

Government of Tripura
Office of the Superintendent of Police (Communication)
Tripura; Agartala

No. 3019/F.14/COMN/F&S/2025-25

Dated: 19/04/2025

SHORT NOTICE INVITING TENDER

Sealed quotations are invited by the undersigned on behalf of the Government of Tripura from the local bonafide suppliers/contractor for supplying the following Form & Stationeries articles to be used in the Tripura Police Communication Organization for official purpose. Last day of receipt of the quotation up to 1630 hrs. on 02/05/2025. Seal quotation will be opened by the undersigned on 03/05/2025 at 1200 hrs, if possible.

Details of Stationary Articles are as follows:

Sl. No.	NAME OF ITEMS:	Brand	Unit	Per Rate
1.	Alipn (Grip-T-Pin)	Kin (100 gms)	P/Box	
2.	Chair Cushion	Carten (16X16) Inch	Each	
3.	Dot pen (One time)	Linc/Agni gel (20-20)/Fort	Each	
4.	Dot pen	Linc Smart Gel/Renolds/Cello Butterflow	Each	
5.	Both side Dot pen	Linc	Each	
6.	Candle (Big size) 220 gms.	06 Nos.	P/Pkt	
7.	Drinking Water Glass	Standard size	Each	
8.	Pen Stand of 02 (two) pens	12 cm-25 cm (Best quality)	Each	
9.	White register	(Oxford) 200 page	Each	
10.	Refill Big	Linc/Lazar (10X1)	P/Pkt	
11.	Refill Small	Linc/Lazar (10X1)	P/Pkt	
12.	Tag	Standard size (Cotton/Nylon)	P/Bdnl	
13.	Suzan best quality	Steel made steel handle std. size (8 inch)	Each	
14.	Suzan best quality	Plastic handle std. size (8 Inch)	Each	
15.	Paper weight	Flat medium size	Each	
16.	Correction pen(white)	Camel 10(ten) in a box	Each	
17.	Calling bell (Normal)	Best quality tested Ok	Each	
18.	Calling bell (Electric)	Best quality tested Ok	Each	
19.	Gems clip (Plastic cover)	Zebra (20 punch of 50 pecs)	P/Pkt	
20.	Knife (Small)	Plastic handle steel made	Each	
21.	Table glass	6mm, (Good quality)	P/Sq./Ft	
22.	Table glass	8 mm, (Good quality)	P/Sq./Ft	
23.	White Paper DFC (Good)	HPC, 6.1 Kg	P/Ream	
24.	White Paper DFC (Good)	HPC, 8 Kg	P/Ream	
25.	Brown paper (Lamination)	23 Kg, 480 sheet (Best quality)	P/Ream	
26.	Office past(Gum)	Camel, 150 ml	P/Bottle	
27.	Gum tube	Camel, 10 ml	Each	
28.	Fevi Stick	Fevicol (8 gm)	Each	
29.	Fevi Quick	Pedilite	Each	
30.	Dendrite tube	Dendrite	Each	
31.	Carbon Paper	Camel, (100 Nos. Sheet)	P/Pkt	
32.	File Cover	Classic	Each	
33.	File Board	Premier	Each	
34.	File Cover	Plastic laminations std. size (Rajdoot/Oxford)	Each	
35.	Envelop	Ordinary size (9X4 Inch)	Each	

