



**Model Rural Health Research Unit (MRHRU)**  
**Department of Health Research**  
**Ministry of Health & Family Welfare, Government of India**  
**Khumulwng, Tripura: 799045**

F.No.3 (Sub-2)/PROCUREMENT/ MRHRU/Tripura 2021-2022

Dated: 01.02.21

**Notice Inviting Quotation**

Notice inviting quotation in two sealed envelopes (one technical bid and one price bid) is hereby asked by the Member Secretary, MRHRU Tripura from reputed firm/authorized distributor/agent/Dealer/Supplier/Manufacturer for Supply of **Office Items** for use in MRHRU, Khumulwng, Tripura.

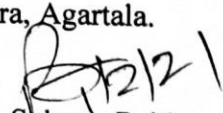
The list of items is enclosed with this notice.

Rate should be quoted in the prescribed format enclosed with the Notice.

The last date of receiving quotation is up to 4.00 PM of 15.02.21 by registered post/ Speed post/ Courier services.

**Terms and Conditions**

1. Quotation in two sealed envelopes (one technical bid and one price bid) addressed to The Member Secretary, MRHRU, Kherengber Complex, Khumulwng, Tripura should reach on or before 4.00 PM of 15<sup>th</sup> February, 2021 by Speed Post/Courier/Registered Post only.
2. Quotation received after stipulated date & time will be rejected.
3. Photocopy of PanCard and GST registration and relevant trade license should be provided.
4. On the top of envelope, Supply of **Office and Housekeeping Items for use in "MRHRU, Kherengber Complex, Khumulwng, Tripura"** should be mentioned and Quotationer's full name and address with phone & Fax number with S.T.D. code should also be mentioned on the envelope.
5. The quotation should mention the rate of each item distinctly. Correction over or use of correcting fluid in the figure, words will not be entertained/ accepted.
6. The rate should be quoted inclusive of all GST in the price bid and supply should be made on F.O.R. door delivery basis.
7. The evaluation of the bids should not only be based on criteria on lowest cost alone but the quality will also be considered.
8. No enhancement in rates within the validity period of contract will be entertained.
9. The Quotation will be accepted on lowest rate and quality basis.
10. The Quotation will remain valid up to one year from the date of issue of approved list and undersigned has reserved right to extend the validity for further period in consultation with the successful bidder.
11. Supply should be completed within 30 (thirty) days from the date of issue of supply order.
12. A penalty @ 1% of total value must be charged for every week or part of week delay beyond the stipulated period.
13. If any items supplied are found "Not of Standard quantity" the items should be taken back and stock will have to be replaced at own cost of supplier.
14. In case of legal dispute the Jurisdiction will be the High Court of Tripura, Agartala.

  
Dr. Subrata Baidya  
Member Secretary  
MRHRU, Tripura  
Dr. Subrata Baidya  
Member Secretary  
MRHRU - Tripura.


F.No.3(Sub-2)/PROCUREMENT/ MRHRU/Tripura 2021-2022  
MRHRU,Tripura  
Kherngber Complex ,Khumulwng

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**List of the Office items**

