

Government of Tripura
State Mission Management Unit
Tripura Rural Livelihood Mission
Agartala, Tripura

No. F. 5 (30)-RD (TRLM)/2022/ **19085-40** Dated, Agartala, **11 / 12** 2025

Notice Inviting Quotation

Sealed quotations are hereby invited for **empanelment of agency** from printing firm/ Agency/company with a valid printing registration for Designing, printing & supply of various customized items under Tripura Rural Livelihood Mission (TRLM). Quotations will be received till **26/12**/2025 upto 3 PM in the office of the Chief Executive Officer, TRLM, Gurkhabasti, Agartala and to be opened on the same day in presence of the bidders, if possible. The detailed item wise Specification and format for submission of rate is enclosed at **annexure-I**.

Terms and condition are given below:

1. An earnest money (EMD) amounting to **₹20,000/-** (Rupees Twenty thousand only) in the form of Deposit at call or Draft drawn in favour of **“Tripura Rural Livelihood Mission Society”** payable at Agartala from any Nationalized bank/ Tripura Gramin Bank/Tripura State Cooperative Bank shall be submitted along with the sealed quotation **(Mandatory)**. The said earnest money will be converted to security money for successful bidders who would be offered the work and will be refunded only after successful execution of the work. For others earnest money shall be refunded.
2. Minimum 3 (three) years of experience is required for said related work.
3. Financial Bid will be opened only for those who qualify the technical parameter: -
 - a. EMD
 - b. Trade License
 - c. Pan Card
 - d. GST Registration
 - e. Experience Certificate (minimum 3 years).
 - f. Tax Clearance Certificate.
 - g. Self-declaration for the status of blacklisted or not.

4. The bidder who will fulfil all the above mentioned criteria will be eligible for the bid. Selection will be based on the lowest one (L₁) basis.
5. If 2 (two) or more bidder quoted same rate (L₁) for any of the items, the supply order will be issued as per the decision of the authority (Based on the highest number of Experience submitted).
6. The bidding process may be cancelled at any point of time, partially or fully, without assigning any reason.
7. The agency/firm shall have fulltime office in Agartala along with manufacturing/ Production/Processing unit.
8. The bidder who will fulfil all the above-mentioned criteria will be eligible for the bid. Selection will be based on the L1 (Lowest one) basis.
9. The empanelment period will be 1 (one) year initially, which may be further increase maximum for a period of 2 (two) year on the basis of satisfactory performance and requirement of TRLM.
10. Rate should be inclusive of all Taxes as applicable. Applicable taxes shall be recovered from the bill. Rate should be quoted both digit and words.
11. The undersign reserves the right to accept or reject any quotation including the lowest one without assigning any reason.
12. All disputes lie within the jurisdiction of Agartala only.

Signed by Tarit Kanti
Chakma

Date: 11-12-2025 13:32:08

(Tarit Kanti Chakma, IAS)

Chief Executive Officer

Tripura Rural Livelihood Mission

Copy to:

1. The Secretary, RD Department, Govt. of Tripura for kind information please.
2. The Director, Directorate of Information & Technology with a request to upload the NIQ in the website of Tripura State Portal (www.tripura.gov.in) & Rural Development Department (www.rural.tripura.gov.in)
3. The Director, Department of ICA for information. He is also requested to arrange for publication of the said abridge notice in 3 (three) leading local daily newspaper.
4. The PM (MIS), TRLM for information and to upload the said NIQ in the (www.trlm.tripura.gov.in) portal.
5. The Accounts Section, SMMU, TRLM for information & necessary action.
6. Notice board, SMMU, TRLM, Agartala.

Annexure-I**Quotation for empanelment of agency for Designing, printing & supply of various customized items under Tripura Rural Livelihood Mission (TRLM)**

1. Name & Address of the bidder:
2. PAN:
3. GST reg. No:
4. Contact No:
5. Mail ID:

Sl. No.	Particulars	Specification	Rate per unit (Including taxes) (Amount in ₹)
1	Black & white Print	A4 Size -70-100 GSM	
		A4 Size -101-150 GSM	
		A3 Size-70-100 GSM	
		A3 Size-101-150 GSM	
2	Color print	A4 Size -70-100 GSM	
		A4 Size -101-150 GSM	
		A3 Size-70-100 GSM	
		A3 Size-101-150 GSM	
3	Spiral Binding with glossy paper book	50-200 Pages	
		Above 200 pages	
4	Glue Binding with hard board binding book	50-200 Pages	
		Above 200 pages	
5	Glossy paper printing (Color)	A4 Size -100-150 GSM	
		A3 Size-100-150 GSM	
6	ID Card Design & Printing (Including PVC card, Card holder & lace)	Per unit (standard size)	
7	Name plate Printing	Per Sqr. ft.	

