

Government of Tripura
State Mission Management Unit
Tripura Rural Livelihood Mission
Rural Development Department
Agartala, Tripura (West)

No.F.5(5)-RD (TRLM)/2021 /5294-97

Dated, Agartala 25/07/2022

Notice Inviting Quotation

Sealed quotations are invited from registered and reputed firms/ agencies/ suppliers/ Co-operative Societies for procurement of stationery/ articles/ equipments under SMMU, Tripura Rural Livelihood Mission (TRLM), at The Institution of Engineers (India), Pandit Nehru Complex, Near Housing Board, Agartala, Pin-799010 for the year **2022-23**. Quotation will be received in the office of the Chief Executive Officer, SMMU, TRLM till **06/08/2022 upto 3.00PM** and to be opened on the same day in presence of bidders, if possible. A format is enclosed herewith for submitting quotation (**Annexure-I**).

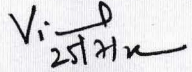
Terms & Condition:

1. An earnest money amounting to **₹10,000/-** (Rupees ten thousand) only in the form of Deposit at call or Draft drawn in favour of **"Tripura Rural Livelihood Mission Society"** payable at Agartala from any Nationalized Bank/ Tripura Gramin Bank/ Tripura State Co-operative bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidder who would be offered the work and shall be released after the contract period. For others the earnest money would be refunded.
2. The firms/ agencies/ suppliers/ Co-operative Societies having **MSME registration will get exemption on EMD** as per extant Government Guidelines.
3. The contract period shall be for 1 (one) year effective from the date of issuance of supply order which can be renewed based on satisfactory performance for 3 (three) more years. This office does not give any guarantee of minimum purchase from the selected vendors.
4. There shall be no hike on the quoted rate after submission of bid during the entire supply order period.
5. Financial Bid will be opened only for those who qualify the technical parameter: -
 - i) Registration Certificate for Co-operative Societies.
 - ii) Trade License
 - iii) Pan Card
 - iv) GST Registration
 - v) Udyam registration, if any.
 - vi) Self declaration for the status of blacklisted or not.
6. The supplier should have their stores available at Agartala to ensure timely supply of store items.
7. If 2 (two) or more bidder quoted same rate (L1) for any of the item, the supply order will be issued as per the decision of the authority.
8. Supplies shall be made within 7 (seven) days from the date of receipt of the supply orders.

Cont. to page-2

9. The costs related to packing transportation etc. will be borne by the supplier. No extra payment will be made by the office for whatever purpose. Advance payment will not be made by the office under any circumstances which will be communicated in the form of supply order from time to time.
10. The supply of items shall strictly be as per the requirement. The rate shall be quoted in figures as well as in words for all the items given in the description of items (Annexure I).
11. The contract will be awarded to those bidders, who stand item-wise Lowest (L1).
12. If the L1 bidder does not have the specific item with them, the authority may decide to order from any of the selected vendors.
13. Non fulfillment of any of the above terms & conditions may result in rejection of bids and no correspondence will be entertained in this regard.
14. Applicable taxes shall be recovered from the bill.
15. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.
16. The bidding process may be cancelled at any point of time, partially or fully, without assigning any reason.
17. All disputes lie within the jurisdiction of Agartala only.

Yours sincerely,


(Dr. Vishal Kumar, IAS)
Chief Executive Officer, TRLM

Copy to:

1. M/s..... For information & necessary action.
2. The Director, Directorate of Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (tripura.gov.in) and Rural Development Department (rural.tripura.gov.in) and Tripura Rural Livelihood Mission (trlm.tripura.gov.in).
3. The Director, Department of ICA for information. He is requested to arrange for publication of the said notice in 3(three) leading local daily newspaper.
4. Notice Board, SMMU, TRLM.

List of stationery / articles/ equipments items:

Sl. No.	Name of the item	Rate per unit (including all Taxes)	Remarks
1	A4 envelope (Cloth/laminated)		
2	AA Battery		
3	AAA Battery		
4	Gel Ball Pen (Black& Blue)		
5	Attendance Register		
6	Binding Register (Rajdoot)		
7	Stapler HS-45		
8	Binding Clip (Small & Medium)		
9	Carry Bag		
10	Binding Jute Rope Bundle		
11	Broom Coconut stick		
12	Broom (Flower)		
13	Cello-Tape (1&2 inch)		
14	Chair Towel		
15	Chart Paper		
16	Colin with spray 500ml		
17	Correction pen		
18	Cup and Plate set		
19	Cushion Chair with handle		
20	Calculator (medium) (Casio)		
21	Cutlery Set		
22	Dak Pad (Rajdoot)		
23	Diary		
24	Dish wash Liquid		
25	Dish Wash soap		
26	Dispatch Register (Oxford)		
27	Door Mat		
28	Dustbin Big Size		
29	Dustbin with cover &padel type		
30	Duster cloth (small)		
31	Envelope (10x4.5) (Brown)		
32	Fevicol tube 45 gm		
33	File board (Star)		
34	File cover (Star)		
35	Floor Mop		
36	Gems clip		
37	Glass Cap		
38	Good Night Liquid Refill		
39	Guard File (Rajdoot)		
40	Hand sanitizer 200ml		
41	Hard towel		
42	Toilet Cleaner 500ml		
43	Highlighter Pen (Artline)		

