

No. 4255/F.9(6)/Sty/SP(Proc)/2025

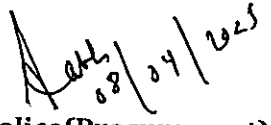
GOVERNMENT OF TRIPURA
OFFICE OF THE SUPDT. OF POLICE(PROCUREMENT)
TRIPURA :: AGARTALA

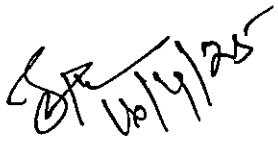
Date. 08/04/2025

NOTICE INVITING TENDER

Sealed Tenders are invited by the undersigned on behalf of the Governor of Tripura in two bids system i.e. Commercial Bid & Technical Bid separately from the bonafied Suppliers/Manufacturers/Firms for supply of Stationery articles, Binding and Printing articles for use in the Office of the SP(Procurement), A. D Nagar, Agartala, Tripura for the financial year 2025-26.

Detailed Tender Notice and terms & condition may also be seen or download from the Website - www.tripurapolice.nic.in & www.tripura.nic.in.


Supdt. of Police(Procurement)
Tripura :: Agartala


10/4/25

3) **PROCEDURE FOR SUBMISSION OF TENDER :-**

- a) Tenders should be sent by hand / Registered/Speed Post/Courier so as to reach in the Office of the undersigned by **08-05-2025** up-to 1700 hours.
- b) The Technical and Commercial Bids should be submitted separately in separate envelope. The Technical and Commercial Bids should also be sealed and super scribed on the top as '**TECHNICAL BID FOR SUPPLY OF STATIONERY ARTICLES, PRINTING and BINDING ARTICLES DUE ON 08-05-2025**' AND '**COMMERCIAL BID FOR SUPPLY OF STATIONERY ARTICLES, PRINTING and BINDING ARTICLES DUE ON 08-05-2025**'.
- c) The tenders, which are not valid in all respect are liable to be rejected summarily.

4) **OPENING OF TENDERS :-**

- a) The Technical Bid of the Tender will be open on **08-05-2025** at 1730 hrs, if possible in the Office of the undersigned in presence of such parties who may likely to remain present. Commercial Bids will be opened after Technical Bids is examined and evaluated. The Commercial Bids of the Tenderers will be opened only who's Technical Bids are qualified.
- b) **The undersigned reserves the right to reject or accept any tender including the lowest One without assigning any reason whatsoever.**

5) **RESPOSIBILITY OF THE SUCCESFUL TENDERERS :-**

- a) The accepted rate shall remain valid upto 31st March,2026 from the date of quotation. The successful bidder shall have to :-
 - i) Deposit 10% of as Security Deposit in the shape of Deposit at call or Bank Guarantee from any Bank having Branches at Agartala in favour of the Superintendent of Police(Procurement), Tripura within 07(Seven) days from the date of receipt of the letter from this office. If the tenderer so desires, in writing, their earnest money deposit may be adjusted as part of the Security Deposit.
 - ii) Delivery of goods for which order is placed is to be made within stipulated period as mentioned in the Supply Order to the Superintendent of Police(Procurement). The Tenderer will take back the rejected articles if any at his own risk and cost from the Stationery Store of this office, A. D Nagar, Agartala and arrange for supply of replacement for the same within such extended periods as may be indicated by the undersigned.

6) **PENALTIES :-**

The Supply Order may be cancelled in case of failure to complete the entire Supply within the stipulated period or extended delivery period given by the undersigned without assigning any reason and if so the Security Deposit as mentioned at paragraph 5(i) will be forfeited.

7) **MISCELLANEOUS :-**

- a) The Earnest Money of the unsuccessful Bidders shall be refunded after finalization of the Tenders.
- b) The payment will be made by the consignee, the SP(Procurement), Tripura after completion of supply and survey of the item by the Survey Committee. The commission/charges for Bank draft/Banker Cheque shall be borne by the supplier.

