

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

No.F.5(5)-RD (TRLM)/2021/ 6826 - 31

Dated, Agartala ...23../..08../2022

Notice Inviting Quotation

Sealed quotations are invited from registered and reputed firms/ agencies/ suppliers/ Cooperative 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 **31/08/2022 upto 3.00 PM** 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 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.
3. There shall be no hike on the quoted rate after submission of bid during the entire supply order period.
4. Financial Bid will be opened only for those who qualify the technical parameter: -
 - i) Trade License
 - ii) Pan Card
 - iii) GST Registration
 - iv) Self declaration for the status of blacklisted or not.
5. The supplier should have their stores available in Tripura to ensure timely supply of store items.
6. 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.
7. Supplies shall be made within 7 (seven) days from the date of receipt of the supply orders.

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8. 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.
9. 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).
10. The contract will be awarded to those bidders, who stand item-wise Lowest (L1).
11. If the L1 bidder does not have the specific item with them, the authority may decide to order from any of the selected vendors.
12. Non fulfillment of any of the above terms& conditions may result in rejection of bids and no correspondence will be entertained in this regard.
13. Applicable taxes shall be recovered from the bill.
14. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.
15. The bidding process may be cancelled at any point of time, partially or fully, without assigning any reason.
16. All disputes lie within the jurisdiction of Agartala only.

Yours sincerely,

Vishal Kumar
28/8/20

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

Copy to:

1. The Addl. Chief Executive Officer for information please.
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)
3. PM (MIS) to arrange display the notice in the websites of Rural Development Department (rural.tripura.gov.in) and Tripura Rural Livelihood Mission (trlm.tripura.gov.in).
4. 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.
5. Store Section for information & necessary action.
6. Notice Board, SMMU, TRLM.

List of Stationery / Articles/ Equipments Items:

Sl. No.	Name of the item	Brand	Rate Per Unit (including all Taxes)	Remarks
1	A4 envelope (Cloth/laminated)	A1 Quality		
2	AA size Alkaline Battery	Duracell/ Panasonic		
3	AAA size Alkaline Battery	Duracell/ Panasonic		
4	One time pen Gel Pen (Black & Blue)	Agni/Cello/Cotton Doll		
5	10,12,14,16,18 & 20 No. Attendance Register	Rajdoot/ Oxford		
6	Binding Register	Rajdoot/ Oxford		
7	Binding Clip (Small & Medium)	Infinity/ Oddy/ Foska		
8	Binding Jute Rope Bundle	A1 Quality		
9	Broom Coconut Stick	A1 Quality		
10	Broom (Flower)	A1 Quality		
11	Cello-Tape (1&2 inch)	A1 Quality		
12	Cello Tape Dispenser (1&2 inch)	A1 Quality		
13	White Chair Towel	Raymond/ Bombay Dying		
14	Chart Paper	A1 Quality		
15	Glass Cleaner Spray 500ml	Colin/Windex		
16	Correction pen	Luxot/Fabre Castle		
17	Porcelain Cup and Plate set	Cello/Borosil		
18	Calculator (medium)	Orpat/Casio		
19	304 Grade SS Heavy Spoon & Fork (set of 6)	A1 Quality		
20	Dak Pad	Rajdoot/ Oxford		
21	Diary	A1 Quality		
22	Dish wash liquid (500ml)	Vim/Pril		
23	Dish Wash Bar (300gm)	Vim/Pril/Patanjali		
24	Dispatch Register	Rajdoot/ Oxford		
25	Coir Door Mat	A1 Quality		
26	Open Dustbin (Big Size)	RFL/Cello/Nilkamal		
27	Dustbin with Cover & Pedal type	RFL/Cello/Nilkamal		
28	Duster cloth (small)	A1 Quality		
29	Yellow/brown Envelope (10x4.5 inch)	A1 Quality		
30	Glue Tube (45 gm)	Fevicol		
31	File board	Academy Classic/ Star/Bindex		
32	File Cover	Academy Classic/ Star/Bindex		
33	Floor Mop	Prestige/ KWEL/ Scotch Bite		
34	Gems clip	A1 Quality		
35	Water Glass Cap	A1 Quality		
36	Mosquito Repellent Machine & Liquid Refill Combo	Mortein/ Good Night		
37	Mosquito Repellent Spray	Mortein/ Hit		
38	Cockroach Repellent Spray	Mortein/ Hit		
39	Guard File	Rajdoot/ Oxford		
40	Hand Sanitizer (200ml)	Chinthol/Dettol		