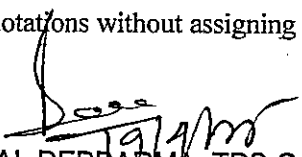
36.	Envelop	Ordinary size (11X 5 Inch)	Each	
37.	Duplicating paper	HPC 2.2 Kg	P/Ream	
38.	Permanent marker Pen/CD pen	Camlin (Big)	Each	
39.	Permanent marker Pen/CD pen	Camlin (Small)	Each	
40.	Dukpad folding	Good quality	Each	
41.	Stamp pad	Camel/Faber castle (Big)	Each	
42.	Stamp pad ink	Camel (50 ml)	Each	
43.	Stapler machine (Big)	Kangaroo rubber grip	Each	
44.	Stapler machine (Small)	Kangaroo rubber grip	Each	
45.	Stapler pin (24X6)	Kangaroo	P/Pkt	
46.	Stapler pin (10X1)	Kangaroo	P/Pkt	
47.	Single punch machine	Kangaroo rubber grip	Each	
48.	Double punch machine	Kangaroo rubber grip	Each	
49.	Use me medium	Plastic RFL 1/2"	Each	
50.	Wooden pencil	Apsara platinum (2 HB) 10X1	P/Pkt	
51.	Add gel pen	Add gel achiever GR-20	Each	
52.	Add gel refill long	Add gel achiever GR-20	Each	
53.	Writing pad	Best quality (9"X6") 50 pages	Each	
54.	Note Book Dairy	Single rule, Page-240, 10.8x14.0 CM, Spiral Binding	Each	
55.	Calculator	Orpat/Bistec (12 digit)	Each	
56.	Photo glass paper	Best quality	P/Pkt	
57.	Towel duster	Cotton	Each	
58.	Odonil (Best perfume)	50 gm pkt	Each	
59.	Table cover (7'X5') Ft	Good quality raxing made	P/Mtr	
60.	Table cover (7'X5') Ft	Good quality cloth	P/Mtr	
61.	Door screen (3'X6") Ft	Good quality cloth	P/Mtr	
62.	Window screen (3'X4") Ft	Good quality cloth	P/Mtr	
63.	Water sponge	Jambo std. size	Each	
64.	Engagements pad	Gupta brand	Each	
65.	Desk calendar refill	Gupta brand	Each	
66.	OHP sheet	Good quality (Oddy)	P/Pkt	
67.	Pin cushion	Best quality	Each	
68.	Scissor medium	Rubber grip handle	Each	
69.	Sealing wax	Best quality, 10 Nos. each pkt.	P/pkt	
70.	Put up pad (Std. Size)	20 sheet per pad, strong cover	Each	
71.	Rubber Stamp	Computer line	P/Line	
72.	Rubber Stamp	Ashoka Stambha (Round seal)	Each	
73.	Rubber Stamp	Computer round seal	Each	
74.	Attendance Register (Page 50)	Rajdoot/Nalanda etc.	Each	
75.	Desk Calendar Stand	Standard size	Each	
76.	Stick pad	Oddy good quality 200 sheet (Oxford)	Each	
77.	Dispatch register	200 sheet (Oxford)	Each	
78.	Receive register	200 sheet (Oxford)	Each	
79.	Room freshener	200 ml Air wick/Ambipure	Each	
80.	White register (Strong cover)	Oxford/Rajdoot No.08	Each	
81.	White register (Strong cover)	Oxford/Rajdoot No.12	Each	
82.	White register (Strong cover)	Oxford/Rajdoot No.14	Each	
83.	White register (Strong cover)	Oxford/Rajdoot No.16	Each	
84.	White register (Strong cover)	Oxford/Rajdoot No.20	Each	
85.	White register (Strong cover)	Oxford/Rajdoot No.24	Each	
86.	Scale	Plastic camel 12"	Each	
87.	Scale	Plastic camel 24"	Each	
88.	Scale	Steel made 12"	Each	

89.	Scale	Steel made 12"	Each	
90.	Clip board	Plastic good quality	Each	
91.	Paper Stick plastic	Best quality	Each	
92.	Note sheet	Best quality	P/Pkt	
93.	Hi-lighter pen	Luxer	Each	
94.	Twin envelope	Best quality	Each	
95.	Towel big	Bombay dying	Each	
96.	Towel small	Bombay dying	Each	
97.	Cotton threat ball	Best quality	Each	
98.	Due register	Korse/Oxford	Each	
99.	Lock & Key	5 liver (Linc/Godrej)	Each	
100.	Lock & Key	7 liver (Linc/Godrej)	Each	
101.	Toilet Cleaner	Harpic 500 ml bottle	Each	
102.	Washing Powder 500 gm intact packet	Surf Excel/Rin/Tide	P/Pkt.	
103.	Soap	Lifebuoy 75 gms current mfg.	Each	
104.	Hand Wash Dispenser Bottle pump 200ml	Dettol/Savlon	Each	
105.	Mosquito Coil	Mortein/Goodknight (Big)	P/Pkt.	
106.	Mosquito Coil	Mortein/Goodknight (Small)	P/Pkt.	
107.	Mosquito machine	Allout/Goodknight	Each	
108.	Mosquito Liquid	Allout/Goodknight	Each	
109.	Phenyl (White/Black)	500 ml, Bengal chemical brand	P/Bottle	
110.	Basket Plastic	RFL (15 Ltrs.)	Each	
111.	Coconut Broom	Plastic coated handle	Each	
112.	Flower Broom	Plastic coated handle	Each	
113.	Naphthalene	200 gm pkt. Net	P/Pkt.	
114.	Tissue paper	One packet (100 Nos.)	P/Pkt.	
115.	Pen Danny	Best quality	Each	
116.	Number machine	Kangaroo	Each	
117.	Dictionary	English to Bengali, Recent publish 1 lakh words	Each	
118.	Table Top	Glass made	Each	
119.	Phone book dairy	Rajdoot/Best quality	Each	
120.	National Flag (paper)	Bundle (100 Nos.)	P/Bundle	
121.	Distā Khata	(24X1) big size best quality	P/Ream	
122.	Plastic Mog	RFL 500 ml	Each	
123.	Red Cloth	Cotton	P/Mtr.	
124.	Bleaching powder	200 gm packet	P/Pkt.	
125.	Wall clock	Ajanta/Orpat (medium)	Each	
126.	Cello Tape (White/Brown)	2 Inch 20 Mtrs.	Each	
127.	Cello Tape (White/Brown)	4 Inch 20 Mtrs.	Each	
128.	Tray (1'X2')	Plastic made medium	Each	
129.	Toilet Brush	Plastic handle medium	Each	
130.	Doormat	Ruber (12"X24")	Each	
131.	Arch file	Big size	Each	
132.	Arch file	Small size	Each	
133.	Cup Plate set	Bone china/Alopola 6 sets	P/Set	
134.	Photo Paper	Kodak/Fuji (20 Sheet)	P/Pkt.	
135.	Fennel Duster	Best quality	Each	
136.	Electric Tea Pot	Orpat/Prestige	Each	
137.	Pencil Battery (Size-AA)	Best quality	Each	
138.	Pencil battery (Size-AAA)	Best quality	Each	
139.	Carbolic Acids	200/250 ml Bottle	Each	

