

Government of Tripura
Office of the Inspector of Schools
Charilam , Sepahijala , Tripura
(Phone : 03812999893 , Email : ischarilamdm@gmail.com)

No.F.6(16)/Samagra/LPC/IS-CLM/2024/470.

Dated , Charilam , the 30/09/ 2024

Notice Inviting Quotation

On behalf of the Government of Tripura the Inspector of Schools invites short quotations in sealed cover from bonafide , resourceful suppliers , Authorized dealers , supply agencies for procurement of various **Office stationeries** for the Office of the Inspector of Schools , Charilam, Sepahijala , Tripura as per the terms & conditions as appended below .

The intending Tenderer should quote the rates as per prescribed format enclosed as Annexue - B & duly filled in Annexre - A format along with relevant documents . Any incomplete Tender will summarily be rejected . The list of required **Office stationeries** are as follows :

SL No	Name of Articles	Specification
1	Cover File	
2	File Board	
3	Tag	
4	Carbon	(Small Size)
5	Carbon	(Big Size)
6	Pen (omni gel)	(black)
7	Pen (omni gel)	(Blue.)
8	Pen (omni gel)	(Red.)
9	Stapler (Kangaroo)	(Big Size)
10	Stapler	HD - 45 (Medium Size)
11	Stapler	No - 10 (Small Size)
12	Needles	
13	GYMS Clip	
14	Alpin(T-Pin)	
15	File (Flags) Plastic.	
16	Knife	
17	Scissor.	
18	Ink Pad	(Big Size)
19	Ink Pad	(Small Size).
20	Cello Tape	(Big Size)
21	Cello Tpe	(small Size)
22	Xerox Paper	(Legal Size)
23	Xerox Paper	(A 4 size).
24	Gum	500 ml
25	Gum	250 ml
26	Correction pen.	
27	Sketch pen.	
28	paper weight	glass

(Signature)
30.09.2024
(Utam Kumar Datta)
Inspector of Schools
Charilam, Sepahijala, Tripura

Sl No	Name of Articles	Specification
29	Scale	(Big Size).
30	Scale	(Small Size)
31	Ton Thread.	
32	Hand Towel	
33	Towel (Big Size).	White colour
34	Emergency light..	
35	Lock.	Link - double lock
36	Paper clip.	
37	Glass (Drinking Water Glass)	Set of 6
38	Tea Cup set -Crockery Set	
39	Dinner set	
40	Water Sponse.	
41	Tray.	
42	Clip Board	
43	Steel Bucket	
44	Bucket(Plastic)	
45	Plastic Jug.	Small Size
46	Registers.	No. 4
47	Registers.	No. 6
48	Registers.	No. 8
49	Registers.	No. 12
50	Table glass-Lid/Container.	
51	PEN Drive.	HP 32 GB
52	PEN Drive.	HP 64 GB
53	Computer Mouse	Optical
54	Keyboard	HP/ Dell
55	Laptop speaker	
56	Table cover cloth	Rate/sq.mtr
57	Stapler Pin	No. 24/6-1M
58	Stapler Pin	No. 10 - 1 M
59	Pencil Battery	Duracell
60	AC/DC Bulb	12 W
61	Plastic File Cover	
62	Printer Cartridge	HP 110 A
63	Ink refill pack for Epson tank printer (C , M, K, B)	No - 003
64	Punch	Kangaro - SHP - 20
65	Steel Table Spoon	
66	Calculator	
67	Duster Towel	
68	Marker Pen	
69	Wood Pencil	
70	Colin	500 ml
71	Phynile	500 ml
72	Room freshener	Godrej aer


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S. No	Name of Articles	Specification
73	Staff Attendance Register	No-6
74	Cash Book	No - 10 & 6
75	Ledger Register	No- 8 & 6
76	Stock Register	No- 8 & 6
77	Drinking Water bottle	brass (1 Li)
78	Favi Stick	Pencil
79	Red cotton cloth (Shalo)	Rate/mtr
80	Hand Wash	
81	Detol	
82	Big size Envelope	
83	Bond paper	A4 size
84	Glossy paper	A4 size

The Tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office of the undersigned from **01/10/2024 to 09/10/2024** from 10.00 AM to 4.00 PM , except Govt. Holiday and the box will be opened on the last day at 4.00 PM , if possible. If the last date of Tender dropping /Opening of Tender becomes paralyzes due to any unforeseen reason , the next working day will be the last date of Tender dropping /Opening of Tender Box .

