

GOVERNMENT OF TRIPURA
OFFICE OF THE DIRECTOR
SEPAHIJALA ZOOLOGICAL PARK, TRIPURA

E-mail: dszoo141@gmail.com

Notice Inviting Short Quotation

Short quotations is hereby invited in plain paper for procurement of *Store articles/ materials under Director, Sepahijala Zoological Park for the financial year 2025-2026 (Rate contract one year) by the Director, Sepahijala Zoological Park, Forest Department, Government of Tripura, Sepahijala (on behalf of the Governor of Tripura) from the resourceful, experienced, reliable, bonafide, renowned, licensed Manufacturers/Importer/Local Distributors to the office of the Director, Sepahijala Zoological Park.*

The short quotation should reach to this office on or before **3.00 PM** on 25/08/2025

Short quotation will be opened at **4:30 pm** of the same day or next working day in the O/o the Director, Sepahijala Zoological Park.

The Terms and Conditions:

- 1) Resourceful suppliers/vendors will deposit their price offers along with a D-call /Demand Draft for an amount of Rs. 30000.00 (Rupees Thirty thousand) only in favour of the Director, Sepahijala Zoological Park, Bishalgarh, Sepahijala Tripura failing which the short quotations shall be liable to be treated as disqualified.
- 2) Earnest money of those bidders who are disqualified after evaluation will be return to the respective bidders/quotationer.
- 3) The short quotation may be deposited by hand in the office or may be sent by registered post addressing to the O/o the Director, Sepahijala Zoological Park, P.O+P.S- Bishalgarh, District- Sepahijala Tripura, Pin-799102, so as to reach in the office of the Director, Sepahijala Zoological Park, Tripura within due date and time.
- 4) No short quotation shall be entertained after due date and time and the delay on any account shall not be condoned.
- 5) The short quotation must contain the name, address, contact number of the Indian citizen and resourceful authorized agencies/ firms submitting the quotation.
- 6) Every page of the Short Quotations document should be signed with seal and all overwriting and corrections should be attested by the bidder under his / her signature.
- 7) Before submission of the Short Quotations, bidders are required to make themselves fully conversant with the scope of the work, technical requirements and specifications etc. as mentioned below, so that no ambiguity arises later on.
- 8) In case of any doubt regarding contents and meaning thereof of the Short Quotations document, the bidder may contact the concerned section in the office of the Director, Sepahijala Zoological Park, Bishalgarh, Sepahijala Tripura for clarification of such doubt prior to submitting the Short Quotations.
- 9) The Short Quotations must be in complete shape. The bidder shall remain responsible for any sort of clarification on tender likely to be sought from the office of the undersigned.
- 10) Envelope should be superscripted as "Short Quotations for supply of *Store articles/ materials* and shall contain the following documents:
 - Photocopy of Valid GST Registration Certificate & Latest GST return.
 - Photocopy of Professional Tax Clearance Certificate.


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- Photocopy of PAN card & IT return of last financial year.
 - Short Quotation documents duly signed and sealed in original.
 - Photocopy of Aadhar card.
 - Photocopy of bank details.
- 11) The right of rejection / acceptance of short quotation is reserved without assigning any reason thereof.
 - 12) The short quotation price will be inclusive of all taxes/charges/transportation etc. and transportation of materials shall be up to O/o the Director, Sepahijala Zoological Park.
 - 13) The short quotation received through E-mail or Fax shall not be accepted under any circumstances.
 - 14) The list of materials required is given in Annexure-A. The quantity of articles may increase or decrease depending on the actual requirement as per the recommendation of Director of Sepahijala Zoological Park.
 - 15) The bidder shall quote the rates in figures as well as in words. In case of any difference between these two insertions, lower one shall be considered as offered rates. No price variation clause shall be entertained. No conditional offer shall be accepted.
 - 16) The successful bidder shall remain responsible for supply of materials as per direction of the concerned authority in a time bound manner.
 - 17) Any short quotation document found to be false or with mistakes, misquoting, misleading on the part of the Indian citizen and resourceful authorized agencies/ firms shall be liable to be rejected.
 - 18) The payment should be made to the successful bidder after supply of all materials.
 - 19) Taxes and other charges if any will be deducted from the bill as per rule.
 - 20) Rate contract will be valid up to 1 year from the date of acceptance.
 - 21) Payment to successful Tenderers/quotationer shall be made on bill basis only after supply as per Supply order. No advance payment shall be made under any circumstances.
 - 22) Any default or breach of contract and non-execution of supply order shall lead to forfeiture of earnest money/security deposit of the successful Tenderers beside to such action as may be considered appropriate by the Director, Sepahijala Zoological Park, including black listing / delisting the Tenderers for the future.
 - 23) If any MSME/PSU participated this, necessary proof may be submitted with the bid documents.
 - 24) The quotationer himself/herself or authorized representative of the firm should remain present during supply of ordered quantity of materials.
 - 25) The supply of materials must be supplied within the time period as per the supply order.
 - 26) The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason there for. Please also note that any wilful default or any attempt to sabotage the process by Successful Bidder may invite blacklisting/ disqualification from future Bids under Director, Sepahijala Zoological Park, Tripura.


