TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar
Tripura West – 799022

NO.F.TU/FIN/Stat/31/Vol-XI/2020 **Dated: 04-11-2026**

NOTICE INVITING QUOTATION

Tripura University invites **sealed tenders** from agencies/firms having the requisite experience for **supply and installation of Door Curtains and Window Curtains** for the Departments/Offices.

The sealed tenders must be dropped in the **Tender Box** kept in the **Purchase Section, Tripura University, Suryamaninagar–799022**, on or before **23-11-2026** up to **4:00 P.M.**

Detailed tender documents, including eligibility criteria, scope of work, and terms & conditions, are available on the Tripura University website: www.tripurauniv.ac.in.

Sd/-
[Dr. Nirmalya Debnath]
Drawing and Disbursing Officer

Nirmalya Debnath
04/11/26

त्रिपुरा विश्वविद्यालय
TRIPURA UNIVERSITY
(केन्द्रीय विश्वविद्यालय / A Central University)
सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala
त्रिपुरा (प.) / Tripura (W.), पिन/PIN 799022, भारत/INDIA

NO.F.TU/FIN/Stat/31/Vol-XI/2020 **Dated: 04-11-2026**

NOTICE INVITING QUOTATION (NIQ)

Tripura University is inviting sealed quotations from reputed, experienced and eligible firms/agencies/suppliers for **supply and installation of Door Curtains and Window Curtains** for the following Departments/Offices:

1. Department of Archaeology
2. Department of Liberal Arts
3. Department of Tourism
4. Tripura University Sports Board

The procurement shall be made as per the specifications, quantities, terms and conditions contained in this NIQ.

1. NAME OF WORK

Procurement and installation of Door Curtains and Window Curtains for the Department of Archaeology, Department of Liberal Arts, Department of Tourism and Sports Board.

2. SCOPE OF SUPPLY

The selected supplier shall be responsible for:

- Supply of new and good-quality curtains as per approved specifications.
- Measurement of doors/windows at the respective locations.
- Stitching, hemming and finishing of curtains.
- Supply of necessary curtain accessories, hooks/rings/eyelets/tapes and other fittings as specified.
- Transportation and delivery to the Tripura University.
- Installation/hanging/fixing of the curtains at the mentioned departments.
- Rectification/replacement of defective, damaged or incorrectly supplied items at no additional cost.

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3. QUANTITIES OF CURTAINS

Sl. No.	Description of Item	Quantity
1	Door Curtains – good quality furnishing curtain fabric, stitched and finished, complete with required accessories and installation	34
2	Window Curtains – good quality furnishing curtain fabric, stitched and finished, complete with required accessories and installation	92
	Total Quantity	**126 Nos.**

4. TECHNICAL SPECIFICATIONS

The curtains shall conform to the following minimum requirements:

A. Door Curtains

- Quantity: **34 Nos.**
- Curtain fabric shall be of good quality, durable and suitable for institutional/government office use.
- Fabric shall have good colour fastness and should not easily fade.
- Curtains shall be properly stitched, hemmed and finished.
- Curtain shall be supplied in suitable size as per actual site measurement.
- Necessary curtain tape/hooks/rings/eyelets and other accessories shall be included.
- Installation/hanging shall be included in the quoted rate.
- Colour and design shall be subject to approval of the Department before bulk supply.

B. Window Curtains

- Quantity: **92 Nos.**
- Fabric shall be good quality, durable and suitable for regular institutional use.
- Proper stitching, hemming and finishing shall be provided.
- Curtains shall be made according to actual window dimensions.
- Required curtain tape/hooks/rings/eyelets and other accessories shall be included.
- Installation/hanging shall be included in the quoted rate.
- Colour/design shall be finalized with approval of the Department.

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C. General Quality Requirements

1. All materials supplied shall be **new, unused and free from defects.**
2. The supplier shall provide fabric samples for approval before bulk procurement from departments.

5. ELIGIBILITY OF BIDDERS

The quotation may be submitted by a reputed supplier, firm, agency or authorized vendor having the capability to supply and install the required items.

The bidder should preferably have:

1. Valid Trade Licence/Registration Certificate.
2. Valid GST Registration Certificate.
3. PAN Card.
4. Experience in supply of curtains or similar works.
5. The bidder should not have been blacklisted/debarred by any Government Department/PSU/Government organization.
6. Capability to complete the supply within the stipulated period.

6. DOCUMENTS TO BE SUBMITTED WITH QUOTATION

The bidder shall submit self-attested copies of the following, as applicable:

- Registration/Trade Licence.
- GST Registration Certificate.
- PAN Card.
- Bank details/cancelled cheque.
- Relevant experience/work orders, if available.
- Declaration regarding non-blacklisting.
- Signed copy of this NIQ and all its terms and conditions.
- Price quotation/BOQ duly filled in and signed.

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7. PRICE BID / FINANCIAL QUOTATION

The bidder shall quote the rate in the following format:

Sl. No.	Item	Qty.	Size in Feet	Unit Rate	GST	Total Amount
1	Door Curtains, complete with stitching, accessories, transportation and installation	34 Nos.				
2	Window Curtains, complete with stitching, accessories, transportation and installation	92 Nos.				
	Grand Total	**126 Nos.**				

Total quoted amount in words:

Rupees _____ only.

