

SHORT NOTICE INVITING QUOTATION  
FROM THE AGENCIES/FIRMS/VENDORS  
FOR SUPPLYING OF OFFICE  
ARTICLES TO TIDC LTD OFFICE

**TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**  
**(A Government of Tripura Undertaking)**  
**Shilpa Nigam Bhawan, Khejurbagan, Agartala, Tripura(West)**  
**Email : [tidcltd.in@gmail.com](mailto:tidcltd.in@gmail.com), website: [www.tidc.tripura.gov.in](http://www.tidc.tripura.gov.in)**  
**CIN:U75112TR1974SGC001491**

F.No.TIDC/GA/1/2023/

DT 24-05-2023

**SHORT NOTICE INVITING QUOTATION**

Short Notice inviting quotation (SNIQ) in sealed cover is invited from the local authorized distributor/agent /Dealer for supply of store articles/goods as per list in **Annexure- B** for supply in the office of Directorate of Industries & Commerce, Khejurbagan , Agartala. The list of items, terms and Conditions may be downloaded from the official website of TIDC Ltd, which is <https://tidc.tripura.gov.in/> Or may be availed from the office of the undersigned during office hours up to 31/05/2023.

The quotation will be received by the office of the undersigned through registered post/speed post/courier service only up to **2.00 PM on 31-05-2023** from the date of issue of SNIQ. The quotation will be opened on **31-05-2023 at 3:00 PM** if possible and the quotationer of their representative may remain present at the time of opening of the quotation in the office of the undersigned.

**(Vishwasree B, IAS)**  
Managing Director

Copy to :-

- i. The Editor, Dainik Sambad with a request to publish in the newspaper on 25<sup>th</sup> May,2023 in a minimum size.
- ii. The Editor, Syandan Patrika with a request to publish in the newspaper on 25<sup>th</sup> May,2023 in a minimum size.

## **BACKGROUND**

**TIDC Ltd** is a government company registered under Companies Act, 1956. The registered address is Shilpa Nigam Bhawan, Khejurbagan, P.O-Kunjaban, Agartala, West Tripura, Pin-799006. The main activities of the company are industrial infrastructure development and providing term loan to MSME unit. TIDC Ltd is having a share in TNGC Ltd. (A joint Venture Company).

### **A. Terms & Conditions**

1. Rate must quoted both in figure and words. Over write/use of correcting pen will not be accepted.
2. The quotation should be accompanied with Trade License, or other necessary documents as the case may be along with GST registration and Pan Card.
3. The rate will be valid for 1 (one) year from the date of issue of acceptance order and no further enhancement in rates within the validity period will be entertained.
4. Bidder will supply items for 1 year. He should not discontinue the supply within that period (i.e within 1 year).
5. The rate should be quoted inclusive of all taxes/ charges up to the destination.
6. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof.
7. Supply should be completed with 5(five) days from the date of the issue of the supply order.
8. Annexure-A may be seen at the Notice Board of the Directorate of Industries & Commerce, Khejurbagan, near Ginger Hotel or may be downloaded from the official website of the Department [http:// /industries.tripura.gov.in](http://industries.tripura.gov.in).
9. The envelope containing quotation must super scripted 'SHORT NOTICE INVITING QUOTATION' for supply of with reference no. and date.
10. Necessary tax will be deducted from the bill at the time of payment as per norm.
11. An amount of Rs. 5000/- (Rupees Five thousand) only in the form of 'D Call' in favor of the Director Industries & Commerce, is to be deposited as EMD along the quotation.
12. Supply order will be issued to the lowest quotationer as and when required.
13. The firm and /or the purchaser shall be entitled to withdraw/ cancel the rate contract serving an appropriate notice to each other giving 15 days time.
14. The purchaser reserves the right to conclude more than one rate contract for a single item.
15. The purchaser shall have the option of re- negotiating the price with the rate contract holders.
16. In case of emergency, the purchaser may purchase the same item by other modes.
17. The items have to be reached to the purchaser free of cost.
18. Supply order placed within the timeline of the rate contract but supply effected beyond the timeline, will be guided by the terms and conditions of the rate contract.
19. The quotationer will have to quote for all the items of **Annexure B.**
20. If a rate contractor sells or places offer to sell the same items in a lower rate to any other concern/ person/ organization of the rate contract within the period of the rate contract, then in the same lower rate the rate contractor shall be liable to effect the supply to this office also.