 Director
 Sepahijala Zoological Park

No. F. 4-30/Vol-II/DSZP/Store/LPC/2025-26/ 4156-90 Date: 11/08/2025

Copy to:

1. The PS to the Principal Chief Conservator of Forests, Tripura for favour of kind information of PCCF & HoFF, Tripura.
2. The PS to the Principal Chief Conservator of Forests and CWLW Tripura for favour of kind information.
3. The Chief Conservator of Forests (Territorial), Office of the Principal Chief Conservator of Forests, Tripura, Agartala for favour of kind information.
4. The District Forest Officer, South / Gomati / Sepahijala / West / Khowai / North / Unokoti / Dhalai Tripura District for favour of kind information.
5. The Sub-Divisional Forest Officer, Sabroom / Udaipur / Amarpur / Karbook / Bishalgar / Sonamura / Sadar / Mandwi / Teliamura / Kumarghat / Dharmanagar / Kailashahar / Kanchanpur / Ambassa / Manu for information.
6. The Wildlife Warden, Trishna / Sepahijala / Rowa / Gandacherra for information.
7. The Asstt. Director, Sepahijala Zoological Park for information.
8. In-Charge of GIS Cell, O/o the PCCF Tripura with a request to upload the same in the departmental web site for wide publication.
9. The Director, ICA Department (icadirector.tripura@gmail.com), Tripura with a request to upload the same in the departmental web site for wide publication.
10. The Curator, Sepahijala Zoological Park for information and necessary action.
11. The Notice Board of this Office.

Director
Sepahijala Zoological Park

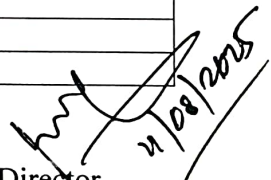
ANNEXURE – A

List of Store articles/ materials required:

SL. no	Name of Articles
1	Toner cartridge(C-925)
2	Toner cartridge(88-A)
3	Toner cartridge(110-A)
4	Toner cartridge (152 A)
5	A4 Copier(75 GSM)
7	Nepthalene(Small Packet)
8	Harpic (500 ml)
9	Phenyle(500 ml)
10	Calculator(Big size)
11	Correction pen(whitner)
12	Binding Register(no-8)
13	Binding Register(no-12)
14	Binding Register(no-16)
15	Binding Register(no-18)
16	Aquintance roll Register
17	Cash book Register (treasury)
18	Cash book Register (non-treasury)
19	Bill Register
20	Stock Register
21	Towel (big size)
22	Towel(small size)
23	Hand wash
24	Stapler pin (2416-1M)
25	Stapler pin (10-1M)
26	Ink Stamp pad
27	Paper flag
28	Fevistick
29	Fevicol glue
30	File board
31	File cover
32	Soap
33	Room freshener
34	Stapler(Big)
35	Stapler(small)
36	Pen Marker
37	Pen(Blue)
38	Pen(black)
39	Pen(red)
40	Tag(White colour)
41	Received Register
42	Despatch Register
43	Carbon
44	Peon book


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45	Challan Register
46	Pen drive(32 GB)
47	Ledger Register
48	Moper
49	Highlighter
50	Link Lock
51	Punch machine
52	Markin cloth(white colour)
53	Note sheet(Legal size)
54	Attendance Register
55	Pencil Battery(AA)
56	Cup plate set
57	Cello tape(Big)
58	Cello tape (small)
59	Gem clip
60	LED Bulb (8 watt)
61	LED Bulb (10 watt)
62	Tube light 14 watt
63	Key board(normal)
64	Mouse
65	Spoon set
66	Steel bucket(20 ltr)
67	Dao (medium)
68	Coconut stick(Kg)
69	Broom/Arjun flower(pcs)
70	Belcha
71	Axe
72	Steel Bowl
73	LED Bulb (19 watt)
74	Tube light (20 Watt)
75	Wall mounted fan
76	Ceiling fan
77	Table fan
78	PC monitor (17'')
79	Mosquito repellent liquid
80	Extension cord
81	Knife
82	Scissors
83	Dustbin (medium)
84	Floor mats
85	Printer (Laser)
86	Pencil Battery(AAA)


 Director
 Sepahijala Zoological Park

ANNEXURE – B

Format for Quotation of supply of Construction materials:-

Sl.No	Particular of items	Rate (in Rupees)	Rate including GST and transportation charges (in Rupees & in words)


21/02/2018