fax No. of Manufacturing Company	
5.	Website Address of Manufacturer, if any	
6.	Address of Head Office of the Manufacturer:  Mob No.  Phone No.	
7.	Brand Name of the item (whose rate is quoted) against which the product is available in local Indian Market	
8.	Other details, if any (Please attach extra page if necessary)	
9.	Maximum Retail Price ( in Rs. / Kg )	

Signature of the Tenderer

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10.	<b>My quoted rate for the item detailed above ( in Rs. / Kg ) (inclusive of all taxes, transportation cost etc.) both in figure &amp; words.</b>	
11.	Name of the Sub Division where the item to be supplied	Udaipur
12.	Quantity to be supplied	176 MT
13.	Total price (inclusive of all taxes transportation cost etc.) ( in Rs.)	
14.	Total Earnest Money Deposit involved @ 2% of the quoted total price (in Rs.)	

# No column should be left blank.

### III. DETAILS OF THE D-CALL ENCLOSED AS EARNEST MONEY :-

Name of the Item*	D Call No. & Date	Amount (in Rs.)	Exemption claimed or not (yes / No) If yes, please specify the ground on which Exemption is claimed (enclose the relevant documents in its support)
Mustard oil cake (MOC)			


\*Submit D-call separately for each item.

### IV. Details of the Demand Draft (Non-Refundable) enclosed as cost of Tender Form:-

D D No. & Date*	Issuing Bank & Branch	Amount involved
		₹500/- (Rupees Five hundred) only

\*Submit separate Demand Draft (Non-Refundable) as cost of Tender Form for each item.

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**V. CHECKLIST TO ACCOMPANY THE TENDER**

SL. No.	Description	Submitted	Page No. (see Note below)
1	2	3	4
1.	Copy of registration certificate of manufacturing unit / License of the Manufacturer / authorized Dealership / Distributorship Certificate from the registered manufacturer / Farm	Yes / No	
2.	Copy of Permanent Account Number (PAN) Card of the tenderer issued by the Income Tax Deptt., G.O.I	Yes / No	
3.	Copy of the registration certificate if the bidder is a registered Firm / Agency / local Cooperative Societies,	Yes / No	
4.	Copy of the trade license of the tenderer	Yes / No	
5.	Copy of relevant documents in support of exemption in deposition of EMD, if claimed so	Yes / No	
6.	Experience of last performance, if any.	Yes / No	
7.	Other relevant documents, if any.	Yes / No	

**Notes:-**

- 1) All the copies of the certificates, documents etc., shall be given page numbers on the right corner of each certificate, which will be indicated in the checklist in column (4) against each item. The information furnished shall be in the formats appended to the tender document.
- 2) The information shall be filled-in by the Tenderer in the tender form and checklist, for the purposes of verification as well as evaluation of the tenderer's compliance to the qualification criteria as provided in the Tender document. Original copies of the Certificates, as per check-list shall be submitted by the tenderer on or within 5 days of the date and time of tender opening for verification.

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**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;
4. I / We agree to supply the Fishery input(s) as per the rate quoted above in accordance with the specifications, terms & condition of the NIT and within the period specified in the invitation of tenders.


Place:

Date:

Signature of the Tenderer

With seal

Signature of the Tenderer

  
(S. RYAN) 16/03/15

Director of Fisheries,  
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