



TRIPURA PUBLIC SERVICE COMMISSION

No.F.3 (1-4)-ADMN/TPSC/2008(i)/974 Dated, Agartala the December, 2020

NOTICE INVITING QUOTATION

Sealed Rate Quotation are hereby invited up to 1500 Hrs(3PM) of **23-12-2020** from the license holder of Govt. suppliers for Office Stationery items which will be used for official purpose in Tripura Public Service Commission. The rate for each and every stationery items should be quoted in the following proforma duly signed by the Tenderer addressing to the Secretary, Tripura Public Service Commission, Agartala. No over writing or erasing will be allowed / accepted.

Sl. No.	Items	Manufacturer Name	Price/Rate	GST %	Service charge (if any)	Total

* The required list of stationery items are in ANNEXURE- 1

Following Terms & Conditions will be applicable:-

1. All valid documents/permit/license should be in possession of the supplier from any Cooperative Society/other Govt agency.
2. The stationery items should be supplied by the supplier/ Cooperative Society/ others Govt. supply agency only after an official Supply Order is provided from the office.
3. The supplier/ Cooperative Society/ others Govt. supply agency must supply genuine products and should be within the period of expiry.
4. Payment will be made against bill raised by the supplier/ Cooperative Society/ others govt. Supply agency. Payment will be as per availability of fund subject to release by the government.
5. The supplier/ Cooperative Society/ others Govt. supply agency should furnish updated copy of Commercial Registration Certificate, Income Tax , GST Clearance Certificate etc..
6. The Suppliers should submit a **D-Call** of Rs.5000/- (Rupees Five thousand) only as **Earnest Money**.

The last date of receiving the Quotation is **23-12-2020** up to **1500 hours (3PM)** in the Commission's Office and the tender will be opened at **1600 hours (4PM)** on the same day, if possible, in presence of the Tenderer(s), if any. No tender will be accepted, after the due date and time as fixed above.

The undersigned reserves the right to accept or reject any tender fully or partly including the lowest one without assigning any reason thereof.

(N.ADHIKARI)
Secretary

Tripura Public Service Commission

ANNEXURE-1

Sl. No.	Items	Manufacturer Name	Price	GST	Service charge if any	Total
1	Dot Pen (One time) (Link, Agni)					
2	Gel pen (Luxor pilot) (Black, blue)					
3	A4 Size paper JK copier(75 GSM)					
4	FS legal Size paper JK copier (75 GSM)					
5	Stapler Pin (10-1M) (kangaro)					
6	Stapler Pin (24/6-1M) (kangaro)					
7	Stapler (10-1M) (kangaro)					
8	Stapler (24/6-1M) (kangaro)					
9	Correction fluid (white) (Luxor)					
10	Note Sticker					
11	Tag (for file)					
12	L- Folder					
13	File Folder					
14	Clip Board					
15	Duster towel (cloth)					
16	File Board					
17	Stamp pad					
18	Stamp pad Ink					
19	Paper weight					
20	Marker (Highlighter pen) (Luxor)					
21	Jems clip (plastic, Steel)					
22	Fevistick (Kores)					
23	Fevicol tube (200ml)					
24	Room freshner (Duca)					
25	Punching machine (Kangaro)					
26	Writing pad (ITC)					
27	Cellutape (1") (SIR)					
28	Cellutape (2") (SIR)					
29	Calling bell					
30	Calling bell (Electronic)					
31	Clling bell (Remote))					
32	Envelope (11"X5")					
33	Envelope (12"X6")					
34	Envelope (12"X5")					
35	Envelope (10"X4")					
36	Envelope (Small)					
37	Envelope (A3) (Inner cloth)					
38	Envelope (yellow laminated) (12"X6")					
39	Face Shield					
40	Disinfectant surface spray (Savlon)					
41	Hand wash (Dettol)					
42	Soap (Dettol)					
43	Hand Sanitizer (50 ml)					
44	Hand Sanitizer (100 ml)					

45	Hand Sanitizer (250 ml)					
46	Hand Sanitizer (500 ml)					
47	Hand Sanitizer (1 Ltr)					
48	N95 Mask					
49	Surgical mask					
50	Hand Gloves					
51	Good night mosquito machine					
52	Good night mosquito Liquid					
53	Scissors (medium size)					
54	Rubber band (Guarder) (1KG pkt)					
55	Binding Register (No. 4,6,8,10)					
56	Bucket (5L)					
57	Bucket (10L)					
58	Candle					
59	Carbon paper					
60	Remote battery					
61	Cobra file					
62	DAK pad					
63	Dumper					
64	Lock (big, small) (LINK)					
65	Scale (12", 18")					
66	Pencil battery (Eveready)					
67	Wall clock (Ajanta)					
68	LED Bulb (9wt) (Philips, Crompton)					
69	Tube light (Philips, Crompton)					
70	Tube light (LED) (Philips, Crompton)					
71	Tube light chalk					
72	Tube light starter					
73	Short hand book					
74	Calculator (12 Digit) (Casio, Bistec)					
75	Seat cushion					
76	Towel (Big, medium, small)					
77	Cup plate Set					
78	Writing Pad (Spiral binding)					
79	Colin liquid					
80	Stand fan (Usha, Havells)					
81	Ceiling fan (Usha, Havells)					
82	Wall fan (Usha, Havells)					
83	Basket (Dustbin) medium					
84	Sketch pen (Luxor)					
85	Tea Spoon (Steel)					
86	Table Glass (3'x2')					
87	Table Glass (1.5' X 2')					
88	Cotton twine Thread					
89	Jute Rope					
90	Paper Stick					
91	Desk Calendar stand					

92	Desk Calendar refill					
93	Pen Stand					
94	Tea rest					
95	Stapler Machine (jumbo)					
96	Mug					
97	Bleaching powder					
98	Odonil					
99	Key bag					
100	Door Curtains (with size)					
101	Window Curtains (with size)					
102	Table Cloths					
103	Water bottle (500ml) (Bisleri)					
104	Water bottle (1L) (Bisleri)					
105	Water bottle (2L) (Bisleri)					
106	Tea Bag (Lipton)					
107	Sugar free biscuit					
108	Water filter (80L)					
109	Wifi Router (D-Link)					
110	Wifi USB connector					
111	Telephone receiver Set (Beetle)					
112	Telephone Set Details plan Set (1+1) (Beetle)					
113	Antivirus for computer					
114	Pen Drive (8GB) (Sandisk)					
115	Pen Drive (16GB) (Sandisk)					
116	Pen Drive (32GB) (Sandisk)					
117	Hard disk (1TB) (internal & external) (Toshiba)					
118	Hard disk (2TB) (Toshiba)					
119	Mouse (Dell, HP, Logitech)					
120	Keyboard (Zebion)					
121	UPS (Zebion)					
122	LED Monitor (18.5") (AOC)					
123	HP laserjet P1108 Printer					
124	Canon LBP 2900B					
125	KONIKA TN-118 Cartridge (xerox)					
126	RICOH MP 2014HS Cartridge (xerox)					
127	Produt 12A, 78A, 88A cartridge					
128	Mobil oil for Ambassador, Maruti Ciaz					
129	Coolent (1L)					
130	Gear oil (1 L)					
131	Brake oil (1L)					
132	Grease (1KG)					
133	Mobil filter for Ambassador, Maruti Ciaz					
134	Sparking Plug					
135	Car perfume (Gel)					
136	Duster for car					

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