No. 4256 /F.9(6)/Sty/SP(Proc)/2025

**GOVERNMENT OF TRIPURA
OFFICE OF THE SUPDT OF POLICE(PROCUREMENT)
TRIPURA :: AGARTALA**

Date 08 /04/2025

TENDER NOTICE

Sealed Tenders (**Technical Bid** and **Commercial Bid** to be submitted in separate sealed covers) are invited by the undersigned on behalf of Government of Tripura from Bonafide Suppliers/Manufacturers firms for supply of Stationery articles, Binding and Printing articles to be use in the Office of the SP(Procurement), A. D Nagar, Agartala, Tripura during the financial year **2025-2026**. Name & particulars of Stationery articles, Binding Articles and Printing articles are indicated in **Annexure – 'A', 'B' & 'C'**.

2) CONDITION FOR VALIDITY OF TENDERS :-

To be valid, the tenderer/Bidders should fulfill the following conditions :-

The Tender should accompany :-

- a) An attested copy of up-to-date GST (Goods and Service Tax) & IT (Income Tax Clearance) Firms Registration Certificate from the competent authority should be furnished along-with Technical Bid. Firms having no Shop or establishment in Tripura for registration with Labor Department may furnish valid Trade License from the appropriate authority (**attested by a Gazetted Officer**).
- b) Earnest Money deposit **Rs .5,000/- (Rupees- five thousand)** only in the shape of deposit at call , issued by any Bank having Branch at Agartala in favour of the Superintendent of Police(Procurement), Tripura, Agartala, Pin No-799003 should be furnished along-with the Technical Bid, failing which, tender will not be considered as valid. Local Industrial unit are exempted to deposit part amount of EMD/ SD as per TIIPS (Tripura Industrial Investment promotion Incentives Scheme). Local Industrial unit should submit/ upload such exemption certificate along with their tender.
- c) Rates should be **quoted both in words and figures**, including GST etc. only single rate should be quoted for each item, otherwise tender will not be considered as valid.
- d) Tender may not be considered to be valid if Technical Bid and Commercial Bid are not submitted in separate sealed cover.
- e) If, price preference is claimed by any tenderer (SSI/NSIC Unit) they should furnish, along-with the Technical Bid of the tender, a copy of document to indicate the basis on which and the extent to which price preference is claimed.
- f) Firms will be selected separately for each item on the basis of the lowest rate quoted by the firms as mentioned in the tender.

- c) Inspection of the Tendered Item will be conducted at Stationery Store of this office, A. D Nagar, Agartala i.e. at the premises of the consignee, by the authority.
- d) Delivery to be made at Stationery Store, office of the Supdt. of Police(Procurement), A. D Nagar, Agartala – 799 003 by the supplier at his own cost
- e) No interest will be allowed on the Earnest Money/Security Deposit.
- f) No advance payment shall be allowed.
- g) No escalation of price will be allowed till delivery of entire quantities of the Supply Orders of all the item(s) is completed during 12(twelve) months from the date of acceptance of the rate(s).
- h) The Procurement of quantity of any items may depend on availability of fund, requirement and other constraints.