	(Including name PVC board)		
8	Newsletter	5-10 pages	
		10-20 pages	
		20 pages & Above	
9	Invitation letter –Glossy paper (Including Leaflets)	4*6 Inch	
10	Designing and Printing of Books with Gift box Qty-20-40 nos of books (Number of Page- Upto 100 pages)	<ul style="list-style-type: none"> • Multicolor, Jel Board Binding • 130 GSM Art Paper (Both side matt lamination), • Box Size-28*25cm with 3mm thickness board, Multicolor printing on gift box with UV. 	
		<ul style="list-style-type: none"> • Multicolor, Jel Board Binding • 170 GSM Art Paper (Both side matt lamination), • Box Size-28*25cm with 3mm thickness board, Multicolor printing on gift box with UV. 	
		<ul style="list-style-type: none"> • Multicolor, Jel Board Binding • 90 GSM Art Paper (Both side matt lamination), • Box Size-28*25cm with 3mm thickness board, Multicolor printing on gift box with UV. 	
11	Designing and Printing of Books with Gift box Qty- 20-40 nos of books (Number of Page- 101-200)	<ul style="list-style-type: none"> • Multicolor, Jel Board Binding • 130 GSM Art Paper (Both side matt lamination), • Box Size-28*25cm with 3mm thickness board, Multicolor printing on gift box with UV. 	
		<ul style="list-style-type: none"> • Multicolor, Jel Board Binding • 170 GSM Art Paper (Both side matt lamination), • Box Size-28*25cm with 3mm thickness board, Multicolor printing on gift box with UV. 	
		<ul style="list-style-type: none"> • Multicolor, Jel Board Binding • 90 GSM Art Paper (Both side matt lamination), • Box Size-28*25cm with 3mm thickness board, Multicolor printing on gift box with UV. 	
12	Designing and printing of multicolor leaflets/ Flyers/certificate Qty-201-300 nos & above (Single Page) A4 Size (21 x28 cm)	Multicolor, 90 GSM	
		Multicolor, 130 GSM	
		Multicolor, 170 GSM	
13	Designing and printing of Flex	Star Flex 305 GSM (Per Sq.ft.)	
		Normal Flex 240 GSM (Per Sq.ft.)	
		Backlit Flex 470 GSM (Per Sq.ft.)	
		Normal Black Back 280 GSM (Per Sq.ft.)	
		Star Black Back 305 GSM (Per Sq.ft.)	
14	Designing and printing of	Glossy paper (18 x 12) inch	

	multicolor Paper Stickers		
15	Sun Board vinyl pasted exhibits	Per Sq. ft	
16	Flex /Hoarding mounting outdoor with temporary Wooden structure across Tripura	10*20 (Per Sq. ft.)	
		6*4 (Per Sq. ft.)	
		5*3 (Per Sq. ft.)	
	Flex /Hoarding mounting outdoor with Iron Structure across Tripura	10*20 (Per Sq. ft.)	
		6*4 (Per Sq. ft.)	
		5*3 (Per Sq. ft.)	
17	Flex /Hoarding mounting indoor with temporary Wooden structure within Agartala	10*20 (Per Sq. ft.)	
		6*4 (Per Sq. ft.)	
		5*3 (Per Sq. ft.)	
	Flex /Hoarding mounting indoor with temporary Iron Structure within Agartala	10*20 (Per Sq. ft.)	
		6*4 (Per Sq. ft.)	
		5*3 (Per Sq. ft.)	
18	Rent of Hoarding permanent structure per month	Within Agartala	
		Outside Agartala	
19	Production of promotional merchandise (Designing and production)	T-Shirt (Small, Medium & Large) <ul style="list-style-type: none"> Qty-Batch of 100 nos Multicolor both side print of logo & brand name 	
		Caps <ul style="list-style-type: none"> Qty-Batch of 100 nos Multicolor single side print 	
		Bags <ul style="list-style-type: none"> Qty-Batch of 100 nos Multicolor single side print Materials- Nylon 	S
			M
			L
			XL
		Coffee Mug <ul style="list-style-type: none"> Material- Ceramic Size- 300-500ml Multicolor print Qty- 70-100 nos 	
		Diary <ul style="list-style-type: none"> Size-22*16cm Pages- One calendar year 80 GSM rolled page with Natural sheet. Artificial Leather cover with golden embossing Single dated diary Qty- 50-100 nos 	

		Table Calendar <ul style="list-style-type: none">• Size- 20*21cm• 130 GSM (Wiro binding)• Multicolor• 20-30 pages (Glossy)• Top & bottom mounting	
		Pen <ul style="list-style-type: none">• Gel pen for official program (Customized)• Qty- Batch of 100 nos	
		Glass photo frame <ul style="list-style-type: none">• Boil wood texture frame• Boil wood plain frame• Size- 8*11 and 12*16 inch	
20	Content Development for Newspapers	Full page	
		Half Page	
		Quarter page	
Grand Total			

Total amount is words (Including taxes):

I have gone through the terms & conditions stipulated in the quotation notice and agree for Designing, printing & supply of various customized items under Tripura Rural Livelihood Mission (TRLM) by abiding all terms & condition mentioned in the NIQ.

Place:

Date:

Signature

with seal