

F.NO.DI/STORE/Q/1 (16)/94-95/  
Government of Tripura  
Directorate of Industries & Commerce  
Agartala, Tripura West.

Dated, Agartala the ..... September 2024.

SHORT NOTICE INVITING QUOTATION

Short Notice inviting quotation (SNIQ) in sealed cover is invited from the local authorized distributor/agent /Dealer for supply of store articles/goods as per list in Annexure -A for supply in the office of Directorate of Industries & Commerce, Khejurbagan, Agartala.

The quotation will be received by the office of the undersigned through registered post/speed post/courier service only up to 4PM on 08/10/2024 from the date of issue of SNIQ. The quotation will be opened on 09/10/2024 at 3PM if possible and the quotationer of their representative may remain present at the time of opening of the quotation in the office of the undersigned.

Terms and condition.

1. Rate must be quoted both in figure and words. Over write/use of correcting pen will not be accepted.
2. The quotation should be accompanied with Trade Licence, or other necessary documents as the case may be along with GST registration and PAN card.
3. The rate contract will be valid for 1(one) year from the date of issue of acceptance order and no further enhancement in rates within the validity period will be entertained.
4. The rate should be quoted inclusive of all taxes/charges up-to the destination.
5. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof.
6. Supply should be completed with 5 (Five) days from the date of the issue of the supply order as required.
7. Annexure-A may be seen at the Notice Board of the Directorate of Industries & Commerce, Khejurbagan, Near Ginger Hotel or may be downloaded from the official website of the Department industries.tripura.gov.in.
8. The envelope containing quotation must be super scripted "SHORT NOTICE INVITING QUOTATION" for supply of goods with reference no. and date.
9. Necessary tax as will be deducted from the bill at the time of payment as per norm.
10. An amount of Rs. 5,000/- (Rupees Five thousand ) only in the form of "D Call " in favour of the Director, Industries & Commerce, is to be deposited as Earnest Money (EMD) along the quotation.
11. Supply order will be issued to the lowest quotationer as and when required.
12. The firm and /or the purchaser shall be entitled to withdraw/ cancel the rate contract serving an appropriate notice to each other giving 15 days time.
13. The purchaser reserves the right to conclude more than one rate contract for a single item.
14. The purchaser shall have the option of re- negotiating the price with the rate contract holders.
15. In case of emergency, the purchaser may purchase the same item by other modes.
16. The items have to be reached to the purchaser free of cost.
17. Supply order placed within the timeline of the rate contract but supply effected beyond the timeline, will be guided by the terms and conditions of the rate contract.
18. The quotationer will have to quote for all the items of Annexure A.

19. A performance guarantee of 5% of the supply order may be considered by the department to be kept by the successful bidder/ rate contractor before issue of the supply order.
20. If a rate contractor sells or places offer to sell the same items in a lower rate to any other concern/ person/ organization of the rate contract within the period of the rate contract, then in the same lower rate the rate contractor shall be liable to effect the supply to this office also
21. All the items should be of best quality.

**Signed by Swapna Debnath**

**Date: 25-09-2024 13:52:18**

(Smt.S.Debnath.)  
Director (I&C).

Copy to:-

1. All GM, DIC, for Display
2. Notice Board of this Directorate
3. Publicity section of this Directorate for display in local newspaper.(As enclosed)