21. Quotationer should be reputed & entailed government supplier.
22. Value at the items should not exceed MRP.

## **B. QUALIFICATION CRITERIA OF THE Agency /Firm/Vendor:**

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- i. Agency/Firm/Vendor must be from Tripura.
- ii. Should have valid GST no.
- iii. Should have valid PAN no.
- iv. Should have valid Trade License.
- v. Having at least 3(Three) years' experience on supplying of office articles.
- vi. Last three years average annual turnover should not be less than Rs.5.00 Lakhs
- vii. Submit relevant documents duly attested by authorized signatory in support of the eligibility criteria given above

## **C. PAYMENT TERMS:**

The payment against the services provided by the firm is subject to the following terms and conditions:

- a. The price quoted by the firms, should be valid for the entire contract period. Payment shall be made at agreed rates. No price variation would be allowed during the contract period.
- b. GST will be paid at prescribed rate
- c. TDS will be deducted as per Income Tax Act/Rule

#### **D. SUBMISSION OF EOI**

- i. **Annexure –A** duly filled Qualification-cum-Technical Bid along with all supporting document duly signed with seal of the authorized Partner of Firm should be submitted in one sealed envelope super scribed as –“TECHENICAL BID”.
- ii. **Annexure-B** duly filled Financial Bid should be submitted in a separate sealed cover super scribed as “FINANCIAL BID”.
- iii. The above two envelopes containing Annexure-A and Annexure-B should be placed in One Covering Envelope and sealed super scribed as “**EXPRESSION OF INTEREST FOR SUPPLYING OF OFFICE ARTICLES DURING F.Y. 2023-2024**”.
- iv. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v. The tender paper should reach the following address latest by **02.00PM on 31-05-2023** to the Managing Director, TIDC Ltd., Shilpa Nigam Bhawan, Khejurbagan, Agartala, West Tripura, Pin-799006. Tender paper received after the due date and time shall be rejected.
- vi. Date & Time of opening of bid is **31-05-2023 at 3.00PM**, if possible. The interested bidders or their authorized representatives are requested to remain present at the time of opening bid.
- vii. The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

#### **E. EVALUATION OF TECHNICAL BIDS**

- i. The Technical Bid received by TIDC Ltd and those meeting the above criteria, will be considered.
- ii. After the selection in Technical Bid, the Financial Bid will be opened in the presence of the representative of the firm.
- iii. The Agency/Firm/Vendor quoting lowest rate shall be considered for selection as the Supplier of Office Articles for TIDC Ltd for the financial year 2023-24

**ANNEXURE-A**

**QUALIFICATION-CUM-TECHNICAL BID**

**[TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED]**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Firm's Strength and Capacity</b>	
<b>1</b>	Agency/Firm/Vendor	Name & Address of Firm	
		Name and address of the Authorized Partner(s)/Proprietor	
		Telephone STD Code	
		Mobile No(s):	
		Email Id:	
		<b>(Submit copy of supporting document regarding address)</b>	
<b>2</b>	<b>Qualification Criteria</b>		
a)	The Agency/Firm/Vendor should must possess permanent account number (PAN) under Income Tax and registration number under GST. Trade License	PAN No. of the CA Firm <b>(Submit Copy)</b>	
		GST Registration No. <b>(Submit copy)</b>	
		Trade License no. <b>(Submit copy)</b>	
b)	Average Gross Turnover by the Agency/Firm/Vendor for the last 3(three) years i.e. FY 2019-20, FY 2020-21 & FY 2021-22.	<b>Average Gross Turnover</b> Rs (in figure) .....  Rs(in words) .....  <b>Provide copies the Audited Financial Statements/Turnover Certificate of last three years. SUB- ANNEXURE-A1</b>	