08/07/25
Supdt. of Police(Procurement)
Tripura :: Agartala

LIST OF STATIONERY ARTICLES

01. Add-gel pen @ ` _____ /- each in words (Rupees _____) only.
02. Add-gel pen refill @ ` _____ /- each in words (Rupees _____) only
03. Computer Paper A4 (JK copier) 500 sheets @ ` _____ /- per ream in words (Rupees _____) only
04. Computer Paper FS (JK copier) 500 sheets @ ` _____ /- per ream in words (Rupees _____) only
05. Computer Optical Mouse @ ` _____ /- each (in word (Rupees _____) only
06. Computer Key-Board @ ` _____ /- each (in word (Rupees _____) only.
07. Calling Bell, (Button system with spring) @ ` _____ /- each (in word (Rupees _____) only.
08. Clip Board FS size Plastic) (Best quality) @ ` _____ /- each (in word Rupees _____) only.
09. Correction Pen (Kores) 1 MM Ball (Rolling ball metal tip) @ ` _____ /- each (in word (Rupees _____) only.
10. Cotton Thread (100 Grm. per ball) @ ` _____ /- each (in word (Rupees _____) only.
11. Calculator 12 Digits (Big Size) @ ` _____ /- each (in word Rupees _____) only.
12. Computer UPS @ ` _____ /- each (in word Rupees _____) only.
13. Cello Tap 1.5" (Small) (Best Quality) @ ` _____ /- each (in word Rupees _____) only.
14. Computer Mouse pad @ ` _____ /- per seal (in word Rupees _____) only.
15. Computer antivirus (Quickheal Internet security 3 user) ` _____ /- each (in word Rupees _____) only.
16. Computer Ups 1 K.B. ` _____ /- per line (in word Rupees _____) only.
17. Calculator Battery @ ` _____ /- per battery (in word Rupees _____) only.
18. Canon printer Model LBP ` 6230/6240 complete Cartridge (Cartridge No.326) @ ` _____ /- each (in word Rupees _____) only
19. Canon printer Model - LBP2900B complete Cartridge (Cartridge No.303) @ ` _____ /- each (in word Rupees _____) only
20. Canon printer Model-P1108 complete Cartridge (cartridge No.88A) @ ` _____ /- each (in word Rupees _____) only.

21. Canon printer Model - LBP-030B/ LBP-030W complete Cartridge (Cartridge No.925) @ _____/- each (in word Rupees _____) only
22. Canon printer Model LBP-030W complete Cartridge (Cartridge No.912) @ _____/- each (in word Rupees _____) only
23. Pin Box @ _____/- each (in word Rupees _____) only.
24. Desk Calendar Stand (Stainless steel made) @ _____/- each (in word Rupees _____) only.
25. Desk Calendar @ _____/- each (in word Rupees _____) only.
26. Dak Pad (B.Q) @ _____/- each (in word Rupees _____) only.
27. Envelope laminated 100 nos. per bundle (Size-12' X 18') @ _____/- per bundle (in word Rupees _____) only
28. Envelope laminated 100 nos. per bundle (Size-10' X 4') @ _____/- per bundle (in word Rupees _____) only
29. Eraser (for Wooden Pencil) @ _____/- each (in word Rupees _____) only
30. File Cover including a print Superintendent of Police(Procurement) File No. & Year (Yellow in colour) @ _____/- each (in word Rupees _____) only
31. File Board (Yellow in colour) @ _____/- each (in word Rupees _____) only
32. Highlighter pen (B.Q) @ _____/- each (in word Rupees _____) only
33. Kham/Crape Paper per dista (24 nos.) @ _____/- per dista (in word Rupees _____) only
34. Link smart Gel Pen @ _____/- each packet (5 nos. in each packet) (in word Rupees _____) only
35. Link smart Gel Refill (Black & Red) @ _____/- each (in word Rupees _____) only
36. Leather Key Bag (5 Hook) @ _____/- per Bag (in word Rupees _____) only.
37. One time pen @ _____/- per packet(10 nos. in each packet) (in word Rupees _____) only
38. Permanent marker pen @ _____/- each (in word Rupees _____) only.
39. Paper Knife of stainless steel with plastic handle @ _____/- each (in word Rupees _____) only
40. Paper weight @ _____/- each (in word Rupees _____) only.



