HIGH COURT OF TRIPURA
AGARTALA

No.F.(61)-HC/2026/**25709-10** Dated, Agartala, the 16th November,2026.

NOTICE INVITING QUOTATION

Quotations in sealed cover are hereby invited on behalf of the High Court of Tripura, Agartala from the reputed registered firms for supply of official coloured Photo Identity Cards in good quality PVC cards with lace and jacket for the Judicial Officers of Tripura as well as Officers & staff of High Court of Tripura as mentioned in the enclosed list (marked as **Annexure-A**), having validity for at least 5 (five) years.

The quotations should reach the Registry of High Court of Tripura on or before **30.11.2026 (upto 5 PM)** and the same will be opened on **02.12.2026 at 11 AM** in the Chamber of the Joint Registrar in presence of the quotationers who may remain present if they so desire.

TERMS AND CONDITIONS

1. All rates should be quoted inclusive of all taxes, both in figures and in words and attested copies of VAT / GST Registration and Tax Clearance Certificate should be enclosed along with quotation.
2. Once quotations are submitted, no modification or alteration, in the rates quoted therein shall be entertained for five years.
3. The rate accepted by the Registry shall remain valid for five years from the date of issuance of Work Order. No modification or alteration in rates shall be entertained by the Registry of the High Court on any ground whatsoever, once the quoted rate is accepted.
4. The Registry of the High Court shall not bear any carrying charge for procuring the Identity Cards from the supplier. The carrying charge shall be borne by the supplier.
5. Samples in respect of the item should be furnished alongwith the quotation.

6. The standard of quality must be strictly maintained. Any subsequent degradation in the quality from the standard shown at the time of submitting the quotations shall make a particular order of the entire Work Order liable to be cancelled.
7. The article shall have to be delivered to the Registry of the High Court of Tripura as and when intended, at the sole expense and arrangement of the Supplier.
8. In the event of the Supplier's failure to supply the article at the rate accepted by this Registry without any acceptable genuine reason being assigned, the High Court reserves the rescind the supply order issued to the supplier, at the cost and risk of the supplier in respect of any increase in the rate & cost of the article.
9. Quotation(s) submitted in violation of any of the terms and conditions will not be considered.
10. The High Court reserves the right to accept or reject any quotation in part or as a whole including the lowest one without assigning any reason thereof.
11. If the authority so desires, on the question of urgency and standard of quality, purchases may be made from suppliers or dealers not participating in the tender procedure.
12. Any matter or issue arising out or in connection with the above, shall be subject to the exclusive jurisdiction of the Courts of Tripura

Identity Card Specification

Card

- **Card Type:** PVC Smart/Photo ID Card
- **Size:** CR80 Standard (85.60 mm × 53.98 mm)
- **Thickness:** 0.76 mm (760 microns)
- **Material:** High-quality PVC with laminated finish
- **Printing:** Full-colour, double-sided printing
- **Orientation:** Portrait/landscape

Transparent Protective Jacket/Card Holder

- Made of durable, transparent polypropylene/polycarbonate material.
- Suitable for accommodating CR80-size identity cards.
- Scratch-resistant and water-resistant.

- Slot provided for attachment to lanyard or clip.
- Smooth edges with robust construction to prevent damage during regular use.

Lanyard:

- Width: 20 mm
- Material: Polyester/Nylon
- Custom logo printed
- Metal hook and safety buckle

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(Ashim Roy)
Joint Registrar

Copy to :

1. The System Analyst, High Court of Tripura, Agartala with a request to upload the Notice Inviting Quotation in the website of the High Court of Tripura, Agartala;
2. Notice Board of High Court of Tripura, Agartala.

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Joint Registrar

ANNEXURE-A

HIGH COURT OF TRIPURA
AGARTALA

Bill of Quantity (BoQ)				
Sl. No.	**Name of Articles**	**Unit Price** *Without of taxes* ***(A)***	**Taxes** ***(B)***	**Unit Price** *inclusive of taxes* ***(A+B)***
1.	**Card**			
2.	**Transparent Protective Jacket/Card Holder**			
3.	**Lanyard**			
			***GRAND TOTAL VALUE (GTV)*:**	
***GTV* in words:**				

NOTE:

1. One identity card, one transparent protective jacket/card holder and one customised lanyard to be supplied as a complete set for each employee.
2. Bid value will be considered on the **GRAND TOTAL VALUE (GTV).**
3. All fields in the BoQ format are mandatory.
4. The successful bidder shall be obligated to supply identity cards in the required quantity, including a single card or accessories, as and when demanded by the Authority during the currency of the contract.