



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

No.F.6(16)/Samagra/LPC/IS-CLM/2025/431.

Dated ,Charilam ,the 08/ 08/ 2025

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 **Officestationeries** are as follows :

| SL No | Name of Articles | Specification |
|-------|--------------------------------|--------------------------------|
| 1 | Cover File | Oxford / Star / Classic |
| 2 | File Board | Oxford / Star / Classic |
| 3 | Tag | |
| 4 | Carbon | Kores : 210 mm x 330 mm |
| 5 | Pen (Link Pentonic) | (black) |
| 6 | Pen (Link Pentonic) | (Blue.) |
| 7 | Pen (Link Pentonic) | (Red.) |
| 8 | Pen (Link Ocean Gel) | Green |
| 9 | Pen (Link Ocean Gel) | Black |
| 10 | Pen (Link Signetta) | Blue |
| 11 | Pen (Agni Gel) | Blue |
| 12 | Highlighter Pen (Multi colour) | Kores |
| 13 | Stapler | Kangaroo HD - 45 (Medium Size) |
| 14 | Stapler | Kangaroo No - 10 (Small Size) |
| 15 | Needles | - |
| 16 | GYMS Clip | - |
| 17 | Alpin (T-Pin) | - |
| 18 | Paper Flags - Prompts | Oddy - Re stick |
| 19 | Knife | Medium |
| 20 | Scissor. | Large |
| 21 | Stamp Ink Pad | Kores : 95 mm x 159 mm |
| 22 | Stamp Ink Pad | Kores : 88 mm x 54 mm |
| 23 | Cello Tape | 2 inch |
| 24 | Cello Tpe | 1 inch |
| 25 | Xerox Paper (Legal Size) | JK copier 75 GSM |
| 26 | Xerox Paper (A 4 size) | JK copier 75 GSM |
| 27 | Gum | Fevigum : 500 ml |
| 28 | Gum | Fevigum : 250 ml |

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(Uttam Kumar Datta)
Inspector of Schools
Charilam, Sepahijala, Tripura



| SL No | Name of Articles | Specification |
|-------|--|--------------------------------|
| 29 | Correction pen. | Luxar |
| 30 | Sketch pen. | Camelin 12 shades (Large Size) |
| 31 | paper weight | glass |
| 32 | Scale | 18 cm - oxford |
| 33 | Scale | 12 cm - oxford |
| 34 | Ton Thread. | |
| 35 | Hand Towel | |
| 36 | Bathroom Towel (Big Size). | White colour |
| 37 | Bathroom Towel (Big Size). | Coloured |
| 38 | Lock. | Link : Round- 21 - double lock |
| 39 | Lock. | Link : Round- 65 - double lock |
| 40 | Paper Binder clip. | 25 mm (12pc box) |
| 41 | Glass (Drinking Water Glass) | Steel set of 6 |
| 42 | White Paper (Dista) | Dista |
| 43 | Water Sponse. | any |
| 44 | Tray. | 13 cm x 16 cm |
| 45 | Clip Board | Plastic |
| 46 | Steel Bucket | 10 liter |
| 47 | Bucket(Plastic) | RFL 10 liter |
| 48 | Plastic Mug . | RFL 1 Liter |
| 49 | Registers. (Ruled) | Oxford No. 4 |
| 50 | Registers. (Ruled) | Oxford No. 6 |
| 51 | Registers. (Ruled) | Oxford No. 8 |
| 52 | Registers. (Ruled) | Oxford No. 12 |
| 53 | Table glass-Lid/Container. | |
| 54 | Broom | Ful Jaru |
| 55 | PEN Drive. | HP 32 GB |
| 56 | PEN Drive. | HP 64 GB |
| 57 | PEN Drive. | HP 128 GB |
| 58 | Computer Mouse | HP Optical |
| 59 | T - Tube Light | Havels 20 W |
| 60 | Keyboard | HP |
| 61 | Keyboard | lenovo |
| 62 | Keyboard | Dell |
| 63 | Laptop speaker | zebion |
| 64 | Wall clock | Ajanta 32 cm x 32 cm |
| 65 | Stapler Pin | Kangaroo : No. 24/6-1M |
| 66 | Stapler Pin | Kangaroo : No. 10 - 1 M |
| 67 | Pencil Battery : AA | Duracell : AA 1.5 V |
| 68 | AC/DC Bulb | Havels 12 W |
| 69 | Plastic File Cover | |
| 70 | Printer Cartridge | 110 A (compatible with chip) |
| 71 | Printer Cartridge | 925 (compatible with chip) |
| 72 | Ink refill pack for Epsontank printer(C ,M, K,B) | No - 003 |

(Signature)
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| SL No | Name of Articles | Specification |
|-------|---------------------------|--|
| 73 | Punch | Kangaro - SHP - 20 |
| 74 | Steel Table Spoon | medium size |
| 75 | Calculator | DELI :39231 (12 DIGIT) |
| 76 | Duster Towel | Orange coloured |
| 77 | Permanent CD Marker Pen | |
| 78 | White Board Marker | |
| 79 | Permanent Marker Pen | Black , Blue |
| 80 | Wood Pencil | apsara |
| 81 | Colin | 500 ml |
| 82 | Phynile (Lemon) | 500 ml |
| 83 | Room freshener | Godrej aer 220 ml |
| 84 | Staff Attendance Register | Oxford No-6 |
| 85 | Cash Book | Oxford No- 6 |
| 86 | Cash Book | Oxford No - 10 |
| 87 | Ledger Register | Oxford No- 8 |
| 88 | Ledger Register | Oxford No- 6 |
| 89 | Stock Register | Oxford No- 8 |
| 90 | Stock Register | Oxford No- 6 |
| 91 | Favi Stick | Pencil |
| 92 | Hand Wash | Detol : 200 ml |
| 93 | Detol | 500 ml |
| 94 | Big size Envelope | Size : 10 cm x 11 cm |
| 95 | Bond paper | A4 size , 100 GSM : 1 rim (500 pages) |
| 96 | Glossy paper | A4 size , 180 GSM : 20 sheet |
| 97 | Harpic | 500 ml |
| 98 | Toilet cleaner brush | |
| 99 | Chair couson | Local |
| 100 | CFL Bulb | 12 W |
| 101 | Sujan | |
| 102 | Extension Cord | fybros 2500W : 4 points |
| 103 | Electric Kettle | Prestige - 1 Liter |
| 104 | Mouse pad | |
| 105 | LUXOR spiral Notebook | Single Ruled A5-300 A5 Notebook Single Ruled 300 Pages |

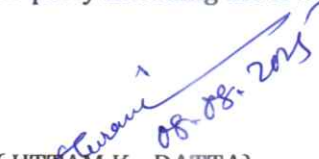
The Tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office of the undersigned from **11/08/2025 to 18/08/2025** from 10.00 AM to 4.00 PM , except Govt. Holiday and the box will be opened on the last day at 4.00 PM , if possible. If the last date of Tender dropping /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.

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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 Annexure - 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 .
 - 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 partly including the lowest one without assigning any reason thereof.


 (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 Portal 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
08.08.2014

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



To,
Inspector of Schools
Charilam ,Sepahijala ,
Tripura

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

Reff. No. No.F.6(16)/Samagra/LPC/IS-CLM/2025/

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 :



Dated :.....

Signature