

Government of Tripura  
Department of Industries & Commerce  
Industrial Training Institute  
Belonia, South Tripura

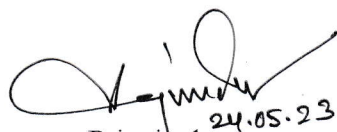
No.F.ITI/BLN/STR(GEN)/3(16)/2019 / 496-99

Dated the Belonia.....21 May, 2023

SHORT NOTICE INVITING QUOTATION

Short Notice Inviting Quotation (SNIQ) in sealed cover is invited from the authorized distributor / agent /dealer/Co-operative for rate contract for the purpose of supply of Stationeries goods at ITI, Belonia. List enclosed at Annexure –A (62 Nos items). The detailed Terms and Condition at Annexure – B. List of items along with terms & conditions may be downloaded from Institute website ([www.itibelonia.in](http://www.itibelonia.in)).

The quotation will be received by the office of the undersigned only up to 15.06.23 (during office hours). The quotation will be opened on 16.06.23 at 11:00 AM if possible and the quotationer or their representative may remain present at the time of opening of the quotation in the office of the undersigned.

  
Principal 24.05.23  
Industrial Training Institute  
Belonia, South Tripura

Copy to:-

- 1) The Director, Department of Industries & Commerce for kind information please.
- 2) The Principal \_\_\_\_\_ ITI with request to display a copy on Institute notice board.
- 3) Notice Board of this Institute.
- 4) Sri Nabankur Das, Sr.Instructor to publish a copy in Institute website.

Principal  
Industrial Training Institute  
Belonia, South Tripura

## ANNEXURE-A

	Name of articles	Unit	Rate in figure (Rs)	Rate in words	Brand/Make in capital letter
01	T Pin	Per box			
02	Pencil battery (AA)	Per piece			
03	Key Bag (to hold at least 6 keys) Leather	Per no.			
04	Key Bag (to hold at least 6 keys) Resin	Per no.			
05	Metal key ring	Per piece			
06	Correction pen (7ml)	Per no.			
07	Calculator 12digit	Per no.			
08	Clip board (PVC legal size)	Per no.			
09	Cello tape (1/2 " Transparent)	Per Roll			
10	Cello tape 1.5" Transparent	Per Roll			
11	Cello tape 2" (brown)	Per Roll			
12	white board duster	Per no.			
13	Dak pad	Per no.			
14	File cover without lamination	Per no.			
15	File board	Per no.			
16	Fevi stick	Per no.			
17	Plastic folder (All Size) with button	Per no.			
18	L folder (All Size) Transparent	Per no.			
19	Gum 300ml	Per no.			
20	Gum 150ml	Per no.			
21	Adhesive/Glue minimum 22.5gm / 25 ml	Per no.			
22	Sealing wax	Per no/ Per Stick			
23	Guard file (Legal Size)	Per no.			
24	Onetime pen (Any Colour)	Per no.			
25	Ink pad (blue colour)	Per no.			
26	Jems clip	Per box/pkt.			
27	Paper cutter (small size)	Per no.			
28	Envelop 10" x 4 1/2 "	Per no.			
29	Envelop 11" x 5"	Per no.			
30	Envelop 9" x 4"	Per no.			
31	Envelop laminated A4	Per no.			
32	Envelop laminated legal size	Per no.			
33	White board marker pen (Any colour)	Per no.			
34	Permanent marker pen(Black/Blue/Red)	Per no.			
35	CD Marker pen (Black/Blue/Red)				
36	Paper weight	Per no.			
37	Wooden pencil HB	Per no.			
38	Magnetic Pin cushion	Per no.			
39	Metal Paper binder clip (Medium size)	Per no.			
40	Stapler machine big 24/6	Per no.			



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41	Stapler machine small 10 no size	Per no.			
42	Stapler pin 24/6	Per box			
43	Stapler pin 10 size	Per box			
44	Suzan steel with plastic handle	Per no.			
45	Highlighter pen (Any Colour)	Per no.			
46	Scissor steel (Medium size) with plastic handle.	Per no.			
47	Tag (50nos in 1 bundle)	Per Bundle			
48	Ton thread	Per Bundle			
49	A4 white paper 75 GSM	Per ream			
50	Legal size paper 70 GSM	Per ream			
51	Bond paper cream color minimum 100GSM (A4 Size)	Per ream of 100 Pages			
52	Attendance Register Size 4	Per No.			
53	Dust less chalk for black board (Any colour)	Per box			
54	Register (Roled)Semi paper	Per No.			
55	White paper (dista) Rolled	Per ream			
56	White paper (dista) Un rolled	Per ream			
57	Drawing sheet Not less than 200 GSM	Per sheet			
58	Stock Register 8 no size	Per no.			
59	Stock Register 10 no size	Per no.			
60	Stock Register 12 no size	Per no.			
61	Stock Register 20 no size	Per no.			
62	Sketch pen ( any color)	Per no			

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*[Handwritten signature]*



Terms and Condition

1. Quotation to be addressed to Principal, Government I.T.I. Belonia.
2. Rate must be quoted both in figure and words. Over write/use of correction pen will not be accepted.
3. The quotation should be accompanied with self attested photocopies at Trade License, GST registration and PAN card.
4. 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.
5. The rate should be quoted inclusive of all taxes/ charges up-to the destination, no extra charges will be paid.
6. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason thereof.
7. Supply should be completed with 7(seven) days from the date of the issue of the supply order.
8. The envelope containing quotation must be super scripted 'SHORT NOTICE INVITING QUOTATION' for supply of goods with reference no and date.
9. Supply order will be issued to the lowest quotationer and when required.
10. The purchaser reserves the right to conclude more than one rate contract for a single item.
11. If a rate contractor sells or places offer to sell the same item (s) 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.
12. Rate quotation to be submitted as per format Annexure- A with seal & ink signature of the quotationer also may be submitted under quotationer's letter head.
13. Annexure –A may be seen at the Notice Board of the ITI, Belonia or may be downloaded from the official website of the Institute [www.itibelonia.in](http://www.itibelonia.in)
14. Necessary tax will be deducted from the bill at the time of payment as per norm.
15. The firm and/or the purchaser shall be entitled to withdraw / cancel the rate contract serving all appropriate notice to each other giving 15 days time.
16. In case of emergency, the purchaser may purchase the same item by other modes.