**ITEM LIST****Annexure-A**

S.L No	Name of Articles	Rate/Unit	S.L. No.	Name of Articles	Rate /Unit
01.	T-Pin	Per box.	44.	Stapler machine big kangaro	Per no.
02.	Pencil Battery	Per no.	45.	Stapler machine small kangaro	Per no.
03.	Battery for Remote control	Per no.	46.	Stapler pin big 24/6 no.	Per no.
04.	Battery for calling bell	Per no.	47.	Stapler pin small no.10.	Per no.
05.	Key bag	Per no.	48.	Sujan steel	Per no.
06.	Basket waste paper plastic	Per no.	49.	Short hand book best quality	Per no.
07.	Basket water carrier plastic	Per no.	50.	Writing pad	Per no.
08.	Black tape best quality	Per no.	51.	Register 10 no.	Per no.
09.	Cello tape brown	Per no.	52.	Hi -lighter pen -F.G.O	Per no.
10.	Cello tape white	Per no.	53.	Hp tonner Cartridge 30A	Per no.
11.	Correcting pen	Per no.	54.	Tonner Cartridge 88A prodot	Per no.
12.	Cup Plate VIP	Per no.	55.	Tonner Cartridge 12 A prodot	Per no.
13.	Clip board	Per no.	56.	Cartridge HP 1110	Per no.
14.	Car freshener	Per no.	57.	Canon Cartridge 071 prodot	Per no.
15.	Court case File cover	Per no.	58.	Cartridge HP 137 A prodot	Per no.
16.	Duster	Per no.	59.	Tonner cartridge 78A prodot	Per no.
17.	Dak pad	Per no.	60.	LED Bulb	Per no.
18.	Extension cord	Per no.	61.	Harpic	Per no.
19.	Engagement pad	Per no.	62.	Rain coat M-size	Per no.
20.	File cover	Per no.	63.	Towel big 550 GSM Cotton	Per no.
21.	File board	Per no.	64.	Towel small good quality Bombay dying	Per no.
22.	Fevi stick	Per no.	65.	Godrej- Power pocket	Per no.
23.	Electric cattle prestige	Per no.	66.	Ton thread	Per no.
24.	Plastic folder	Per no.	67.	Wall clock	Per no.
25.	Gum 700 ml	Per no.	68.	Scissor	Per no.
26.	One time pen	Per no.	69.	Sealing wax	Per no.
27.	Pilot pen v7	Per no.	70.	Seat cushion	Per no.
28.	Hit spray	Per no.	71.	Pen drive 32 GB	Per no.
29.	Pad inc	Per no.	72.	Note Sheet	Per no.
30.	Stamp pad	Per no.	73.	Umbrella big	Per no.
31.	James clip glove	Per no.	74.	Jug plastic	Per no.
32.	Knife paper cutter	Per no.	75.	Paper weight	Per no.
33.	Kham small size	Per no.	76.	Washing powder	Per no.
34.	Kham medium size	Per no.	77.	Xerox paper F,S, Legal paper	Per no.
35.	Kham A-4 size	Per no.	78.	Tag (50 nos) in one bunch	Per no.
36.	Marker pen	Per no.	79.	Ceiling Fan	Per no.
37.	Mosquito liquid with machine	Per no.	80.	Pedestal Fan- 3/ 4 blade	Per no.
38.	Punching machine kangaro	Per no.	81.	Water Glass Normal	Per no.
39.	Room freshener godrej aer	Per no.	82.	Peon book	Per no.
40.	Water Glass VIP	Per no.	83.	Car freshener	Per no.
41.	Spoon Steel	Per no.	84.	Re- stick small	Per no.
42.	Sweep Dish	Per no.		Xerox paper A-4 JK copier (75 GSM)	Per no.
43.	Lock ( round -65) linc	Per no.	85.	Busket plastic	Per no.

**ITEM LIST****Annexure-A**

86.	Key board Computer	Per no.	93.	Restick Big	Per no.
87.	Marker pen small	Per no.	94.	Writing Pad Oddy 5.5 inch long 4.4 inch breath	Per No.
88.	Hand wash Dettol small	Per no.	95.	Starter for tube light	Per no.
89.	Tube light- w	Per no.	96.	Capacitor for Ceiling fan	Per No.
90.	Mouse wireless	Per No.	97.	Mouse normal	Per No.
91.	UPS for computer- 600 VA	Per No.	98.	Writing Pad Luxer 8.8 inch long 6 inch breath	Per No.
92.	Table glass big	Per no.	99.	Table Glass small	Per no.

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