

dt-29/5/2018

**NOTICE INVITING QUOTATION**

On behalf of the Governor of Tripura the undersigned invites Quotation in sealed cover in the following format from the reputed / bonafied authorized Dealer / Supplier / Registered farms / Manufactures etc. for supplying various stationary articles as and when required for use in the office of the SDFO, Ambassa, Dhalai during the financial year 2018-19.

Intended Supplier / Dealer may obtain details of the list of stationary articles as well as terms & conditions from the office of the undersigned on any working day in between 11.00 AM to 4.00 PM and the quotation will be received up to 14/06/2018 at 4.00 PM in the Tender Box in the office of the undersigned.

The quotation will be opened on 14/06/2018 at 4.30 PM and the quotationer, if possible may remain present at the time of opening. The undersigned or his office shall not be responsible for any postal delay. If the office happens to be closed on the date of receipt of the quotation as specified, the quotation will be received on the immediate next working day at the same time & venue.

Sl. No.	Name of item	Specifications	Unit price	GST (%)	Total unit price
1	2	3	4	5	6

**Terms and Conditions:-**

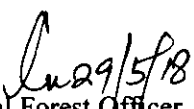
- 1) On the top left side of the envelop quotation No. with date should be mentioned.
- 2) The Quotation should quote the rate inclusive of all taxes of item distinctly, both in figures and in word. Correction, overwriting, use of correcting fluid in the figures & words will not be entertained. The rate should be in Indian National Rupees with decimal coinage.
- 3) Quotation will be received by hand / post.
- 4) Goods will not be received in any way if the specification of goods is not as per ordered specification and even if goods found below standard/quality, damage or alternated goods will not be received.
- 5) The supplier should supply items within 15(fifteen) days from the date of issue of supply order.
- 6) Professional Tax Clearance certificate, PAN Card, Trade License, GST registration Certificate should be enclosed alongwith Quotation.
- 7) Mode of payment through beneficiary code or by cheque.
- 8) The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof.
- 9) The Notice Board of the Office.

Encl:- As stated above.

  
 [Chitta Ranjan Debbarmda, IFS]  
 Sub-Divisional Forest Officer  
 Ambassa

Copy to:-

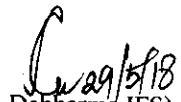
- 1) The Principal Chief Conservator of Forests, Tripura, Agartala for favour of kind information.
- 2) The District Forest Officer, Dhalai / West / North/ Khowai/Sepahijala/Gumati/Unakoti District for kind information.
- 3) The DFO, Direction Division / DCF Research / DCF, Working Plan I & II.
- 4) The Sub-Divisional Forest Officer, Teliamura / Khowai / Manu / Kumarghat / Sadar / Kailashahar / Dharmanagar / Kanchanpur / Bishalgarh / Udaipur / Sabroom / Karbook.
- 5) The Director, Sepahijala / Trishna Wildlife Sanctuary.
- 6) The In-Charge GIS Lab, Agartala for uploading in Govt. Tender Website.
- 7) The Notice Board of this office.

  
 Sub-Divisional Forest Officer  
 Ambassa

Particulars of store articles

Sl.No.	Particulars	Per Packet/Piece	Rate(Rs.)
1	Jems clip		
2	T-Pin		
3	Carbon		
4	Refill		
5	Pen (smart gell)		
6	Ball pen		
7	One-time-pen		
8	Stamp pad(Came)Small		
9	Stamp pad(Kores)big		
10	Sujan		
11	Calculator, (12-digit)		
12	Calculator, (08-digit)		
13	Calculator, (10-digit)		
14	Xerox paper k(4A-size)		
15	Xerox paper k(FS-size)		
16	Stapler machine, (small)		
17	Stapler machine, (big)		
18	Stapler Pin(big)		
19	Stapler Pin(Small)		
20	Correction pen(fluid)		
21	Scale, (small)12"		
22	Scale, (Big)18"		
23	Tube		
24	CLF bulb		
25	Wood pencil		
26	Calling bell		
27	M.B Book(Oxford)		
28	Dispatch register		
29	Received register		
30	Roll register		
31	Board duster		
32	Board writing pen		
33	Tag		
34	Glass		
35	Cello tape		
36	Envelop(size-4A)		
37	Envelop(FS-Size)		
38	Envelop(Medium)Size		
39	Envelop(size-3A)		
40	Pencil battery		
41	One time pen		
42	CD cassette(blank)		
43	File board		
44	File Cover		
45	Room Spree		
46	Room freshener		
47	Detergent,(harpic)		
48	Detergent, (phenyl)		
49	Fevicol(500 gm)		

50	Candle		
51	Eraser		
52	File flag		
53	Stamp pad ink		
54	Gum stick		
55	File clip		
56	Good night liquid machine		
57	Good night liquid		
58	Broom, (flower)		
59	Coconut broom		
60	Markin cloth		
61	Pen Stand		
62	Folder		
63	Table glass		
64	Office bag		
65	Dak pad		
66	Highlight pen		
67	Computer printer ink(hp laserjet-1020)		
68	Computer printer ink(hp laserjet-1007/1008)		
69	Canon Xerox ink(NPG-59) toner		
70	Sharp Xerox ink(aR-202ST)		
71	All-in-one Printer ink(Cartridge 328)		
72	Panasonic ink (Kx MB1900)		

  
 (C.R. Debbarma, IFS)  
 Sub-Divisional Forest Officer  
 Ambassa, Dhalai Tripura