

No.F.4-4/Tender/Store/MFSD-2015-16/9319-46  
 Government of Tripura  
 Office of the Sub-Divisional Forest Officer  
 Manu Forest Sub-Division, L.T.V  
 Email: [sdfomanu@gmail.com](mailto:sdfomanu@gmail.com)  
 Ph: 03824-262-223

Dated 26/9/2018

**3<sup>rd</sup> 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 30/10/2018 at 2.00 PM in the Tender Box in the office of the undersigned.


The quotation will be opened on 30/10/2018 at 2.30 PM and the quotationer, 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	Brand	Unit price	GST (%)	Total unit price
1	2	3	4	5	6	7

**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 as and when required.
6. Professional Tax Clearance certificate, PAN Card, Trade License, GST registration Certificate with self attested should be enclosed along with Quotation
7. Mode of payment through beneficiary code or by E-Cheque.
8. The undersigned reserves right to accept or reject any quotation including the lowest one without assigning any reason.
9. The accepted rates shall remain valid for a period of one year from the date of acceptance of rates.
10. Approx list of requirement of each item along with Requisite specification is enclosed as per Annexure-A.

Encl: As stated above

  
 [C.R. Debarma, 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

## Annexure - A

## Particulars of Store articles

Sl. No.	Name of articles	Name of Company/Brand	Rate	Remarks
1	Jams clip (Plastic)	Globe Clips		
2	T-Pin (per Box)	Globe T Pin		
3	Carbon (per packet)	Camel		
4	Ad Gel Pen	Claro		
5	Pen	Smart Gel		
6	One time pen	Agni/Link		
7	Stamp pad small	Camel		
8	Stamp pad big	(Kores)		
9	Sujan (plastic)	Eagle brand		
10	Calculator (10-digit)	Bistec		
11	Calculator (12-digit)	Bistec		
12	Xerox Paper (FS Size)	JK Copier		
13	Xerox Paper (A5 Size)	JK Copier		
14	Xerox Paper (A4 Size)	JK Copier		
15	Stapler machine (big)	Kangaro		
16	Stapler machine (Small)	Kangaro		
17	Stapler Pin (big)	Kangaro		
18	Stapler Pin (Small)	Kangaro		
19	Correction Pen (fluid)	Luxor		
20	Scale 18inc	deluxe		
21	Scale 12inc	deluxe		
22	Tube Light 40W	Philips		
23	LED bulb 10 W, 20 W	Philips		
24	Wood pencil	Nataraj		
25	Calling bell	Fort		
26	M.B book	Oxford/Ordinary		
27	Board duster	Hindaun slate products		
28	Board writing pen (for white board)	Carlin		
29	Tag (per bundle)	Ambbika		
30	Water Glass	borosil/Yera		
31	Cello tap (0.5 inch/1.0 inch/2.0 inch )	Navya Tapes		
32	Envelop (4A size)	Sun Beams		
33	Envelop (FS size)	Sun Beams		
34	Envelop (Medium size)	Sun Beams		
35	Envelop (Small size)	Sun Beams		
36	Pencil battery (Nippo)	Nippo		
37	CD cassette blank	ordinary/Sony		
38	File board	Jhimi		
39	File cover ( printed)	Jhimi		Office Format
40	Room freshener (250 ml.)	Odonil/Premier		
41	Detergent 500 ml.	Harpic		
42	Detergent 500 ml.	phenyl & Laizole		
43	Fevical (500 gm)	Fevical		
44	Candle	Shibani		
45	Eraser (Nataraj)	Nataraj		
46	File flag	Oddy Re-Stick TM		
47	Stamp pad ink (100 ml.)	Camel		
48	Fevi stick	Fevicol Brand		
49	File clip ( 25/32 mm)	Binder		
50	Good night liquid machine	Good night		

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52	Broom flower	.		
53	Coconut broom	.		
54	Marking cloth (per Mtr.)	Century		
55	Wall Clock	Ajanta Quartz		
56	Paper Folder (Plastic)	Elegant & Smart		
57	Table glass (Clear 10mm/sqr. Ft.)	Belgium		
58	Rock site bag	Bata brand		
59	Dak pad	Ordinary/Oxford		
60	Highlight pen (Camlin)	Camlin		
61	HP LaserJet 1020 (No.12A) (Toner) original	HP original		
62	HP LaserJet (No.88A) (Toner) original	HP original		
63	Canon ink (No.912) (Toner)	Canon		
64	Cotton yarn	Eagle brand		
65	Xerox Machine (Konica Milonta TN164) (Toner)	Konika		
66	Computer UPS	(HP/Luminous PRO-600 600 VA UPS/V-Guard SESTO DX 600)		
67	Mouse	HP/iball, USB		
68	Key Board (HP/iball/dealt Combo)	HP/iball/Dell Combo		
69	Writing pad Pages-20, 40, 80	Oxford/ordinary		
70	Computer CPU	(HP260 A061 IL with Dual Core J3060 4GB Ram/)		
71	Antivirus	Quick heal		
72	Monitor 18 inc.	HP/iball/Dell		
73	HP Printer (Scan) all in one	HP Desk Jet Ink Advantage 2135		
74	Printer (HP 1020 LaserJet)	HP 1020 LaserJet		
75	Punch machine (Single Punch)	Kangaro		
76	EPSON L565 Printer (Toner)	EPSON		
77	External Hard drive (1TB)	Seagate Plus Slim 1TG wired		
78	Pen drive (8GB)	Sony/HP/Kingston		
79	Chair with Arms	Godrej		
80	Aluminum bucked (10 ltr.)	Eagle brand		
81	Mug (medium) (Plastic)	Swagath		
82	Jamboo money Damper	Tango		
83	Towel (Big/Medium/Small)	Bombay Dyeing		
84	FDA Cash Book (ordinary paper)	ordinary		Office format
85	Ledger Book (ordinary paper)	ordinary		Office format
86	State Plan Cash Book (ordinary paper)	ordinary		Office format
87	Dispatch Register (Pages-200 )	ordinary		Office format
88	Received Register (Page-200 )	ordinary		Office format
89	Roll Register (No.8, 10, 12,16)	ordinary		Office format
90	Log book	ordinary		Office format
91	Acquaintance Register (200 Page)	ordinary		Office format

Total = 91 (ninety one) items

*26/9/18*  
Sub-Divisional Forest Officer  
Main Forest Sub-Division LTV