

HIGH COURT OF TRIPURA
AGARTALA - 799010

No.F.3(14)-HC/2025 - 26/13313-315

Dated, Agartala
The 25th May, 2026.

NOTICE INVITING TENDERS/QUOTATIONS

Sealed Tenders/Quotations are invited from Registered Firms, Local Reputed Shops, and Suppliers for the supply of Winter Liveries and Shoes for Group-D employees, including Drivers and DRW staff of the High Court of Tripura, for the year 2026, as per the terms, conditions, and specifications detailed below:

1. Sealed Quotations, mentioning the name of the Mills along with cloth samples and item-wise prices, must reach to the office of the undersigned on or before 03:00 PM of 24th June, 2026 (Wednesday) during office hours. Quotations received thereafter shall not be entertained.
2. Liveries shall be prepared strictly as per the approved specifications and delivered within one month from the date of issue of the formal work order.
3. Rates must be quoted inclusive of all applicable taxes and duties (CGST/SGST and others).
4. Quotations will be opened in the Chamber of the undersigned on 29th June, 2026 (Monday) at 03:00 PM, in the presence of interested Quotationers. However, The date of opening may be altered at the discretion of the Authority without further notice.
6. The undersigned reserves the right to accept or reject any Quotation, including the lowest, without assigning any reasons to the bidders.
7. The successful Quotationer shall complete the supply within the stipulated period. Failure to do so, without acceptable justification/force majeure, will result in rescission of the tender and procurement through other Quotationers at the cost and risk of the defaulting party.
8. No delivery charges shall be borne by this Registry.
9. Specifications may be obtained from the Court Officer (Court Officer Section) during office hours. Supplies not conforming to the approved sample will be rejected.

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10. The sealed envelope, marked “Tender for supply of Winter Liveries and Shoes for Group-D employees including Drivers and DRWs”, must contain:
 - Copy of PAN Card
 - Copy of GST Registration Certificate
 - Copy of Trade License under the Agartala Municipal Corporation
11. In case of non-submission or substandard quality of Liveries, the Security Deposit shall be forfeited and the tender cancelled. The next eligible bidder may then be considered.
12. Breach of terms, delay, or default will lead to termination of the purchase order and forfeiture of the Security Deposit. The decision of the Authority of the High Court of Tripura shall be final.
13. Conditional Tenders are liable to rejection.
14. In case of revision of statutory levies/taxes during finalisation, the High Court reserves the right to seek price reduction.
15. Approved prices shall remain valid during the delivery period. Any increase in taxes/duties after approval shall be borne by the supplier.
16. Payment shall be made on satisfactory execution of the order and supply of material, subject to quality verification, against submission of:
 - Invoice in triplicate
 - Delivery Challan duly signed by the consignee
17. The Authority of the High Court of Tripura reserves the right to award the work to one or more bidders.
18. The Authority of the High Court of Tripura reserves the right to terminate the supply order at any time with written intimation, without assigning reasons.
19. The decision of the Authority of the High Court of Tripura shall be final and binding.
20. Sealed Quotations must reach the office on or before 03:00 PM of 24th June, 2026 (Wednesday) during office hours.
21. The Bids have to be submitted sealed on Two Bid system, in the proforma prescribed for the “**Technical Bid**” and the “**Financial Bid**”. Bids not submitted in the prescribed proforma or Bids which are incomplete are liable to be summarily rejected.
22. Technical Bids shall be opened on 29th June, 2026 and the Financial Bids shall be opened on 1st July, 2026.

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23. The quotationers may submit quotation either for winter Liveries or shoes separately.

Specifications of Winter Liveries.

For Males :

- Long Coat (not Achkan), scarlet red felt with navy blue sleeves and front, length up to 4" above knee.
- One Navy Blue slacks without bottom fold.
- Waist belt and sleeves with 3-inch belt and single stripe.

For Females:

- Woollen Cardigan. (Navy Blue)

Specifications of Shoes:

- Black shoes for males (various sizes).
- Black shoes for females (various sizes).

Processing Fee :

Non - refundable processing fee of **Rs.500/- (Rupees five hundred)** only in the form of Demand Draft payable at Agartala in favour of Joint Registrar (DDO), High Court of Tripura may be submitted along with quotation, without which the quotation will be summarily rejected.

Security Deposit:

The successful firm shall deposit **₹15,000/- (Rupees Fifteen Thousand)** only as refundable Security Deposit by Demand Draft in favour of Joint Registrar (DDO), High Court of Tripura.

The Authority reserves full discretion to accept or reject any tender/quotation without assigning reasons and is not bound to accept the lowest tender.

By Order,

(S. B. DAS)

I/C DEPUTY REGISTRAR(JUDICIAL)

To :-

1. Notice Board of the High Court of Tripura, Agartala.
2. The System Anyalyst, High Court of Tripura, Agartala with a request for uploading the Tender Notice in the Web Site of the High Court of Tripura.

I/C DEPUTY REGISTRAR(JUDICIAL)

BIDDERS PROFILE

(Must filled by the bidder)

1.	Name of agency :-	
2.	Name of Proprietor/supplier of the agency :	
3.	Full address of the Reg. Office : (A clear proof to be mentioned the firm is in existence at Agartala for last 5 years)	PIN code :
	a) Telephone No :	
	b) E-mail address	
4.	PAN/TIN No. of the agency (Attached copy of Reg. certificate)	
5.	GST/Service Tax Registration No. (Attached copy of Reg. certificate)	
6.	Trade License (AMC) No. (Attached copy of Reg. certificate)	
7.	EPF Registration No.: (Attached copy of Reg. certificate)	
8.	ESI Registration No.: (Attached copy of Reg. certificate)	

Name of the Bidder :-

Signature :-

Seal of the Company :

ANNEXTURE – II

FORMAT FOR FINANCIAL BID FOR WINTER LIVERIES

FOR MALES & FEMALES.

SL No.	Particulars with specification	Colour code	Brand of the cloths	Per meter rate of the fabric	Per set stitching charge	Total
1.	Long Coat (not Achkan) reaching up to 4” above the knee	Navy Blue sleeves and Navy Blue front.	Raymond			
2.	Slacks with bottom fold	Navy Blue				
1.	Woolen Cardigan for Females	Navy Blue				

FORMAT FOR FINANCIAL BID FOR SHOES
FOR MALES & FEMALES.

RATE QUOTATION FOR SHOES

SL No.	Particulars with specification	Offered Brand (Bidder must specify)	Quantity	Unit Price with Taxes (₹)	Amount inclusive of Taxes (₹)
1.	Black Shoe for Male	Khadim/ Liberty/Bata	129 Nos.		
2.	Black Shoe for Female	Khadim/ Liberty/Bata	16 Nos.		