

Government of Tripura  
Department of Industries & Commerce  
Industrial Training Institute  
Belonia, South Tripura  
Email:principalitibelonia@gmail.com  
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Dated the Belonia, Approved Date

**SHORT NOTICE INVITING QUOTATION**

Short Notice Inviting Quotation (SNIQ) in sealed cover is hereby invited from the local authorized distributor / agent /dealer/Co-operative for rate contract for the purpose of supply of Stationery goods at ITI, Belonia. List enclosed at Annexure -A (72 Nos items). The detailed Terms and Condition at Annexure - B. 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 21.05.2026 (during office hours). The quotation will be opened on 22.05.2026 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.

Digitally signed by  
Somraj Majumder  
Date: 08-05-2026  
08:44:37  
Principal  
Industrial Training Institute  
Belonia, South Tripura

Copy to:-

- 1) The General Manager DIC Sabroom/ Principal ITI Santirbazar, South Tripura with request to display a copy on notice board.
- 2) Notice Board of this Institute & Sri Tanmoy Chakraborty, Sr.Instructor to publish a copy in Institute website.

Rate Quotation					
SL No	Name of articles	Unit	Rate in figure (Rs)	Rate in words	Brand/Make in capital letter
01	T Pin	Per box.			
02	Printer cartridge – prodot 78 A	Per No			
03	Calculator 12digit	Per no.			
04	Clip board (PVC legal size)	Per no.			
05	Cello tape (1/2 “ Transparent)	Per Roll			
06	Cello tape 1.5” Transparent	Per Roll			
07	Cello tape 2” (brown)	Per Roll			
08	White board duster	Per no.			
09	File cover without lamination	Per no.			
10	File board without lamination	Per no.			
11	Plastic folder (Legal) with button	Per no.			
12	L folder (A4 Size) Transparent	Per no.			
13	Fevicol MR 100gm	Per no.			
14	Guard file (Legal Size)	Per no.			
15	Onetime pen (Any Colour)(Elkos Signy/Goldex Excel ball Pen)	Per no.			
16	Ink pad (blue colour)	Per no.			
17	Jems clip laminated	Per box/pkt.			
18	Paper cutter (medium size)	Per no.			
19	Envelop 10” x 4 ½ “	Per no.			
20	Envelop 11” x 5”	Per no.			
21	Envelop 9” x 4”	Per no.			
22	Envelop laminated A4	Per no.			
23	Envelop laminated legal size	Per no.			
24	White board marker pen(Any colour)	Per no.			
25	Permanent marker pen(Black/Blue/Red)	Per no.			
26	CD Marker pen (Black/Blue/Red)	Per No			
27	Paper weight	Per no.			
28	Wooden pencil HB	Per no.			
	Wooden pencil H	Per no.			
29	Metal Paper binder clip(Medium size)	Per no.			
30	Stapler machine big 24/6	Per no.			
31	Stapler machine small 10no size	Per no.			
32	Stapler pin 24/6	Per box			
33	Stapler pin 10 size	Per box			
34	Scissor steel (Medium size) with plastic handle.	Per no.			
35	Nylon Tag (50nos in 1 bundle)	Per Bundle			
36	Ton thread	Per Bundle			

37	A4 white paper 75 GSM	Per ream		
38	Legal size paper 70 GSM	Per ream		
39	Bond paper cream color minimum 100GSM (A4 Size)	Per ream of 100 Pages		
40	Bond paper cream color minimum 100GSM (A4 Size)	Per ream of 500 Pages		
41	Employee Attendance Register Size 4	Per No.		
42	Student Attendance Register Size 4	Per No.		
43	Dust less chalk for black board (Any colour)	Per box		
44	Register (Roll)Semi paper Size- 4,	Each		
45	Register (Roll)Semi paper Size- 6,	Each		
46	Register (Roll)Semi paper Size- 8,	Each		
47	Register (Un-Roll)Semi paper Size- 4,	Each		
48	Register (Un-Roll)Semi paper Size- 6,	Each		
49	Register (Un-Roll)Semi paper Size- 8,	Each		
50	White paper (dista) Ruled	Per ream		
51	White paper (dista) Un ruled	Per ream		
52	Drawing sheet Not less than 200 GSM	Per sheet		
53	Stock Register 8 no size	Each		
54	Stock Register 10 no size	Each		
55	Stock Register 12 no size	Each		
56	Stock Register 20 no size	Each		
57	Sketch pen ( any color)	Each		
58	Photo Paper for Certificate, 180 GSM	Per Pkt contain 20 Sheets		
59	Harpic, 500ml	Per Piece		
60	Coir Woven Mat (2' x 1.5')	Per Piece		
61	PVC Grass mat (4, x1.5')	Per Piece		
62	Colin 250 ml	Per No		
63	Wall Clock (Standard) (Ajanta/Orpat)	Per No		
64	Paper Flags (Re-Stick Notes) (3M/oddy)	Per Pkt		
65	Naphthalene	1 Pkt		
66	Handwash, 75 ml	Per No		
67	Canon printer Cartridge, 925	Per No		
68	Network Cable Cat 6, D-Link	Per Coil		
67	Odonil Air freshener	Per Packet		
70	Battery AA	Per No		
71	Battery AAA	Per No		
72	Lock, Link, 8 Brass Lever, No 55	Per No		

## Annexure- B

Terms and Condition

1. Rate must be quoted both in figure and words. Over write/use of correction pen will not be accepted.
2. The quotation should be accompanied with self-attested photocopies of Trade License, GST registration and PAN card.
3. The rate contract will be valid for 1(one) year from the date of opening the quotation 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, no extra charges will be paid.
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 7(seven) days from the date of the issue of the supply order.
7. The envelope containing quotation must be super scripted 'SHORT NOTICE INVITING QUOTATION' for supply of goods with reference no and date.
8. Supply order will be issued to the lowest quotationer as and when required.
9. The purchaser reserves the right to conclude more than one rate contract for a single item.
10. If a rate contractor sells or places offer to sell the same item (s) in a lower rate to any other concern/ person/ organization within the period of the rate contract, then the same lower rate will also imply to this office.
11. 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.
12. 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)
13. Necessary tax will be deducted from the bill at the time of payment as per norm.
14. The firm and/or the purchaser shall be entitled to withdraw / cancel the rate contract serving all appropriate notice/letter to each other giving 15 days time.
15. In case of emergency, the purchaser may purchase the same item by other modes.