

Dated 30/5/2018

**SHORT NOTICE QUOTATION**

On behalf of the Government 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, Manu, LTV, 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 15/06/2018 at 4.30 PM in the Tender Box in the office of the undersigned.

The quotation will be opened on 15/06/2018 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 workind 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 & Condition:**

- 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 correction fluid in the figures & words will be 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 be 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 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

  
[C.R. Debbarma, IFS]  
Sub-Divisional Forest Officer  
Manu Forest Sub-Division, LTV

**Copy to:**

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


  
Sub-Divisional Forest Officer  
Manu Forest Sub-Division, LTV

**Particulars of Store articles**

Sl. No.	Name of articles	Quantity	Remarks
1	Jams clip		
2	T-Pin		
3	Carbon		
4	Refill		
5	Pen Smart Gel		
6	Ball pen		
7	One time pen		
8	Stamp pad (Came) small		
9	Stamp pad (Cores) big		
10	Sujan		
11	Calculator (12-digit)		
12	Calculator (08-digit)		
13	Calculator (10-digit)		
14	Xerox Paper (FS Size)		
15	Xerox Paper (A5 Size)		
16	Xerox Paper (A4 Size)		
17	Xerox Paper (A3 Size)		
18	Stapler machine (big)		
19	Stapler machine (Small)		
20	Stapler Pin (big)		
21	Stapler Pin (Small)		
22	Correction Pen (fluid)		
23	Scale (big) 18inc		
24	Scale (big) 12inc		
25	Tube		
26	CFL bulb		
27	Wood pencil		
28	Calling bell		
29	M.B book (Oxford)		
30	Dispatch Register		
31	Received Register		
32	Roll Register		
33	Board duster		
34	Board writing pen		
35	Tag		
36	Glass		
37	Cello tap		
38	Envelop (4A size)		
39	Envelop (FS size)		
40	Envelop (Medium size)		
41	Envelop (3A size)		
42	Pencil battery		
43	CD cassette (blank)		
44	File board		
45	File cover		



46	Room freshener		
47	Detergent (harpic)		
48	Detergent (phenyl)		
49	Fevical (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	Marking cloth		
61	Pen stand		
62	Folder		
63	Table glass		
64	Office beg		
65	Dak pad		
66	Highlight pen		
67	HP LaserJet (No.12A) (Toner)		
68	HP LaserJet (No.88A) (Toner)		
69	Canon ink (No.912) (Toner)		
70	Canon ink (No.98) (Toner)		
71	Xerox Machine (TN164) (Toner)		
72	Computer UPS (HP)		
73	Mouse		
74	Key Board (HP)		
75	All in one printer ink		
76	Writing pad		
77	Computer CPU(HP)		
78	Antivirus 2 user		
79	Monitor (HP)		
80	Color Printer (Scan) (HP)		
81	Printer (HP)		
82	Punch machine		

  
 [C.R. Debbarm, IFS]  
 Sub-Divisional Forest Officer  
 Manu Forest Sub-Division, LTV