

GOVERNMENT OF TRIPURA
FOREST DEPARTMENT

Office of the Sub-Divisional Forest Officer, Bishalgarh, Sepahijala

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RECEIVED

24 JUL 2025

O/o. the P.C.C. Forests
Govt. of Tripura

NOTICE INVITING SHORT QUATATION

Sealed cover quotations on plain paper is hereby invited by the undersigned from the intending bonafide Indian Citizen and resourceful Organisation/Society/Firms having Authorised Licence for supply of poly bag for raising polybag nursery under CAMPA, SCATFORM, MGNREGA Scheme 2024-25 as per terms and condition given below. Quotation will be received in the office of the Sub-Divisional Forest Officer, Bishalgarh, Sepahijala Tripura from **10/07/2025 to 28/07/2025** in between 11.00 AM to 3.00 PM in all working days from the bidders in person/by post. If it is by post it should reached to the undersigned before closing time of the particular date. The bids should be opened at 3.30 PM on 28/07/2025 if possible otherwise on the next working days at 11.00 AM. The bidder/his authorised representative may also remain present during the time of opening of the bids.

Particulars of materials	Specification	Quantity required (In KG)
Supply of poly bag	Poly bag size(15X23)cm	500 kg (may increase or decrease)

Terms & Conditions


1. Earnest money an amount of **Rs. 5000/- (Rupees five thousand)** only in the form of form of Deposit at -Call or **Demand draft** in favour of "**Sub-Divisional Forest Officer Bishalgarh**" from any Nationalized Bank shall be submitted along with the sealed quotation will be rejected. The said earnest money will be covered Security money for successful bidder applied. For others the earnest money would be refunded after finalization of the work order.
2. The interested bidder shall submit the quotation in two parts namely "Technical Bid ("A" envelop) and Financial Bid ("B" Financial Bid). The two bids should be put in two separate envelops, indicating on the cover as to one is the technical bid and other one is the financial bid. Both the envelops as cited above should be put inside a large sealed cover and clearly written in bold "**QUOTATION for intending for supply of poly bag**" and to be dropped in the box in time in presence of office staff and must signed with date in a register as kept. **Technical Bid** shall contain all details regarding the items offered by the bidder in compliance to the terms and condition, submission of documents, D-Call/Demand Draft etc & other technical features as specified. **Financial Bid** shall contain only the rate offered by the bidder. The technical bids will be opened first and the bidder will be short listed on the basis of fulfilment of requirement as per terms and condition. thereafter, financials bids of only short listed bidders will be opened and the lowest bidders will be selected and selection of items is subject to recommendation of the committee constituted for the purpose.
3. The quotation should follow as per below format for financial bids:

Sl. No.	Particulars	Quantity required (in Kg)	Rate (per Kg)	Tax (if any)	Total amount (in Rs.)
1	Poly bag size(15X23)cm				

D.K. GOSWAMI LAB
5645
25.07.25


4. The rate should be quoted both in figure and words clearly and other tax as admissible in Govt. The rate should be quoted in Indian currency only.
5. GST & other income tax will be deducted at source from the bill as per Government rule as applicable.
6. In case of bidder whose rate accepted, as per terms & condition of the quotation, shall duly execute the supply.
7. The supply has to be execute within 7 (seven) days from the date of issue of the supply order, in case failure of supply of the ordered item in full within stipulated period, the security deposit money will likely be forfeited within further correspondence.
8. The supply order for approved item will be issued in phase manner subject to availability of fund in respect of the approval from the competent authority for the year 2025-26.
9. Supply order shall be placed in phase manner subject to the requirement of implementing Officer and the accepted tenderer shall bound to supply the materials in different spot within the Bishalgarh Forest Sub-Division, when as per the supply order placed.
10. The lowest rate quoted by the bidder will be determined on the basis of comparison of basic rate excluding CGST/SGST.
11. Copy of the following self attested document should be submitted along with the technical bids of quotation (given below)
 - i. Copy of registration for GST.
 - ii. Copy of photograph ID along with proof of domicile.
 - iii. Photo copy of PAN card.
 - iv. Photo copy of ITC/PTC etc.
 - v. A duly signed copy of terms & condition of the undersigned cited herewith to be submitted with the quotation as a token of acceptance of the terms & condition.
 - vi. Any other paper like experience certificate, valid Licence etc.
12. The bidder should submit details of Bank Account, along with quotation etc.
13. EMD shall not be applicable in case of Govt. Organization/Public sector under taking for that case documentary evidence to be submitted with the envelop.
14. No insurance charge are admissible and the successful bidder/ Supplier will be responsible for any breakage, damage and lost in transit on the way to destination at charilam Range of Bishalgarh Forest Sub-Division.
15. The undersigned reserves to unilaterally terminated the contract and cancel the acceptance of rate or supply order at any time without prior notice before the expire of the periods for which rate are now invited.
16. The undersigned reserve the right to accept or reject any quotation including the lowest one without assigning any reason at any circumstance.
17. The undersigned reserve the right to cancel the quotation without assigning any reason in case of disputes arising out of the quotes.
18. Successful bidder has to register himself/his firm as vendor for payment of supplier materials.

19. After satisfactory supply of the items/items, payment will be made on bill basis based on availability of fund and as per the guideline of the scheme concern. No advance payment will be entertained.
20. The quantity of requirement may be increased or decreased.
21. The rate will remain valid up to one year from the date of acceptance.
22. Successful bidder/Supplier will be responsible to deliver material as per specification to Bishalgarh range office under Bishalgarh Forest Sub-Division.
23. Any quotation document found to be false or with mistakes, misquoting on the part of the bidder shall be liable to be rejected.
24. Unless otherwise contained in any clause, the dispute already arisen or likely to be arisen in course of execution of contract shall be referred to the arbitrary engaged by the Department.


[Pranajit Bhowmik, TFS]
 Sub-Divisional Forest Officer
 Bishalgarh, Sepahijala

No.F.3-32/DEV/SDFO-BLG/Tender/Vol-I/For-2021-22/ 2342-2366 Dated, 10.07/2025
 Copy to:

1. The Principal Chief Conservator of Forests & HoFF, Tripura, Agartala for favour of kind information.
2. The Chief Conservator of Forest (Territorial), O/o the Principal Chief Conservator of Forests, Tripura Agartala for favour of kind information.
3. The District Programme Coordinator (DM & Collector) Sepahijala District for favour of your kind information.
4. The District Forest Officer, Sepahijala/West/Gomti/South/North/Khowai/Dhalai/Unakoti District for favour of kind information.
5. The Sub-Divisional Forest Officer, Sadar / Sonamura / Khowai / Teliamura / Mandai / Ambassa / Manu / Kailashahar / Dharmanagar / Unkoti / Udaipur / Bagafa / Gumti / Amarapur / Karbook / Sabroom / Kanchanpur for information with request for wide circulation please.
6. The Wildlife Warden, Sepahijala / Trisha / Rowa / Gumti for information with request for wide circulation please.
7. The Programme Officer (BDO), Bishalgarh for kind information with a request to display a copy in the notice board of the respective office.
8. The Director ICA Gandhighat, Agartala for kind information with a request to arrange wide publicity in local daily newspapers.
- ✓ 9. The in-charge GIS Lab, O/o the PCCE, Tripura for kind information and to arrange upload the notice to the tender web site as well as departmental web site.
10. The Range Officer, Bishalgarh/Charilam/Jampuijala Range for information with request for wide circulation please.
11. Notice Board of this office.


 Sub-Divisional Forest Officer
 Bishalgarh, Sepahijala