

No.F.3-10/TW/ACCTS/NAZ/Stationery/2021-22/31892-817 Dated, Agartala 20/01/2022

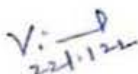
Notice Inviting Quotation

Scaled quotations are invited from registered and reputed firms/agencies/suppliers/Co-operative Societies for stationery items/ articles to the Directorate of Tribal Welfare, Gurkhabasti, Agartala for the year 2021-22.

Quotation will be received in the office of the Directorate of Tribal Welfare, Gurkhabasti, Agartala till **14/02/2022** 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 "DIRECTORATE OF TRIBAL WELFARE" 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 & GST return copy last one year.
 - v) Udyam registration, if any.
 - vi) Self declaration for the status of blacklisted or not.
 - vii) Annual Turn over equal or more than Rs.50.00 lakhs.
 - viii) Copy of work completion certificates/ sanction orders of the Government Departments/ Government organizations last 3 years.
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.

V. 
22/1/22

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 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.

Vishal
22/12

(Dr. Vishal Kumar, IAS)
Director, TW
Government of Tripura

Copy to:

1. The PS to the Pr. Secretary, Tribal Welfare Department, Govt. of Tripura for kind information of the Pr. Secretary, TW.
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. 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. The Branch Officer, Media Cell of this Directorate for information. He is requested to arrange display in the departmental website.
5. Notice Board, Directorate of Tribal Welfare, Gurkhabasti, Agartala.

Vishal
22/12

Director, TW
Government of Tripura

LIST OF STATIONARY ITEMS:**ANNEXURE-I**

Sl.	Name of the item	Quantity	Rate per unit (Including all taxes)	Rate per unit in figure (Including all taxes)
1	A4 Size Paper (J.K)	1 rim		
2	Alpin	1 pkt.		
3	Fs Size Paper (J. K)	1 rim		
4	Arch file	1 no		
5	Bucket (Iron)	1 no		
6	Bucket (Plastic)	1 no		
7	Buff file	1 no		
8	Pencil Battery	1 no		
9	Remote Battery	1 no		
10	Flower Broom	1 no		
11	Strick Broom	1 no		
12	Busket	1 no		
13	Battery (AC)	1 no		
14	Bulb LED 9W	1 no		
15	Cartidge-12A	1 no		
16	C.D	1 no		
17	Calling Bell	1 no		
18	Clip Board	1 no		
19	Court Case file (printed)	1 no		
20	Cello tap (Big)	1 no		
21	Cello tap (Small)	1 no		
22	Cup and plate set (Born- Chaina)	1 set		
23	Cartridge (Richo) MP-2014	1 no		
24	Carbon Paper	1 no		
25	Correction Fluid	1 no		
26	Chair Plastic/ arm (Plastic)	1 no		
27	Chair without arm (plastic)	1 no		
28	C.D. Cover	1 no		
29	Cartidge-15A	1 no		
30	Cartridge 88A	1 no		
31	Calculator Machine	1 no		
32	Cartridge-18A	1 no		
33	Coffee (50 gm)	1 no		
34	Dak Pad	1 no		
35	Dettol Liquid (100 ml)	1 no		
36	Dish (Chinamati)	1 no		
37	Duster	1 no		
38	Dust bin	1 no		
39	Envelop (Cloth A4 Size)	1 no		
40	Envelop Lamination A4 Size	1 no		
41	Envelop (Post Card)	1 no		
42	Envelop (10"×4")	1 no		
43	Envelop (12"×6")	1 no		
44	Engagement Pad	1 no		
45	Eraser	1 no		
46	File Cover (Printed)	1 no		
47	File Board (Printed)	1 no		
48	File Cover (Assembly) (Printed)	1 no		
49	File Cover (SLSC) (Printed)	1 no		
50	Flag (Re-Strick)	1 no		