Vi—P

44	HP/Canon tonner (Compatible)		
45	HP 12A Cartage		
46	Ink pad (Black/Blue/Red)		
47	JK A4 paper		
48	JK Legal Paper (FS)		
49	Knife (small)		
50	Laptop battery		
51	Laptop/Desktop RAM		
52	Legal envelope		
53	L-Folder		
54	L-folder (A4)		
55	Hand wash 250ml/500ml		
56	Lyzol 500 ml		
57	Marker Pen (Small/Big) (Camlin)		
58	Mouse pad		
59	Naphthalene Balls		
60	Newspaper		
61	Non-Permanent Marker		
62	Note sheet		
63	Notepad		
64	Odonil (packet)		
65	Pad Lock		
66	Paper flag (Re-Stick, Oddy)		
67	Sujan (Paper Hole Punching Clicker)		
68	Paper Weight		
69	Pen Stand		
70	Pencil		
71	Pen (V5 & V7)		
72	Pencil/sharpener/eraser (Nataraj)		
73	Pentonic Pen		
74	Peon book (Rajdoot)		
75	Permanent Marker		
76	Phenyl		
77	PVC File Cover		
78	Plastic Chair with Handle		
79	Plastic Folder (A4, FS)		
80	Porcelain Dining Plate		
81	Punching Machine (single/Double)		
82	Receive register (Oxford) no-28		
83	Remote calling bell		
84	Room Freshener		
85	Sanitizer 5 Ltr.		
86	Scissor		
87	Sharp Tonner		
88	Stapler No-10		
89	Stapler HD 23S24		
90	Stapler Pin 24/6, 24/6L (Camlin)		
91	Stapler Pin 10, 24/6 (Camlin)		
92	Stock register (no -20)		

Vi-→P

93	Stand Calendar		
94	Sugar		
95	Tag (100 per bundle)		
96	Tag 1000 per bundle		
97	Tea Kettle		
98	Tissue Paper		
99	Toilet Brush (medium)		
100	Toilet Soaps		
101	Umbrella		
102	Water Bottle (1ltr./2 ltr.)		
103	water Glass		
104	Water sponge		
105	White Board		
106	White Board Duster		
107	Correction Pen		
108	Witing Pad (Luxor)		
109	Note Book Small (Luxor)		
110	Notebook Large (Luxor)		
111	Face Mask		
112	File Folder (Bamboo)		
113	Highlighter Pen		
114	Anti-Virus		
115	All in one MF1136 Cartridge		
116	Bleaching Powder		
117	Bucket (15ltr / 10 Ltr.)		
118	Cash Book		
119	Clip Board		
120	Drawer Lock		
121	Dry Wiped		
122	Eraser		
123	Pencil Sharpener		
124	Face Shield		
125	ID card Holder		
126	Hard Stick		
127	Wall Clock		
128	Scissors		
129	Ruler		
130	Plastic Mug		
131	Sketch Pen		
132	Non-Permanent Marker		
133	White Board Marker		
134	Toilet Floor Cleaner		
135	Table Top Glass		
136	Battery 3A (Eveready)		
137	Memory Card for Camera		
138	Emergency Light		
139	HDMI Cable		
140	Loud Speaker		
141	Wired Mouse		

V: — P

143	Wired/Wireless Mic		
144	Wireless Modem cum Router		
145	Wireless Mouse		
146	Wireless SIM Dongle/Modem		
147	Toshiba/ Samsung pen drive (32 GB, class 10)		
148	UPS		
149	Web Camera		
150	Pen drive		
151	SATA Hard Disk		
152	CCTV camera		
153	ATA Hard Disk		
154	Bluetooth Speaker		
155	Charger Adaptor		
156	Conference USB 2.0 Camera		
157	Calling Bell		
158	Desktop Computer Table		
159	Trunk		
160	Wall Hanging Fan		
161	Godrej Table 7x5 ft.		
162	Almirah Big Size		
163	Almirah Small Size		
164	Book Shelf		
165	Revolving Chair with handle		
166	Room Heater		
167	Table Fan		
168	Ceiling Fan		
169	Surgical Glouves		
170	LED Tube		
171	LED Bulb		
172	Double Sided Tape		
173	Extension Cord		
174	Face Shield		
175	Liquid Mosquito Repellent		
176	Carbon Paper		
177	Door/Window Curtains		
178	Blank DVD		
179	Key Bag		
180	Log Book		
181	Ledger Book		

Vishal
27/5/20

(Dr. Vishal Kumar, IAS)
Chief Executive Officer, TRLM