C	The Agency/Firm/Vendor should have at least 3 years experience.	<p>No. of institutes where similar services were Provided in the last 3 years.</p> <p>Nos. (in figure)  .....  .....</p> <p>Nos. (in words)  .....  .....</p> <p>Details to be provided as per <b>SUB-ANNESURE A-2</b></p> <p><b>(Attach copy of Works Orders as evidence)</b></p>
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Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time TIDC Ltd is at liberty to reject the proposal/work awarded to this Agency/Firm/Vendor.

Signature of the

Agency/Firm/Vendor:Date:

**SUB-ANNEXURE: A1**  
Details of CA Firms Professional Income  
**[Gross Turnover]**

Rs in Lakh

Particular	Financial Year 2019-2020	Financial Year 2020-2021	Financial Year 2021-2022	Average Annual
Gross Turnover				

**\*Furnished the Audited Accounts of the Firm for all the above 3(three) years.**

Signature of the Agency/Firm/Vendor:

Date:

Place:

**SUB-ANNEXURE: A2**

Details of Agency/Firm/Vendor Experience of Similar Services during the last 3(Five) years.

Sl No.	Name of the Assignment	Name of the Office/Corporation	Details of the Supporting Documents provided
1			
2			
3			
4			
5			
6			

**Furnish the copy of the documentary evidence in support of the information provided above.**

Please attach additional sheets, if required.

Signature of the Agency/Firm/Vendor:

Date:

Place:

## ANNEXURE-B

### FINANCIAL BID\*

(To be filled in by bidder)

### PRICE QUOTATION FORMAT

Name of the FIRM \_\_\_\_\_

S.L No	Name of Articles	Rate per Quantity	Sl.No.	Name of Articles	Rate per Quantity
1	AL-Pin	Per box.	54	Hp tonner Cartridge 30A	Per no.
2	Pencil Battery	Per no.	55	Tonner Cartridge 88A prodot	Per no.
3	Battery for Remote control	Per no.	56	Tonner Cartridge 12 A prodot	Per no.
4	Battery for calling bell	Per no.	57	Tube light Phillips	Per no.
5	Key bag	Per no.	58	Starter for tube light	Per no.
6	Basket waste paper plastic	Per no.	59	Capacitor for Ceiling fan	Per no.
7	Basket water carrier plastic	Per no.	60	Mouse wireless best quality	Per no.
8	Black tape best quality	Per no.	61	Mouse normal best quality	Per no.
9	Cello tape brown	Per no.	62	UPS for computer	Per no.
10	Cello tape white	Per no.	63	Rain coat good quality	Per no.
11	Correcting pen best quality	Per no.	64	Towel big good quality Bombay dying	Per no.
12	Cup Plate VIP	Per no.	65	Towel small good quality Bombay dying	Per no.
13	Clip board	Per no.	66	Tonner cartage 78A prodot	Per no.
14	Car freshener best quality	Per no.	67	Ton thread	Per no.
15	Court case File cover	Per no.	68	Wall clock Ajanta	Per no.
16	Duster best quality	Per no.	69	Scissor best quality	Per no.
17	Dak pad best quality	Per no.	70	Sealing wax best quality	Per no.