41. Pencil Carbon paper (Royal blue, Kores, Sapphire) Size-210 X 330 MM 100 sheet per Pkt. @ _____/- per packet (in word Rupees _____) only
42. Pencil Carbon Paper (Royal blue, Kores, Sapphire) Size- 420 X 330 MM. 100 sheets per Pkt. @ _____/- per Pkt. (in word Rupees _____) only
43. Pen Stand along with 04(four) pens @ _____/- per set (in word Rupees _____) only
44. Plastic File Cover @ _____/- per nos. (in word Rupees _____) only
45. Put up pad (1/5 th DFC with Century cover) @ _____/- per nos. (in word Rupees _____) only
46. Ruller (Scale) plastic Made @ _____/- each (in word Rupees _____) only.
47. Re-Stick Pad per pack @ _____/- each (in word Rupees _____) only.
48. Roll binding Register No-04(Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only.
49. Roll binding Register No-06 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only
50. Roll binding Register No-08 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only.
51. Roll binding Register No-10 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only.
52. Roll binding Register No-12 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only.
53. Roll binding Register No-16 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only.
54. Roll binding Register No-20 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only. (Sample should be produced)
55. Roll binding Register No-30 (Transparent Sheet) per nos. @ _____/- per register (in word Rupees _____) only.
56. Synthetic Gum (50ml Per tube) @ _____/- per tube (in word Rupees _____) only.
57. Stamp Pad (FABER-CASTELL, Size-160mmX97mm) @ _____/- per pot (in word Rupees _____) only.
58. Stapler Machine (Kangaro) Size-24/6 @ _____/- each (in word Rupees _____) only.

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59. Stapler Machine Pin Size-24/6 @ ` _____/- per packet (in word Rupees _____) only
60. Single Punch Machine (Kangaro) ` _____/- each (in word Rupees _____) only
61. Spiral writing pad size – 9' X 6' plain paper (50 sheets per pad) @ ` _____/- per pad (in word Rupees _____) only
62. Scissor Big (Paper Cutting) @ ` _____/- each (in word Rupees _____) only
63. Sujan (plastic made handle) @ ` _____/- each (in word Rupees _____) only
64. Student Attendance Register @ ` _____/- each register (in word Rupees _____) only
65. Table top glass (8 MM) per Sqr. Feet @ ` _____/- per Sqr. feet. (in word Rupees _____) only.
66. Tag (B.Q) 50 nos. per bundle @ ` _____/- per bundle (in word Rupees _____) only.
67. T-pins (Standard) Gross weight 100 Grm. Per Pkts. @ ` _____/- per Packet (in word Rupees _____) only
68. Transparent folder(L) A4 Size @ ` _____/- per packet (in word Rupees _____) only
69. USB Pen Drive (16 GB) @ ` _____/- each (in word Rupees _____) only
70. USB Extension hub (4th Port) @ ` _____/- each (in word Rupees _____) only
71. Wooden Pencil (Apsara) @ ` _____/- each packet (10 nos. in each pkt.) (in word Rupees _____) only
72. Wooden Pencil Cutter @ ` _____/- each (in word Rupees _____) only
73. Waste Bucket (Plastic) 1000 ML @ ` _____/- each (in word Rupees _____) only
74. Water glass Led @ ` _____/- each (in word Rupees _____) only
75. Water Sponge Pad @ ` _____/- each (in word Rupees _____) only
76. White binding Register No-04 (Transparent Sheet) @ ` _____/- per register (in word Rupees _____) only
77. White binding Register No-06(Transparent Sheet) @ ` _____/- per register (in word Rupees _____) only
78. White binding Register No-08 (Transparent Sheet) @ ` _____/- per register (in word Rupees _____) only.



