


No.F.1(109)/TIT/TEQIP-II/2013/6121-6123
Government of Tripura,
Tripura Institute of Technology,
Narsingarh, Tripura (west)

Dated : 21/02/2017

NOTICE INVITING QUOTATION

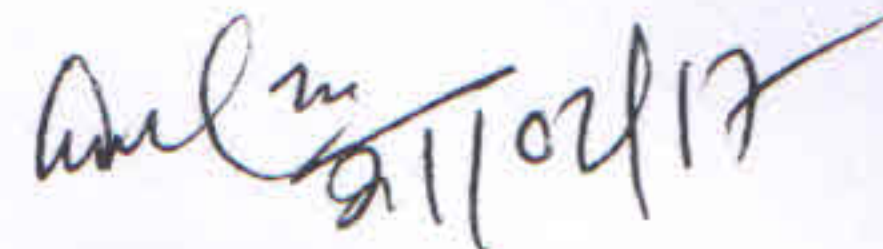
Separate Sealed quotations in plain paper are hereby invited on behalf of the Governor of Tripura for supplying of the followings from the authorized suppliers having appropriate Trade license upto 03:00 PM of 08 / 03/2017. The details of bid documents along with Terms & conditions may be seen in the office of the undersigned during office hours w.e.f 22/02/2017 to 2:00 PM of 08/03/2017 or may be down loaded from the website www.titagartala.nic.in / www.titagartala.ac.in .Bids will be open on the same day at 03:30 PM publically in the office of the undersigned.

Sl No.	Name of supply/ Work	Date & Time for submission of Quotation	Time for completion (Days)
1	Supplying of pen, punching machine, stapler with pin, James clip & duster etc. for Tripura Institute of Technology, Narsingarh, Tripura west .	08/03/2017 upto 3:00PM.	3 days
2	Supplying of file cover with board ,binding register & peon book etc. for Tripura Institute of Technology, Narsingarh .	08/03/2017 upto 3:00PM.	3 days
3	Supplying of folder, writing chalk , permanent marker pen, Ink pad etc. for Tripura Institute of Technology, Narsingarh .	08/03/2017 upto 3:00PM.	3 days
4	Supplying of drawing sheet , paper , white board marker pen etc. for Tripura Institute of Technology, Narsingarh .	08/03/2017 upto 3:00PM.	3 days
5	B/W ink cartridge for HP/Cannon printer for Tripura Institute of Technology, Narsingarh .	08/03/2017 upto 3:00PM.	3 days
6	B/W ink cartridge for KONIKA BIZHUB 195 photocopier for Tripura Institute of Technology, Narsingarh .	08/03/2017 upto 3:00PM.	3 days
7	B/W ink cartridge for SHARP MX -235AT photocopier for Tripura Institute of Technology, Narsingarh .	08/03/2017 upto 3:00PM.	3 days


(A. K. Das Chaudhuri)
Principal (I/C) & Head of TEQIP-II
Tripura Institute of Technology,
Narsingarh, 799009

Copy to:-

1. The Director, Education (Higher) Department, Govt. of Tripura for favour of kind information please.
The same notice is also sent to three different local newspapers for immediate publication.
2. Sri Gaurab Bhattacharjee, Assistant Professor (CSE), for uploading the said Notice Inviting Quotation to the Institute website www.titagartala.nic.in and www.titagartala.ac.in on 21/02/2017 after 5:00 PM positively.
3. Notice Boards, TIT, Narsingarh.


(A. K. Das Chaudhuri)
Principal (I/C) & Head of TEQIP-II
Tripura Institute of Technology,
Narsingarh, 799009

Dated : 21/02/2017

QUOTATION

Sealed quotation in plain paper are hereby invited on behalf of the Governor of Tripura for supplying of the followings from the authorized suppliers having appropriate Trade license upto 03:00 PM of 08 / 03/2017. The details of items including Terms & conditions are given below.

Sl No.	Name of supply/ Work	Date & Time for submission of Quotation	Time for completion (Days)
1	Supplying of pen, punching machine, stapler with pin, James clip & duster etc. for Tripura Institute of Technology , Narsingarh, Tripura west .	08/03/2017 upto 3:00PM.	3 days

Terms & conditions :