18	Extension cord	Per no.	71	Seat cushion best quality	Per no.
19	Engagement pad	Per no.	72	Pen drive 32 GB	Per no.
20	File cover best quality	Per no.	73	75 GSM Note Sheet	Per no.
21	File board best quality	Per no.	74	Umbrella big K.C. Paul	Per no.
22	Fevi stick	Per no.	75	Jug plastic best quality	Per no.
23	Electric cattle prestige	Per no.	76	Paper weight	Per no.
24	Plastic folder(L folder)	Per no.	77	Washing powder	Per no.
25	Gum 700 ml best quality	Per no.	78	75 GSM Xerox paper FS Legal paper	Per no.
26	One time pen	Per no.	79	Tag (50 nos) in one bench	Per bench
27	Pilot pen v5	Per no.	80	Ceiling Fan Best quality	Per no.
28	Hit spray	Per no.	81	Stand Fan Crompton	Per no.
29	Pad ink	Per no.	82	Water Glass Normal	Per no.
30	Stamp pad	Per no.	83	Peon book	Per no.
31	James clip glove	Per no.	85	Car freshener best quality	Per no.
32	Knife paper cutter	Per no.	86	75 GSM Letter head	Per ream with Printing with cost
33	Kham small size best quality	Per no.	87	Despatch register 40 nos.	Per no.
34	Kham medium size best quality	Per no.	88	Attendance register No. 6	Per No.
35	Kham A-4 size best quality	Per no.	89	Casio Calculator (Medium Size)	Per No.
36	Marker pen best quality	Per no.	90	Dak file	Per no.
37	Mosquito liquid with machine	Per no.	91	Page Marker (Flag)	Per packet
38	Punching machine kangaro	Per no.	92	Water sponge	Per no.
39	Room freshener goodrej aeir	Per no.	93	Scale -Plastic 12"	Per no.
40	Water Glass VIP	Per no.	94	Clear bag Benelux 300	Per Packet
41	Spoon Best Quality	Per no.	95	Tonner/Cartridge for Sharp xerox machine (AR-202ST)	Per no.
42	Sweep Dish Best Quality	Per no.	96	Tonner/Cartridge for Sharp xerox	Per no.

				machine (MX-237AT))	
43	Re- stick best quality	Per no.			
44	75 GSM Xerox paper A-4 JK	Per ream.			
45	Stapler machine big kangaroo	Per no.			
46	Stapler machine small kangaroo	Per no.			
47	Stapler pin big 24/6 no.	Per no.			
48	Stapler pin small no.10.	Per no.			
49	Sujan steel best quality	Per no.			
50	Short hand book best quality	Per no.			
51	Writing pad best quality	Per no.			
52	Register 10 no.	Per no.			
53	Hi -lighter pen	Per no.			



<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Per Unit Price</b>	<b>Total price</b>
1.	75 GSM J. K. Copier Paper A4 size	120 Reams		
2.	75 GSM J. K. Copier FS paper	25 reams		
3.	Hi-tech pen M-40	60 nos.		
4.	Octane Jel pen	12 Packet		
5.	20 pen black	12 Packet		
6.	Clear bag Benelux 300	25 Packet (Folder)		
7.	L folder	25 Packets		
8.	Stapler pin 24/6	04 box		
9.	Stapler pin - 10	02 box		
10.	Highlighter	06 packet		
11.	Page markers (Flag)	35 packets		
12.	Whitener	06 box		
13.	Big size envelop A4 size	500 nos.		
14.	Medium size envelops	500 nos.		
15.	Tag cotton white 12"	10 Bundle		
16.	Despatch Register 40 No.	04 nos.		
17.	Receipt Register 40 No.	04 nos.		
18.	Gum tube	24 nos.		
19.	Punch Machine	06 nos.		
20.	Kangaro - HD - 45 stapler	06 nos.		
21.	Markers pen	20 nos.		
22.	Scale - plastic 12"	10 nos.		
23.	Casio calculator 12 digits	04 nos.		
24.	Register No.-8	12 Nos.		
25.	Attendance Register No.6	6 nos.		
26.	Dak file	06 nos.		
27.	Peon Book	20 nos.		
28.	Gents clip	06 packet		
29.	Water sponge	10 nos.		
30.	Big cello tap	12 nos.		
31.	Table duster	40 nos.		
32.	File Cover (Normal)-Gray Colours	500 Nos.		
33.	File Cover (Legal)-Yellow Colour	500 Nos.		
34.	File Board	1000 Nos.		
35.	Letter head	500 Nos.		
36.	75 GSM Note sheet	2000 Nos.		
37.	Printer cartridge/Tonner	25 Nos.		

