

**GOVERNMENT OF TRIPURA
PANCHAYAT RAJ TRAINING INSTITUTE
KUMARGHAT: UNAKOTI DISTRICT**

F.1 (26)/PRTI/KGT/TENDER/2017/139

The 25th April, 2018


NOTICE INVITING QUOTATION

Sealed quotation is invited on behalf of the Governor of Tripura from the Bonafied Manufacturer, Agency, Supplier, Co-operative Societies and other Authorized Dealers of Tripura for supply of following **Furniture etc.** to the **Panchayat Raj Training Institute (PRTI), Kumarghat.**

Sl. No.	Name of Item	Quantity (Nos.)
01	CHAIR (WITH ARM) (Branded)	100
02	CHAIR (ARM LESS) (Branded)	100
03	STUDY TABLE (Big Size)	04
04	COMPUTER TABLE (For Computer Lab)	30
05	TABLE (FULL SECRETARIAT)	05
06	BOOK SHELF (Metal)	05
07	STEELWARE DROBE (Small Size)	20
08	VIP SOFA SET	01
09	COT (DOUBLE)	09
10	MATTRESS (DOUBLE)	09

Detail terms and conditions may be collected from the Office of the PRTI, Kumarghat on or before 08.05.2018 on any working days during office hours or can be downloaded from the Unakoti District Website: www.unakoti.nic.in

The last date of receipt of quotation is on **10.05.2018 up to 3-00 p.m.** in the Office of the PRTI, Kumarghat and date of opening of quotation is in same day at 4-00 p.m, if possible.


Office in-charge,
Panchayat Raj Training Institute
Kumarghat, Unakoti District

✓ Copy to:

The Technical Director & DIO, NIC, Unakoti District, Kailashahar for kind information with request to upload the Notice with Terms & Conditions in Unakoti District Website.

Terms & Conditions:-

1. The earnest money in the shape of D/Call of **Rs. 20,000/- (Rupees Twenty thousand)** only must be drawn after publication of Quotation in favour of the Officer in-charge, PRTI, Kumarghat from any nationalized Bank and the same D/Call should be attached with the Quotation.
2. The quotationers must submit the following documents with their quotation like - A) Trade License Certificate issued by the competent authority. B) Self attested PAN Card & Voter ID copy. C) Income Tax Clearance Certificate for last 3(three) years, D) GST Registration etc.
3. **The quotationers should quote their rate inclusive of all taxes and other incidental charges including transportation.** Quotationers should submit the quotation in the format: 1) Sl. No., 2) Name of Item & Item Code 3) Brand name, 4) Rate per single unit. In a sealed Envelope with superscription: "QUOTATION FOR SUPPLY OF FURNITURE"
4. Interested participants may quote the rate for individual item or for all items inclusive of all taxes and other incidental charges including transportation. The rate should be quoted both in words and figures.
5. The Furniture etc. should be supplied as per specification of the quotation after issuance of supply order and supply shall be completed within 15 days from the date of issuance of supply order.
6. All the Items shall be delivered by the Supplier/Agency in the PRTI, Kumarghat in good condition. Unspecified materials will not be received and the supplier/agency will have to change the same at their own cost & responsibilities.
7. Refund of earnest money will be held up till completion of supply of the material for the period of 6(Six) months and the same may be forfeited if the supplier, after being awarded with supply order, fails to supply the materials as per specification within stipulated period.
8. The Supplier/Agency will submit Bills after supplying all the items as quantity mentioned in the supply order and the Bills should be addressed to **The Officer in-charge, PRTI, Kumarghat** with triplicate along with Challan copy. The Bill should be supported by copy of supply order.
9. Necessary taxes will be deducted from the overall total Bill submitted by the Supplier/ Agency at source as per Govt. norms.
10. The number of items may increase or decrease depending upon the fund availability or actual requirement. The Authority reserves the right to select or reject any item(s).
11. Details terms & conditions may be seen in this Office Notice Board / Unakoti District Website.
12. The Undersigned reserves the right to accept or reject any quotation or cancel the whole process without assigning any reason.

Sd/-
Officer In-charge,
Panchayat Raj Training Institute
Kumarghat, Unakoti District