51	File Cover (Parliament) (Printed)	1 no		
52	Folder Both side open	1 no		
53	L-Folder	1 no		
54	Gems Clip	1 Pkt.		
55	Gum pot (Small)	1 no		
56	Gum pot (big)	1 no		
57	Gum tube	1 no		
58	Glue Strick (Gum)	1 no		
59	Guard file	1 no		
60	Glass lead	1 no		
61	Guarder	1 no		
62	Harpic	1 no		
63	Hit (Mosquito killer)	1 no		
64	Highlighter Pen	1 no		
65	Hand wash (100 gm)	1 no		
66	Hand Sanitizer (5ltrs)	1 no		
67	Hand wash Dettle (pouch)	1 no		
68	Ink Pad (Big)	1 no		
69	Ink Pad (Medium)	1 no		
70	Ink Pad (Small)	1 no		
71	Knief	1 no		
72	Key bag	1 no		
73	Key board (computer)	1 no		
74	Lock & Key (Big) (Link)	1 no		
75	Lock & key (Medium) (Link)	1 no		
76	Lock & Key (Small) (Link)	1 no		
77	Log book	1 no		
78	Lizol (5 ltrs)	1 no		
79	Lid for water glass	1 no		
80	Marking cloth (one than)	1 no		
81	Measuring weight	1 no		
82	Marker Pen (Permanent)	1 no		
83	Measuring Scale	1 no		
84	Milk everyday (200 gm)	1 no		
85	Mog	1 no		
86	Mouse for Computer (Logitech /HP)	1 no		
87	Mop for Cleaning	1 no		
88	Marker Pen (White Board)	1 no		
89	Naphthalene (100 gm)	1 Pkt.		
90	Note Book (5 subject)	1 no		
91	Note Book (Normal)	1 no		
92	Note Sheet (printed)	1 no		
93	Pen (Agni one time)	1 no		
94	Pen (goldex)	1 no		
95	Pen (Add Gel)	1 no		
96	Pen (Parker)	1 no		
97	Paper Weight	1 no		
98	Pen Stand	1 no		
99	Phenyl (White) (5 ltrs)	1 no		
100	Phenyl (Black) (1 ltrs)	1 no		
101	Papush	1 no		
102	Punchine Machine (Single)	1 no		
103	Punchine Machine (Double)	1 no		
104	Pen Drive (sony/ HP)	1 no		
105	Peon book	1 no		
106	Pencil (Nataraj/ Camline)	1 no		

107	Pencil Cutter	1 no		
108	Refile (ordinary)	1 no		
109	Refile (Add gel)	1 no		
110	Refile (Parker)	1 no		
111	Attendance Register (Oxford)	1 no		
112	Despatch Register (Oxford)	1 no		
113	Received Register (Oxford)	1 no		
114	Register No-4 (Oxford)	1 no		
115	Register No-6 (Oxford)	1 no		
116	Register No-8 (Oxford)	1 no		
117	Register No-10 (Oxford)	1 no		
118	Register No-12 (Oxford)	1 no		
119	Register No-16 (Oxford)	1 no		
120	Register No-30 (Oxford)	1 no		
121	Room freshener	1 no		
122	Register No-24 (Oxford)	1 no		
123	Register No-26 (Oxford)	1 no		
124	Stock-Book Register (Oxford)	1 no		
125	Register No-20 (Oxford)	1 no		
126	Stapler Machine (Small)	1 no		
127	Stapler Machine (Medium)	1 no		
128	Stapler Machine (Big)	1 no		
129	Stapler pin (Big)	1 no		
130	Stapler pin (Medium)	1 no		
131	Stapler pin (small)	1 no		
132	Short hand book	1 no		
133	Scissor	1 no		
134	Sujan	1 no		
135	Spoon (VIP)	1 no		
136	Sugar (1 Kg)	1 no		
137	Soap (vim bar) (small)	1 no		
138	Sketch Pen	1 Pkts		
139	Sealing Wax	1 Pkts		
140	Tag	1 bundles		
141	Towel (Small) (Bombay dying)	1 no		
142	Towel (Medium) (Bombay dying)	1 no		
143	Towel (big) (Bombay dying)	1 no		
144	Ton thread	1 no		
145	Tube light LED	1 no		
146	Telephone Set (1+1) (Beetel)	1 no		
147	Telephone Set (Beetel)	1 no		
148	Tray (small/Medium)	1 no		
149	Tealeaf (Pkt) (100 gm)	1 no		
150	Tea leaf (Green) (100 gm)	1 no		
151	Toilet Brush	1 no		
152	Umbrella (K.C.Paul)	1 no		
153	UPS (for Computer) (APC)	1 no		
154	USB Hub	1 no		
155	UPS Battery	1 no		
156	Water Sponge	1 no		
157	Water glass (borosil)	1 no		
158	Wall clock (Ajanta)	1 no		