

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

No.F.5(5)-RD (TRLM)/2021 /5799-802

Dated, Agartala 29/10/2021

Notice Inviting Quotation

Sealed quotations are invited from registered and reputed firms/agencies/suppliers/Co-operative Societies for stationery items to the SMMU, Tripura Rural Livelihood Mission (TRLM), Bholagiri, Agartala for the year **2021-22**.

Quotation will be received in the office of the Chief Executive Officer, SMMU, TRLM till **15/11/2021** 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-1**).

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.

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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 doesn't 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.


(S.C Saha, TCS, SSG)
Addl. Chief Executive Officer
(Addl. Secretary, RD Deptt.)
Tripura Rural Livelihood Mission

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 stationary items:

| Sl no | Name of the item | Rate per unit (including all taxes) | Remarks |
|-------|--------------------------------------|--|---------|
| 1 | JK A4 paper . | | |
| 2 | Agni gel pen (Black/ Blue) | | |
| 3 | L-folder (A4) | | |
| 4 | Highlighter pen (Artline) | | |
| 5 | Celotap (1&2 inch) | | |
| 6 | A4 envelope (Cloth/laminated) | | |
| 7 | Note sheet | | |
| 8 | File cover (Star) | | |
| 9 | File board (Star) | | |
| 10 | Stapler 24/6, 24/6L (Camlin) | | |
| 11 | Legal envelope | | |
| 12 | Envelope (10×4.5) (Brown) | | |
| 13 | HP /Canon tonner (Compatible) | | |
| 14 | HP 12A Cartage | | |
| 15 | Paper flag (Re-stick, Oddy) | | |
| 16 | Gum-500ml (Fevicol) | | |
| 17 | Stamped (Camlin) | | |
| 18 | Pencil/sharpener/eraser (Nataraj) | | |
| 19 | Tag (100 per bundle) | | |
| 20 | Correction pen (Luxor) | | |
| 21 | Chart paper | | |
| 22 | Binding Clip (Medium) | | |
| 23 | Binding Register (Rajdoot) | | |
| 24 | Battery 3A (Eveready) | | |
| 25 | Battery 2A (Eveready) | | |
| 26 | Fevicol tube 45 gm | | |
| 27 | Tag 1000 per bundle | | |
| 28 | Knife (small) | | |
| 29 | Plastic Folder (A4) | | |
| 30 | Peon book (Rajdoot) | | |
| 32 | Dak Pad (Rajdoot) | | |
| 33 | Stapler pin10, 24/6 (Camlin) | | |
| 34 | Dispatch register (Oxford) no- 28 | | |
| 35 | Marker pen (Small/Big) (Camlin) | | |
| 36 | Receive register (Oxford) no- 28 | | |
| 37 | Duster cloth (small) | | |
| 38 | Dustbin with cover & padel | | |

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|----|---|--|--|
| 39 | Guard file (Rajdoot) | | |
| 40 | Calculator (medium) (Casio) | | |
| 41 | Gems clip | | |
| 42 | Stock register (no -20) | | |
| 43 | Punching Machine (single/Double) | | |
| 44 | Scissor | | |
| 45 | Water sponge | | |
| 46 | Vim liquid | | |
| 47 | Remote calling bell | | |
| 48 | Sharp Tonner | | |
| 49 | Toshiba/ Samsung pen drive (32 GB, class 10) | | |
| 50 | Sanitizer 5 Ltr. | | |
| 51 | Lyzol 500 ml | | |
| 52 | Lifeboy Hand wash 250ml/500ml | | |
| 53 | Odonil (packet) | | |
| 54 | Good Night refill | | |
| 55 | Toilet Brush (medium) | | |
| 56 | Broom flower | | |
| 57 | Harpic 500ml | | |
| 58 | Hand sanitizer 200ml (Dettol) | | |
| 59 | Colin with spray 500ml | | |
| 60 | Naphthalene ball 1 kG | | |


Addl. Chief Executive Officer
Tripura Rural Livelihood Mission