(Rupees

only)

\*[The above quoted fee is inclusive of Professional Fee, Taxes and Cost of manpower i.e.Travelling, lodging and food etc.]

**We are agreed to all the tender conditions and payment terms and the fee quoted above by the Firm will not change during the contract period.**

(Signature of the Agency/ firm /Vendor)

Date

Place

<b>Sl.</b>	<b>Items</b>	<b>Quantity</b>		<b>Per Unit Price</b>	<b>Total price</b>
<b>No.</b>					
1	75 GSM J. K. Copier Paper A4 size	240 Reams	120	250	30,000.00
2	75 GSM J. K. Copier FS paper	25 reams	25	300	7,500.00
3	Hi-tech pen M-40	60 nos.	60	50	3,000.00
4	Octane Jel pen	12 Packet	12	150	1,800.00
5	Agni- 20 pen black	12 Packet	12	150	1,800.00
6	My clear bag Benelux 300	25 Packet (Folder)	25	350	8,750.00
7	Stapler pin 24/6	04 box	4	100	400.00
8	Stapler pin - 10	02 box	2	100	200.00
9	High lighter	06 packet	6	100	600.00
10	Page markers (Flag)	35 packet	35	50	1,750.00
11	Whitener	06 box	6	200	1,200.00
12	Big size Kham A4 size	500 nos.	500	10	5,000.00
13	Medium size envelops	500 nos.	500	10	5,000.00
14	Tag cotton white 12"	100 Bundle	100	50	5,000.00
15	Despatch Register 40 No.	04 nos.	4	100	400.00

16	Received Register 40 No.	04 nos.	4	100	400.00
17	Gum tube	24 nos.	24	12	288.00
18	Punch Machine	06 nos.	6	200	1,200.00
19	Kangaro - HD - 45 stapler	06 nos.	6	200	1,200.00
20	Markers pen	20 nos.	20	10	200.00
21	Scale - plastic 12"	10 nos.	10	20	200.00
22	Casio calculator 12 digits	04 nos.	4	500	2,000.00
23	Ipsita Register No.-8	12 Nos.	12	100	1,200.00
24	Attendance Register No.6	6 nos.	6	100	600.00
25	Dak file	06 nos.	6	100	600.00
26	Peon Book	20 nos.	20	50	1,000.00
27	Gent clip	06 packet	6	50	300.00
28	Water sponge	10 nos.	10	50	500.00
29	Big cello tap	12 nos.	12	40	480.00
30	Table duster	40 nos.	40	50	2,000.00
31	File Cover (Normal)-Gray Colours	500 Nos.	500	40	20,000.00
32	File Cover (Legal)-Yellow Colour	500 Nos.	500	40	20,000.00
33	File Board	1000 Nos.	1000	20	20,000.00
34	Letter head	500 Nos.	500	10	5,000.00
35	75 GSM Note sheet	2000 Nos.	2000	10	20,000.00

36	Refilled Printer cartridge /Tonner	25 Nos.	25	1500	37,500.00
<b>Total</b>					<b>2,07,068.00</b>

<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>
1.	75 GSM J. K. Copier Paper A4 size	120 Reams
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3.	Hi-tech pen M-40	60 nos.
4.	Octane Jel pen	12 Packet
5.	20 pen black	12 Packet
6.	Clear bag Benelux 300	25 Packet (Folder)
7.	L folder	25 Packets
8.	Stapler pin 24/6	04 box
9.	Stapler pin - 10	02 box
10.	Highlighter	06 packet
11.	Page markers (Flag)	35 packets
12.	Whitener	06 box
13.	Big size envelop A4 size	500 nos.
14.	Medium size envelops	500 nos.
15.	Tag cotton white 12"	10 Bundle
16.	Despatch Register 40 No.	04 nos.
17.	Receipt Register 40 No.	04 nos.
18.	Gum tube	24 nos.
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