79. White binding Register No-10(Transparent Sheet) @ _____/- per register (in word Rupees _____) only.
80. White binding Register No-12 (Transparent Sheet) @ _____/- per register (in word Rupees _____) only
81. White binding Register No-16(Transparent Sheet) @ _____/- per register (in word Rupees _____) only
82. White binding Register No-20(Transparent Sheet) @ _____/- per register (in word Rupees _____) only (Sample should be produced)
83. White binding Register No-24 (Transparent Sheet) @ _____/- per register (in word Rupees _____) only
84. White binding Register No-30(Transparent Sheet) @ _____/- per register (in word Rupees _____) only
85. White binding Register No-40(Transparent Sheet) @ _____/- per register (in word Rupees _____) only
86. Permanent marker pen pencil @ _____/- each (in word Rupees _____) only
87. Computer Wireless Mouse (Best quality) @ _____/- each (in word Rupees _____) only.
88. Computer Wireless Key board (Best quality) @ _____/- each (in word Rupees _____) only.
89. Computer Hard Disc 1 TB (Western Digital) @ _____/- each (in word Rupees _____) only.
90. Computer Mother board Battery (Best quality) @ _____/- each (in word Rupees _____) only.
91. Computer Mother board (Best quality) @ _____/- each (in word Rupees _____) only.
92. Computer SMPS (Best quality) @ _____/- each (in word Rupees _____) only.
93. Computer Cabinet (Best quality) @ _____/- each (in word Rupees _____) only.
94. Computer LCD Monitor 22" (Best quality) @ _____/- each (in word Rupees _____) only.
95. Computer SSD Hard Disc 500 GB (Best quality) @ _____/- each (in word Rupees _____) only.
96. Computer SSD Hard Disc 128 GB (Best quality) @ _____/- each (in word Rupees _____) only.

See

97. Computers RAM 4 GB (Best quality) @ _____/- each (in word Rupees _____) only.
98. Computers RAM 8 GB (Best quality) @ _____/- each (in word Rupees _____) only.
99. Cannon Ink Tank Printer ink (Best quality) 1 set @ _____/- each (in word Rupees _____) only.
100. Computer UPS Battery 12V 7 Ah (Best quality) @ _____/- each (in word Rupees _____) only.
101. Computer Power cable (Best quality) @ _____/- each (in word Rupees _____) only.
102. Computer VGA cable (Best quality) @ _____/- each (in word Rupees _____) only.
103. Computer Printer USB cable (Best quality) @ _____/- each (in word Rupees _____) only.
104. Ultra Glossy Photo Paper 250 GSM (A4 size 50 Sheets, Pack of 1) @ _____/- each (in Word Rupees _____) only
105. Gems Clip Per bundle (Best quality) @ _____/- each (in word Rupees _____) only
106. White board marker pen (Best quality) @ _____/- each (in word Rupees _____) only
107. Pilot pen (Best quality) @ _____/- each (in word Rupees _____) only
108. Goldex pen per Pkt. (05 Nos.)(Best quality) @ _____/- each (in word Rupees _____) only
109. Sharp Toner Cartridge BP-AT200 (Best quality) @ _____/- each (in word Rupees _____) only
110. Ordinary Diary (Note Pad) @ _____/- each (in word Rupees _____) only
111. Computer processor @ _____/- each (in word Rupees _____) only.
112. Computer processor Fan @ _____/each (in word Rupees _____) only
113. Computer USB HUB @ _____/each (in word Rupees _____) only.
114. Printer machine Ruler @ _____/each (in word Rupees _____) only .
115. Printer machine Gear @ _____/each (in word Rupees _____) only.
116. Printer machine Teflon @ _____/each (in word Rupees _____) only.

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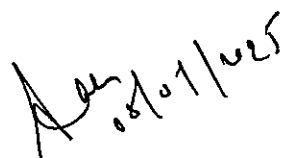
117. Printer machine Pressure Ruler @ _____/- each (in word Rupees _____) only.
118. Printer machine Power Boot @ _____/- each (in word Rupees _____) only.
119. Printer machine User Assembly @ _____/- each (in word Rupees _____) only.
120. Cello Tap (Big-2") @ _____/- each (in word Rupees _____) only.
121. Water glass (Cello) @ _____/-each(in word Rupees _____) only.
122. Stapler Machine (Big) @ _____/-each (in word Rupees _____) only.
123. Pen tonic pen @ _____/- each (in word Rupees _____) only.
124. Duplicating paper 01(one) Rim @ _____/each (in word Rupees _____) only.
125. D.F.C. paper 01 (one) Rim @ _____/- each (in word Rupees _____) only.
126. Leather Document Bag File L Folder With(20 Leefs A4 Size) @ _____/-each (in word Rupees _____) only.
127. Cash Book roll binding register No.40 @ _____/- each (in word Rupees _____) only.
128. Glue Stick @ _____/- each (in word Rupees _____) only.
129. Gum 750 ml. @ _____/- each (in word Rupees _____) only.
130. Gum 1 50 ml. @ _____/- each (in word Rupees _____) only.
131. Rubber Stamp ink 100 ML @ _____/- each (in word Rupees _____) only.
132. Stapler machine Small @ _____/- each (in word Rupees _____) only.
133. Stapler pin Small @ _____/- each (in word Rupees _____) only.
134. Stick Note Pad @ _____/ each (in word Rupees _____) only.