41	Hand towel (15x24 inch)	A1 Quality		
42	Liquid Toilet Cleaner (500ml)	Harpic/Domex		
43	Highlighter Pen (Yello/Pink)	Faber Castell/Artline		
44	Inkpad (Black/Blue/Red)	Camlin/Fabre Castell/Artline		
45	A4 size white paper (75 GSM)	JK Copier/Century Green/Image Copier		
46	FS size white paper (75 GSM)	JK Copier/Century Green/Image Copier		
47	Stainless Steel Knife with Plastic Handle (small)	A1 Quality		
48	FS size L-Folder dozen	A1 Quality		
49	A4 size L-folder dozen	A1 Quality		
50	Liquid Hand wash (250ml & 500ml)	Cinthol/Savlon/Lifeboy		
51	Flat Mouse Pad (9x7 inch)	A1 Quality		
52	Naphthalene Balls packet	A1 Quality		
53	White Board Marker	Camlin/Luxot		
54	White Board marker ink bottle			
55	A4 & FS size File Note sheet	A1 Quality		
56	80 pages Plain White Notepad (Dozen)	Paperkraft/Cubic		
57	Room Freshner Block (packet)	Odonil		
58	6 Lever, Stainless Steel Pad Lock (45mm, 55mm and 65mm)	Link/Godrej		
59	5 color Paper flag	Re-Stick/Oddy		
60	Sujan (Paper Hole Punching Clicker) (Dozen)	A1 Quality		
61	Flat Glass Paper Weight (Dozen)	A1 Quality		
62	Round Wire Mesh Metal Pen Stand (Dozen)	A1 Quality		
63	HB Pencil	Nataraj/Fabre Castle		
64	Pen (V5 & V7)	Luxot Pilot/Camlin/Goldex		
65	Pencil Sharpener	Nataraj/Faber Castell		
66	0.5mm Ball Pen (Blue/Black/Red)	Pentonic/Cello/Cotton Doll		
67	8,10,12 & 16 No. Peon Book	Rajdoot/Oxford		
68	Permanent Marker	Camlin/Luxot		
69	Permanent Marker ink Bottle			
70	White colour Phenyl	A1 Quality		
71	PVC File Cover	A1 Quality		
72	Plastic Chair with Handle	Nilkamal/Cello/RFL/Prandeep		
73	A4 & FS size Plastic Folder	A1 Quality		
74	Porcelain Dining Plate	Cello/Borosil		
75	Punching Machine (single/Double)	Kangaro		
76	16 to 28 Number Receive register	Rajdoot/ Oxford		
77	Room Freshener (Rajnigandha & Lavender)	Ramson/Odonil		
78	Stainless Steel with plastic handle Scissor (Medium)	A1 Quality		
79	Stapler HD10 & HD45	Kangaro/ Camlin		
80	Stapler HD 23S24	Kangaro/ Camlin		
81	Stapler HP 45	Kangaro/ Camlin		
82	Stapler Pin size (10 & 24/6)	Kangaro/ Camlin		
83	Stock register (No.16 to 32)	Rajdot/Oxford		

84	Stand Calendar	A1 Quality		
85	Cotton Tag (100 per bundle)	A1 Quality		
86	Cotton Tag (1000 per bundle)	A1 Quality		
87	Electric Tea Kettle (1ltr.)	Philips/Bajaj		
88	Tissue Paper (Packet)	A1 Quality		
89	Plastic Handle Toilet Brush (Medium)	A1 Quality		
90	Umbrella (Big size)	KC Pal & Sons.		
91	Water Bottle (1ltr./2 ltr.)	Cello/Milton		
92	Drinking Water Glass set	Cello/Borosil		
93	Water Sponge	A1 Quality		
94	Non-Magnetic White Board	Kores/ Eduway/ Techfab		
95	White Board Duster	A1 Quality		
96	Note Book Small	Classmate/Luxor		
97	Notebook Large	Classmate/Luxor		
98	Face Mask	A1 Quality		
99	Bamboo Mat File Folder	A1 Quality		
100	Bleaching Powder	A1 Quality		
101	Bucket (10ltr & 15ltr.)	Cello/RFL/Prandeeep		
102	4, 8 & 16 No. Cash Book	Rajdoot/Oxford		
103	Acrylic Clip Board	A1 Quality		
104	Dry Wiped	A1 Quality		
105	Eraser	Nataraj/Fabre Castle		
106	Face Shield	A1 Quality		
107	ID card Holder with Ribbon	A1 Quality		
108	Wall Clock	Ajanta/Samay		
109	Plastic Mug (1.5ltr.)	Cello/RFL/Milton/Prandeeep		
110	Sketch Pen (12 Colour Set)	Luxot/Camlin		
111	Floor Cleaner (250ml)	Lizol		
112	Rechargeable LED Emergency Light	Philips/Havells/Syska		
113	Pen drive (32 GB & 64 GB)	HP/Sandisk/Sony		
114	Wireless Remote Control Calling Bell	Philips/Anchor		
115	Surgical Glouves	A1 Quality		
116	LED Tube (18w & 20w)	Philips/Bajaj/ Syska		
117	LED Bulb (9w, 12w, 14w)	Philips/Bajaj/ Syska		
118	Double Sided Tape	A1 Quality		
119	5 in 1 Extension Cord	Anchor/Oreva/Syska		
120	Carbon Paper (Blue & Black)	Kores		
121	Leather Folder	A1 Quality		
122	16 & 24 No. Ledger Book	Rajdoot/Oxford		
123	Garbage Poly bag (medium/big size)	A1 Quality		
124	Garbage PVC Drum (medium/big size)	Nilkamal/ Cello/RFL/Prandeeep		
125	12" Non Commercial Scale (Plastic & Stainless Steel)	Nataraj/Fabre Castell		
126	Toilet Tissue Roll	A1 Quality		
127	Scrubber	Scotch Brite		
128	PVC Plastic Chair with handle	Nilkamal/ Cello/RFL		
129	PVC Plastic Chair without handle	Nilkamal/ Cello/RFL		

130	PVC Plastic Stool	Nilkamal/ Cello/RFL		
131	Bathroom Mirror	Fantasy/ Saint Goban/ Kohler		
132	Dust Collector Pan	Nilkamal/ Cello/RFL/Prandeep		
133	Board Pin	A1 Quality		
134	Chair Seat Foam Cushion	A1 Quality		
135	Chair Back Support Foam Cushion	A1 Quality		
136	Markin Cloth (per meter)	A1 Quality		
137	PVC Folder with push button	A1 Quality		
138	3w LED Torch	Philips/ Syska/ Eveready/ Havells		
139	PVC Plastic Transparent Storage Box	A1 Quality		
140	PVC Storage Basket (12"x6")	A1 Quality		
141	Red Sealing Wax packet (Gala)	A1 Quality		

Vi 28/8/20

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