Important:

- The quoted rate should preferably be **inclusive of all costs**, including fabric, stitching, finishing, accessories, transportation, loading/unloading, installation and all incidental charges.
- Applicable GST shall be shown separately.
- No additional payment shall ordinarily be admissible for transportation, installation or incidental expenses if these have not been separately agreed in the supply order.
- The quotation should remain valid for at least **45 days** from the last date of submission.

7. SAMPLE / FABRIC APPROVAL

a. Each vendor should physically visit the departments/units for measuring the size of door and window for the curtains as well as colour and quality of the fabric shall be finalized in the consultation with the respective Heads of the Departments/Units.

b. The above rate may be quoted based on the measurements, specifications and quality of the fabric; each vendor shall submit the samples of the fabrication to the respective Heads before submitting the quotation.

9. DELIVERY AND INSTALLATION

1. The successful bidder shall complete supply and installation within **30 days** from the date of issue of the Supply Order/Work Order.
2. Delivery shall be made at the locations specified by the Department.
3. The supplier shall arrange all necessary labour, tools and equipment for installation.
4. The curtains shall be properly fitted/hung and left in satisfactory condition.

Nivedya Debnath

10. PAYMENT TERMS

Payment shall be made through the prescribed Government payment system after:

1. Complete supply and installation;
2. Verification of quantity;
3. Satisfactory inspection/acceptance;
4. Submission of proper invoice/bill.

11. EARNEST MONEY DEPOSIT (EMD)

The bidder shall submit an **EMD: ₹10,000.00** for supply and installation of Door Curtains and Window Curtains for the Department of Archaeology, Department of Liberal Arts, Department of Tourism and Tripura University Sports Board, refundable as per the applicable rules, and a Tender Fee **₹500.00,** which is non-refundable. Both shall be submitted in the form of separate Demand Drafts drawn in favour of the Finance Officer, Tripura University, payable at the State Bank of India, Tripura University Campus Branch (IFSC Code: SBIN00010495).

12. IMPORTANT DATES

Particular	**Date/Time**
Date of issue of NIQ	04-11-2026
Date from which NIQ can be obtained/downloaded	04-11-2026
Last date for submission of quotation	23-11-2026 at 4.00 P.M.
Date & time of opening of quotation	24-11-2026 at 3.00 P.M.

13. SUBMISSION OF QUOTATION

The quotation shall be submitted in a sealed envelope superscribed:

"QUOTATION FOR SUPPLY AND INSTALLATION OF DOOR AND WINDOW CURTAINS – NIQ NO. _____"

The sealed quotation shall be submitted to:

_____

_____

_____

Contact No.: _____

Nirmalya Debnath

Dr. Nirmalya Debnath
Drawing & Disbursing Officer (DDO),
Tripura University.

To

The_____

_____

_____

Sir/Madam,

With reference to NIQ No. _____ dated _____, we hereby submit our quotation for supply and installation of Door Curtains and Window Curtains for the Department of Archaeology, Department of Liberal Arts, Department of Tourism and Sports Board.

We have carefully read and understood all the terms and conditions of the NIQ and agree to abide by them.

We undertake to supply and install the items within the stipulated delivery period and according to the specifications and approved sample.

Name of Firm/Agency: _____

Name of Authorized Signatory: _____

Signature: _____

Seal: _____

Date: _____

Visorakya Debnath

CHECKLIST FOR BIDDERS

Sl. No.	Document	Submitted (Yes/No)
1	Signed quotation/BOQ	
2	GST Registration Certificate, if applicable	
3	PAN Card	
4	Trade Licence/Registration, if applicable	
5	Bank details/cancelled cheque	
6	Experience documents, if required	
7	Non-blacklisting declaration	
8	EMD, if applicable	
9	Signed copy of NIQ terms & conditions	
10	Fabric/sample details, if requested	

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ANNEXURE-I

DETAILED ITEM REQUIREMENT

Sl. No.	Department/Office	Door Curtains	Window Curtains	Total
1	Department of Archaeology			
2	Department of Liberal Arts			
3	Department of Tourism			
4	Sports Board			
	Total	**34**	**92**	**126**

ANNEXURE-II

PRICE SCHEDULE

Sl. No.	Item Description	Qty.	Unit	Basic Rate	GST	Installation	Total Rate	Total Amount
1	Door Curtain	34	Nos.					
2	Window Curtain	92	Nos.					
	Grand Total	**126**						

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ANNEXURE-III

UNDERTAKING REGARDING NON-BLACKLISTING

I/We, _____, proprietor/authorized representative of M/s _____, hereby certify that our firm/agency has not been blacklisted/debarred by any Central Government Department, State Government Department, Government organization, PSU or local authority, to the best of our knowledge.

I/We further certify that all documents and information submitted along with the quotation are genuine and correct.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Firm/Agency: _____

Seal: _____

Date: _____

Nirmalya DeSarkar