

Government of Tripura  
Department of Higher Education  
**Maharaja Bir Bikram College**  
Agartala, Tripura (W) – 799004  
Email: [mbbc.agt2015@gmail.com](mailto:mbbc.agt2015@gmail.com), Ph: (0381)-2516728

No. F.3(Store/Tender)-MBBC/2025/ 1242

Dated, Agartala, the 17<sup>th</sup> January, 2025


### TENDER NOTICE

Maharaja Bir Bikram College (MBB College), Agartala invites sealed bids from interested firms for the supply of stationery and utility items of the following quantity.

Sl. No.	Item	Total Tender Value (including GST & IT)	Date of downloading of Documents	Last date of submission of bid documents
1	<b>Stationery and Utility Items</b>  (Details of the articles may be downloaded from the website of MBB College)	Rs. 2,50,000/- (approx.)	w.e.f. 20/01/2025	04/02/2025 @12 noon

#### Terms and Conditions:

- The details of articles along with terms and conditions have been set forth in Tender Document, which can be downloaded from the website <https://mbbccollege.in/>, the sealed bids should be submitted along with payment of Tender Fee of Rs 500/- (Non-Refundable) in the form of Bank Draft in favour of Principal, MBB College, Agartala.
- The Tender should reach the office of the Principal, MBB College, Agartala on or before Tuesday the 4<sup>th</sup> February, 2025 @ 12.00 noon. Bids will be opened on the same day at 12.30 PM. The Tender is being executed as per Rule 163 of GFR "Two bid system (simultaneous receipt of separate technical and financial bids)". The overall/total rates will be considered for awarding the contract.
- The Principal, MBB College reserves the right to increase or decrease quantity or reject any or all bids as per GFR.

  
Principal 17-1-25  
(Dr. Nirmal Bhadra)  
MBB College

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**TENDER DOCUMENT FOR SUPPLY OF STATIONERY AND UTILITY ITEMS**

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**IMPORTANT GUIDELINES AND ELIGIBILITY CRITERIA**

1. The specifications, detailed terms and conditions and bidding proforma can be downloaded from the college website <https://mbbcollege.in/>
2. The tender shall be submitted in two separate envelopes.

**The First Envelope shall consist of –**

- (i) A non-refundable Tender Fee of Rs. 500/- (Rupees Five Hundred Only) in the form of Bank Draft in favour of Principal, MBB College, Agartala.
- (ii) Duly filled and signed proforma for Technical Bid (**Annexure II**) (Attached with Experience Certificate, Copy of PAN, Copy of Aadhar and Voter ID, Copy of GST Registration Certificate).

**The Financial Bid (Annexure III)** will be enclosed in the Second Envelope, which will only be opened after confirming the validity of the technical bid.

- The Tender should reach the office of the Principal, MBB College, Agartala **on or before Tuesday, the 4th February, 2025 @ 12.00 noon**. Bids will be opened subsequently at a convenient time. The Tender is being executed as per Rule 163 of GFR “Two bid system (simultaneous receipt of separate technical and financial bids)”. The overall/total rates will be considered for awarding the contract.
3. The Principal, MBB College reserves the right to increase or decrease quantity or reject any or all bids as per GFR.

# ANNEXURE I

Government of Tripura  
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## TENDER DOCUMENT FOR SUPPLY OF “STATIONERY AND UTILITY ITEMS” FOR MBB COLLEGE

### SPECIFICATIONS

Sl. No.	Articles Name	Quantities
1	A4 Paper	80 nos
2	File Board	100 nos
3	File Cover	100 nos
4	Harpic	100 nos
5	White Phenyl	100 nos
6	Broom (Flower)	50 nos
7	Broom (Coconut)	50 nos
8	Chalk (White)	80 nos
9	LED Bulb	300 nos
10	Register 6 no.	30 nos
11	Stapler Pin (BIG)	30 nos
12	Stamped	30 nos
13	Stamped ink	20 nos
14	Surf	50 nos
15	White Board Marker Pen	50 nos
16	White Board Marker Pen ink	25 Nos
17	Correction Pen	30 nos
18	Attendance Register 6 no.	10 nos
19	Pen (Black)	50 nos
20	Pan (Blue)	50 nos
21	Pan (Red)	20 nos
22	LED Tube	30 nos
23	James Clip	30 nos
24	Sponge Damper Pad	5 nos
25	Plastic Bucket, 10 Ltr.	10 nos
26	Plastic Mug	10 nos
27	Long handle wiper for wet floor cleaning	5 nos
28	Big size link lock 65	5 nos



## TERMS AND CONDITIONS

1. The terms and conditions and prescribed proforma have been set forth in Tender Document, which can be downloaded from the website <https://mbbcollege.in/>, the bids should be submitted along with payment of Tender Fee of Rs 500/- (Non-Refundable) in the form of Bank Draft in favour of Principal, MBB College, Agartala.
2. The Tender should reach the office of the Principal, MBB College, Agartala on or before Tuesday, the 4th February, 2025 @ 12.00 noon. Bids will be opened on the same day at 12.30 PM. The Tender is being executed as per Rule 163 of GFR "Two bid system (simultaneous receipt of separate technical and financial bids)". The overall/total rates will be considered for awarding the contract.
3. The bidder should have a minimum of two years' experience in supply in Government Offices/ Colleges/ Universities/ Schools/ Private establishments, etc. The relevant papers with regard to experience should be attached along with the tender.
4. The Contractor will keep the rates and quality, as per the agreement.
5. The delivery shall be completed within 30 (thirty) days from the date of issue of the supply order.
6. Before the last date for submission of Tenders, the Tender Inviting authority preserves the right to modify any of the contents of the Tender Notice, and Tender Documents by issuing amendment/ addendum.
7. No advance payment will be made. Payment will only be made after the successful execution of the supply order and supply is received on satisfying quality, standards and all terms and conditions laid down in the tender and supply order. Statutory deductions from the bill, namely, Income Tax, & GST will be deducted as applicable at the source
8. Bidders are required to provide a guarantee to the Tendering Authority regarding the existence of a local service centre in Agartala for the brand of item they are offering (Wherever relevant to articles supplied). The information, including the service centre's address and contact number, should be submitted on the official letterhead of the manufacturer.
9. The tendering Authority reserves the right to accept or reject any tender including the lowest bid or cancel the whole tender process without assigning any reason.

## ANNEXURE II

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Department of Higher Education

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#### TENDER DOCUMENT FOR SUPPLY OF “STATIONERY AND UTILITY ITEMS” FOR MBB COLLEGE

#### PROFORMA FOR TECHNICAL BID

1. Name of the Tenderer :
2. Father's/Mother's Name :
3. Phone Number :
4. Email Address :
5. Permanent Address :  
(Attach copy of proof)
6. Total years of Experience :
7. Details of Experience :  
(Attach copy of certificates)

Sl. No.	Details of latest three contract	Period (Date/Month/Year)	Office/Institute Type (Govt./Semi Govt./Private)
1			
2			
3			

8. Details of Bank Draft for non-refundable fee (Tender fee) in favour of Principal, MBB College, Agartala  
(i) Tender fee :

I have carefully read all the terms and conditions given in the tender document and I will abide by all of them.

(Signature of the Tenderer with Date & Stamp)

# ANNEXURE III

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FOR MBB COLLEGE**

## PROFORMA FOR FINANCIAL BID

Sl. No.	Item	Qty. (Nos.)	Price/Unit in Rs. Basic Price	GST (Rs.)	Total (Rs.)
1					

(Signature of the Tenderer with Date & Stamp)