Following terms & Conditions will be applicable:-

1. One person / Agency will drop one quotation only .
2. The rate quoted should be inclusive of all charges and GST, no extra charges shall be given above the rate offered .
3. Specification as well as the configuration are required to be strictly as per requirement of the indenter.
4. The lowest bidder will be qualify for supply the materials but becoming lowest bidder will not be the criteria for awarding the purchase order unless the rates are reasonable and justified . if the 1st lowest bidder fails to supply than the undersigned has the right to call 2nd & 3rd lowest bidder to supply the same .
5. Supply order will be issued after getting approval from Lower Purchase Committee (LPC) .
6. Materials should be received in good condition. The receiving authorized staff of this office shall reserve the right to check the quantity & quality of materials to be supplied For any damage to the materials supply to this end , compensation shall be borne by the supplier .
7. Materials should be recently manufactured and with at least 1(one) year manufacturing warranty .
8. The sealed covers should be super scribed by the words as " SUPPLY OF OFFICE STATIONARIES FOR CHARILAM I/S OFFICE "
9. Supply should be completed within 10(Ten Days) at the office of the undersigned from the date of receipt of supply order .
10. Bill will be raised in triplicate by obtaining certification from GENERAL Store -in-charge for quality checking .
11. Rate should be quoted (both figure & word) for each item separately inclusive of all inevitable taxes if any and carrying loading & Un-loading shall be borne by supplier .
12. Applicable taxes as per Govt. Norms (GST,VAT/Income Tax along with surcharge , etc) if any will be deducted from the bill .
13. The intending bidders shall have to enter all details in Annexure - a and have to quote rate both in figure and word as per given format in Annaxure - B only .
14. The intending bidder have to enclose the following documents self attested along with Annexure - A & B :
 - i) Nationality Certificate of Intending Bidder .
 - ii) Up to date Clearance Certificate of Income Tax / SST /GST .
 - iii) GST Registration Certificate .

(Uttam Kumar Datta)
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- iv) NGO registration Certificate or Agency registration certificate for SHGs , PACS and license for suppliers
- v) Photo copy of PAN card .
15. Any instance regarding violation of any of the above conditions (1 to 14) by the successful Quotationer or any of his staff shall lead to cancellation of the agreement.
16. The undersigned reserves the right to terminate the contract given to the successful quotationer by giving 15 days notice.
17. The undersigned reserved the right to accept or reject any quotation fully or party including the lowest one without assigning any reason thereof.

Uttam
30.09.2024

(UTTAM Kr. DATTA)
Inspector of Schools
Charilam , Sepahijala , Tripura

Copy to:

1. The Director ,Elementary Education (School) Department , 3rd Floor ,Shiksha Bhawan , Office Lane , Agartala,Tripura(W) for kind information .
2. The Director, Information & Cultural Affairs Department, Govt. of Tripura, Agartala for kind information and requested to kindly arrange for publication of the above tender in the 3 (three) leading local news papers.
3. The Director, Information & Technology ,Govt. of Tripura, Agartala for kind information and with a request to float the notice at Tripura State Potral www.tripura.gov.in.
4. The District Magistrate & Collector , Sepahijala kind information & with a request to allow space in office notice board & web portal for displaying the same .
5. The SDM , Bishalgarh , for kind information and with a request to publish in office Notice Board.
6. The District Education Officer ,Sepahijala District Zonal Office, Bishramganj, Sepahijala,Tripura for favour of information a request to publish in office Notice Board.
7. The Block Development Officer ,Charilam RD Block , Charilam for kind information and request to publish in their office Notice Board.
8. The CDPO , Bishalgarh (Member of LPC Committee , O/o the I/S Charilam) for kind information and request to publish in their office Notice Board.
9. The Inspector of Schools , Bishalgarh / Jampuijala / Nalchar/ Sonamura / Kathalia / Baxonagar, for kind information and request to publish in their office Notice Board.
10. The Account Section, O/o the Inspector of Schools for kind information.
11. The Notice Board, O/o the Inspector of Schools .

Uttam
30.09.2024

(UTTAM Kr. DATTA)
Inspector of Schools
Charilam , Sepahijala , Tripura

To,
Inspector of Schools
Charilam , Sepahijala ,
Tripura

Sanjay
30.09.2024

Subject : Submission of quotation of Office Stationeries for the O/o the Inspector of Schools ,
Charilam .

Reff. No. No.F.6(16)/Samagra/LPC/IS-CLM/2024/

Dated :.....

TECHNICAL DETAILS

SL No.	Particulars	To be filled by the tenderers (Bidders) with the sequence of enclosure
1	Name	
2	Address (Enclose copy of Nationality Proof)	
3	Contact Number	
4	Agency Registration Number (copy to be enclosed)	
5	PAN / TAN number (copy to be enclosed)	
6	Whether terms and conditions of the quotation is acceptable or not .	
7	Whether bidder is blacklisted by any Government Department (Yes/ No)	

Declaration

I , Sri.S/o
Owner of /on behalf of my agency do herewith declare that , I have accept all the terms & conditions of the tender issued by the inspector of Schools , charilam .

Signature

Date :
Place :