| <b>Sl. No</b> | <b>Name of Item</b>  | <b>Specification/<br/>Company</b> | <b>Quantity</b>  | <b>Rate</b> | <b>Remarks</b> |
|---------------|--|-----------------------------------|--|-------------|----------------|
| 1.            | LED Blub 16w   | Standard quality                  | 15   |             |                |
| 2.            | Tube light CFL/ LED  | Standard quality                  | 10   |             |                |
| 3.            | Phenyl, Jasmine/Sandal   | Standard quality                  | 20   |             |                |
| 5             | Mop, size- big (1L)  | Standard quality                  | 6  |             |                |
| 6             | Mug, Big size  | Standard quality                  | 5  |             |                |
| 7             | Bucket (20 L) (Plastic)<br>Best Quality  | Standard quality                  | 5  |             |                |
| 8             | Coconut Broom  | Standard quality                  | 10   |             |                |
| 9             | Correcting pen ,Best<br>quality  | Standard quality                  | 10   |             |                |
| 10            | Broom  |                                   | 6  |             |                |
| 11            | Calculator (12 Digit)<br>,Orpat/Samay  | Standard quality                  | 5  |             |                |
| 12            | Cash Book (No 8) Double<br>entry system, Best quality  | Standard quality                  | 3  |             |                |
| 13            | Cash Book (No 6)Double<br>entry system,Best quality  | Standard quality                  | 3  |             |                |
| 14            | Cellotape, Big Best<br>quality   | Standard quality                  | 10   |             |                |
| 15            | Envelope Ordinary<br>1) Size 9X4"  | Standard quality                  | 100  |             |                |
| 16            | Envelope A4  | Standard quality                  | 100  |             |                |
| 17            | Toilet cleaner   | Standard quality                  |  |             |                |
| 18            | Door mat   | Standard quality                  | 10   |             |                |
| 19            | White board Marker pen<br>(Colour- red, Black, Blue)   | Standard quality                  | 3 per head   |             |                |
| 20            | <ul style="list-style-type: none"> <li>• Whiteboard,<br/>Lightweight<br/>Aluminium Frame,<br/>Medium size</li> <li>• White board, Big<br/>size with stand</li> </ul> | Standard quality                  | <ul style="list-style-type: none"> <li>• 2</li> <li>• 1</li> </ul> |             |                |
| 21            | Whiteboard Duster,   | Standard quality                  | 3  |             |                |
| 22            | Pin board, Big size with<br>colour full pins   | Standard quality                  | 2  |             |                |
| 24            | Measuring tape, 5 Meter  | Standard quality                  | 5  |             |                |
| 25            | Eraser   | Best Quality                      | 5pkt   |             |                |
| 26            | Pencil   | Best Quality                      | 10pkt  |             |                |

|    |   |                  |        |  |  |
|----|---|------------------|--------|--|--|
| 27 | Stapler Big   | Standard quality | 1      |  |  |
| 28 | Lock & key  | Standard quality | 4      |  |  |
| 30 | Stapler, Medium   | Standard quality | 5      |  |  |
| 31 | Hand wash   | Standard quality | 10     |  |  |
| 32 | Floor cleaner Liquid  | Standard quality |        |  |  |
| 33 | Detergent 1kg.  | Standard quality | 12     |  |  |
| 36 | Plastic folder ,Best quality  | Standard quality | 50 pkt |  |  |
| 37 | Smart ballpoint pen<br>(Black) Best quality                           | Standard quality | 10     |  |  |
| 38 | Smart ballpoint pen (Blue)<br>Best quality                            | Standard quality | 10     |  |  |
| 39 | Smart ballpoint pen (Red)<br>Best quality                             | Standard quality | 5      |  |  |
| 40 | Hand towel (Big size) best<br>quality<br>size: 140 x70 cm<br>wt.500gm | Standard quality | 10     |  |  |
| 41 | Writing pad (50 pages)<br>Deepak                                      | Standard quality | 50     |  |  |
| 42 | Xerox paper ,A4 Size,JK<br>Copier/Emage                               | Standard quality | 20     |  |  |
| 43 | Toilet Cleaning Brush   | Standard quality | 8      |  |  |
| 44 | Fevicol ,Best quality   | Standard quality | 10     |  |  |
| 45 | Computer Ink.88A HP<br>Laser  | Standard quality | 15     |  |  |
| 46 | Dettol 1L   | Standard quality | 5      |  |  |
| 48 | Brown tape, Big Best<br>quality                                       | Standard quality | 10     |  |  |
| 51 | Wall Clock  |                  | 5      |  |  |
| 52 | Round light (LED)   | Standard quality | 8      |  |  |
| 53 | Guard File  | Standard quality | 50     |  |  |
| 54 | Bag   | Standard quality | 5      |  |  |
| 55 | Marker pen  | Standard quality | 50     |  |  |
| 56 | Office File cover   | Standard quality | 100    |  |  |

  
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