140.	Bleaching Powder	1 Kg.	Each	
141.	Hand Sanitizer, 500 ml.	Dettol/Lifebouy/Savlon	Each	
142.	Hand Sanitizer, 100ml	Dettol/Lifebouy/Savlon	Each	
143.	Lizol,	500 ml	Each	
144.	Mineral water, 200 ml.	Bislery	Each	
145.	Mineral Water, 500 ml.	Bislery	Each	
146.	Mineral Water, 1 Ltr.	Bislery	Each	
147.	Odonil, Small packet		P/Pkt.	
148.	Plastic Chair (without Handheld)	Nilkamal	Each	
149.	Plastic Chair (with Handheld)	Nilkamal	Each	
150.	Poster Colour 15 ml per jar	Camel	Each	
151.	Plastic Rope	P/Kg.	P/Mtr.	
152.	Cotton Rope	P/Kg.	P/Mtr.	
153.	Surgical Mask	Onetime	Each	
154.	Surgical Mask	N 95	Each	
155.				
156.	Temporary Marker Pen	P/Pkt.	Each	
157.	Luxor Blue Roller Ball Pen	P/Pkt.	Each	
158.	Book Binding	P/Roll	Each	
159.	Glass & Surface Cleaner, 500ml	Colin/Windex/Dettol	Each	
160.	Transparent Paper	P/Roll	Each	
161.	Transparent folder file	Capacity 10 pages	Each	
162.	Strip File A4 size Transparent	Areotex/Sun	Each	
163.	T.P Roll	Oddy/Caliper	P/Roll	
164.	Ribbon	Produt	P/Pkt.	
165.	Fax Roll	Oddy/Caliper	P/Pkt.	
166.	A4 Paper	J.K.Coppier, GSM 75, 500 Sheets	P/Ream	
167.	FS Paper	J.K.Coppier, GSM 75, 500 Sheets	P/Ream	

TEARMS & CONDITIONS:-

1. The rate quoted should be F.O.R destination at Agartala including Taxes and all other charges. Delivery to be made at Technical Store, Office of the Superintendent of Police (Communication), A.D.Nagar, Agartala.
2. Rate should be quoted both in words and figures GST and Local Tax, if any, may be indicated separately.
3. Earnest Money Deposit (EMD) 2% of the total quoted cost.
4. GST registration certificate should be enclosed with the quotation.
5. The store should be brand new of highest quality.
6. Payment will be made on Bill basis only on receipt of stores in good & working conditions.
7. The store will be checked for quality & serviceability before making payment.
8. Validity of the rates should be 12 months from the date of quotations.
9. Stores must be delivered in full quantity within 7 (seven) days of placing supply order.
10. Registration certificate of the firm should be enclosed along with the quotation.
11. **Escalation Matrix For Service Support:** Bidder /OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
12. **Timely Servicing / rectification of defects during warrantee period:** After having been notified of the defects / service requirement during warrantee period, Seller has to complete the required Service / Rectification within time limit specified.
13. No part supply will be accepted.
14. Envelope containing the quotation should be sealed and superscripted on the top with "SNIT FOR STATIONARY STORE ARTICLES DUE ON 02-05-2025".
15. The undersigned reserves the right to reject only or all the quotations without assigning any reason and also does not bind him to accept the lower quotation.


 (BADAL DEBBARMA, TPS Gr.-I)
 Superintendent of Police (Communication)
 Tripura, Agartala