Ans 08/07/2015
Supdt. of Police(Procurement)
Tripura :: Agartala

SPECIFICATION OF BINDING WORKS

1. D.F.C.1/2th size Register/Books, leather binding without side and inside cloth, side/ middle/ top binding 4(four) corner binding (100 sheets to 500 sheets) per register (register should be binding by 24 ounce cover) @ _____/- each (in word Rupees _____) only.
2. D.F.C.1/4th size Register/Books, Leather binding (cover should be 24 ounce with out side and inside cloth) side/ middle/ top binding 4(four) corner binding (50 sheets to 500 sheets per register/ books) @ _____/- each (in word Rupees _____) only.
3. D.F.C 1/4th size Register/Books, Leather binding (cover should be 24 ounce with out side and inside cloth) side / middle/ top binding 4(four) corner 18/ binding (50 sheets to 500 sheets per register/ books) @ _____/- each (in word rupees _____) only.
4. D.F.C 1/4th size Register/ Books, Leather binding (century paper) with cloth side/ middle/ top binding (100 sheets to 200 sheets per book/ register @ _____/- each (in word Rupees _____) only.
5. D.F.C 1/8th size Register/Books, Leather binding (century paper) with cloth side/ middle/ top binding (100 sheets to 200 sheets per book/ register @ _____/- each (in word Rupees _____) only.
6. D.F.C. 1/16th size Register/ Books Leather binding (century paper) with cloth side/ middle/ top binding(100 sheets to 200 sheets per book/ register@ _____/- each (in word Rupees _____) only.

N.B:- All kinds of forms will be supplied by the store & binding materials should be provided by the Contractors/ Binders including cutting charges. Binding works should be done in the Procurement forms & Stationery store at A. D Nagar Police Line.


Supdt. of Police(Procurement)
Tripura :: Agartala

SPECIFICATION OF PRINTING WORKS

SL NO	ITEMS	SIZE	UNIT	PRINTING/ NUMBERING	BINDING	RATE
1.	PROFORMA-A	¼ DFC	1000 NOS.	BOTH SIDE	-	`
2.	PROFARMA-B	¼ DFC	1000 NOS.	BOTH SIDE	-	`
3.	POL ISSUE SLIP	1/8 TH DEMY	1X100 NO.	QUAD PLICATE	Craft binding book	`
4.	IDENTITY CARD	1/32 TH CENTURY BOARD	100 NOS.	BOTH SIDE BI-COLOUR	-	`
5.	SANCTION ORDER BOOK	1/4 TH DFC	1000 NOS.	SINGLE SIDE	Pad Binding	`
6.	BLOOD GR. TEST FORM	1/16 TH DFC	1000 NOS.	SINGLE SIDE	-	`
7.	STOOL, URINAL BLOOD SEROLOGY TEST FORM	1/4 TH DFC	1000 NOS.	SINGLE SIDE	-	`
8.	OPD TICKET FORM	1/8 TH DEMY	1000 NOS.	SINGLE SIDE	-	`

28/01/2025
 Supdt. of Police(Procurement)
Tripura :: Agartala