

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

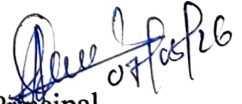
No. F.3(Store/Tender)-MBBC/2025/ 181

Dated, Agartala, the 7 May, 2026

### 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	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)	w.e.f. 11/05/2026	25/05/2026 @12 noon

  
Principal  
(Dr. Arjun Gope)  
MBB College

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**TENDER DOCUMENT FOR SUPPLY OF “STATIONERY AND UTILITY ITEMS”  
FOR THE STORE SECTION OF MBB COLLEGE**

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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://mbbccollege.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 the 25<sup>th</sup> of May, 2026 @ 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  
Department of Higher Education

### Maharaja Bir Bikram College

Agartala, Tripura (W) – 799004

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#### SPECIFICATIONS

Stationery & Utility Items		
Sl. No.	Articles Name	Quantity
1	A4 Paper Rim	100 nos
2	File Cover	200 nos
3	File Board	200 nos
4	Register (06 No.)	150 nos
5	Register (04 No.)	10 nos
6	Knife (Big)	35 nos
7	Stamp Pad	20 nos
8	Hand Wash	35 nos
9	Soap	100 nos
10	Stapler (Big)	35 nos
11	Stapler Pin (Big)	100 nos
12	Detergent Powder (Surf)	70 nos
13	Towel (Small)	100 nos
14	Whiteboard Marker Pen (Black/Blue Ink)	200 nos
15	Whiteboard Marker Pen (Pink Ink)	50 nos
16	Drawing Pins (All Pins)	50 nos

17	Whiteboard Duster	70 nos
18	Correction Pen	30 nos
19	Gem Clips	60 nos
20	Cellotape (Big)	30 nos
21	Scissors	35 nos
22	Broom (Soft/Flower Type)	35 nos
23	Broom (Coconut Stick)	25 nos
24	Floor Wiper	15 nos
25	Phenyl	50 nos
26	Naphthalene	50 nos
27	Dustbin (Small)	35 nos
28	Despatch Register (40 No.)	5 nos
29	Receipt Register (40 No.)	5 nos
30	Peon Book (20 No.)	10 nos
31	Plastic Dust Collector (Valcha)	10 nos
32	Room Freshener	15 nos
33	Correction Pen	10 nos
34	Mosquito Spray (Kala Hit)	15 nos
35	Mosquito Coil (Surya Coil)	15 nos
36	Duck Pad (Dak File)	4 nos
37	Permanent Marker Pen	35 nos
38	LED Tube Light (20 Watt)	100 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 25<sup>th</sup> May, 2026 @ 12.00 noon. Bids will be opened subsequently. 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 one year 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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#### TENDER DOCUMENT FOR SUPPLY OF “STATIONERY AND UTILITY ITEMS” FOR THE STORE SECTION OF MBB COLLEGE

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#### 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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Requirement of Stationery & Utility Items		
Sl. No.	Articles Name	Quantity
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36	Duck Pad (Dak File)	4 nos
37	Permanent Marker Pen	35 nos
38	LED Tube Light (20 Watt)	100 nos

**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)