1. One bidder can submit only one quotation for a particular supply / work.
2. The bidder is to submit bid **in their letter Head as per given format (Annexure -I) .**
3. All corrections must be initialed.
4. **Brand name of products must be mentioned where applicable.**
5. Quotations shall remain valid for a period not less than 30 (thirty) days.
6. The bid will be evaluated taking all the items together.
7. The supply to be made in Tripura Institute of Technology , Narsingarh , Tripura west .
8. The bidders are advised to submit bid after clearing doubts if any , from the office of the undersigned .
9. The undersigned is not bound to accept the lowest bid and reserve right to accept or reject any Quotation or cancel the entire bidding process without assigning any reason.
10. Applicable taxes will be deducted from the bill.
11. Bid will be open publically & interested bidders may present at the time of opening who wish to remain present.
12. The quantity of any item may decrease / increase as per requirement
13. Payment will be made within ten days after successful completion of the job.
14. All the pages of the bid / quotation including all supporting documents **must be signed (TO PUT FULL NAME) & stamped** by the bidder without which bid will be rejected.
15. The bidders must submit Attested copies (**by Notary**) of following documents. If required the successful bidder may have to present the originals for verification.
 - i) PAN card.
 - ii) Trade license & VAT documents.

Signature of Bidder

A.K. Das
21/02/2017
(A. K. Das Chaudhuri)
Principal (I/C) & Head of TEQIP-II
Tripura Institute of Technology,
Narsingarh, 799009

Annexure -I

FORMAT FOR QUOTATION SUBMISSION.

(The bidders may print the followings in their letter head for submission of quotation)

Name of supply : Supplying of pen, punching machine, stapler with pin, James clip & duster etc. for Tripura Institute of Technology , Narsingarh, Tripura west .

Item no.	Item name & Description	Quantity	Unit	Rate (both in figure & words) In Indian Rupees	VAT/Taxes In Indian Rupees	Amount (In Indian Rupees)
1.	Ball Point Pen having Blue Ink (Gel Type).	600	Nos			
2	Ball Point Pen having Black Ink (Gel Type).	100	Nos			
3	Ball Point Pen having Red Ink (Gel Type).	100	Nos			
4	Punching Machine Single type. Quality like Kangaroo , Camel or equivalent.	50	Nos			
5	Punching Machine Double type. Quality like Kangaroo , Camel or equivalent.	50	Nos			
6	Stapler Machine(Big size) . Quality like Kangaroo , Camel or equivalent.	50	Nos			
7	Stapler Machine (Small Size). Quality like Kangaroo , Camel or equivalent.	50	Nos			
8	Stapler Pins for (size 24/6-1M). Quality like Kangaroo , Camel or equivalent. (each box containing 1000 staples)	500	Boxes			

Signature of Bidder

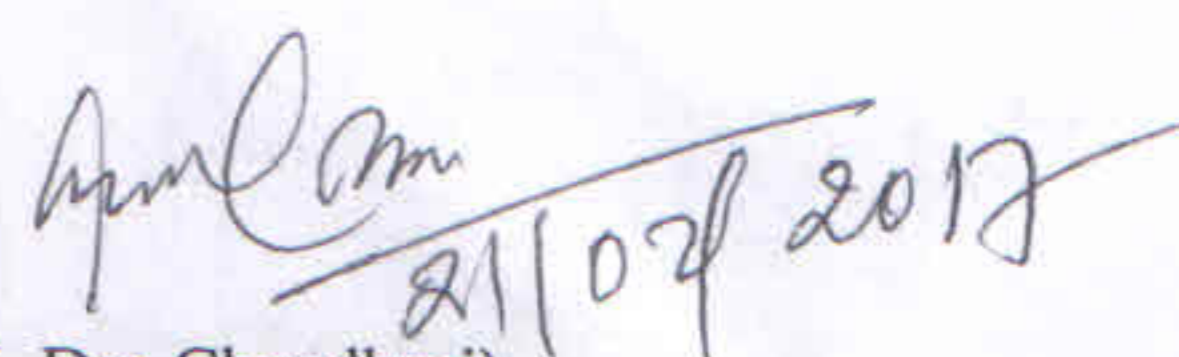
A. K. Das Chaudhuri
21/02/2017
(A. K. Das Chaudhuri)
Principal (I/C) & Head of TEQIP-II
Tripura Institute of Technology,
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9	Stapler Pins for (size 10-1M). Quality like Kangaroo , Camel or equivalent. (each box containing 1000 staples)	300	Boxes			
10	James Clip Plastic Coated. (each box containing 50 Nos. clip)	100	Boxes			
11	Duster for Black board.	200	Nos.			

Gross total cost including taxes = Rs. -----.

We agree to execute the supply / job as per specifications & directions for a total price of Rs. -----
 ----- (amount in figures) (Rupees -----
 amount in words) within the time frame given in the Quotation.

Signature of Bidder


 (A. K. Das Chaudhuri)
 Principal (I/C) & Head of TEQIP-II
 Tripura Institute of Technology,
 Narsingarh, 799009